

Your project ✓

How will your translation or transcreation order be handled?

You want to hire me for your translation or transcreation project? Great!

Here is how it works:

- » Please contact me via e-mail ([sabine\[at\]sabine-sapp.com](mailto:sabine[at]sabine-sapp.com)).
- » Please send me your English text as a Word, an Excel, a PowerPoint or a PDF file by e-mail.
- » Please let me know...
 - › for what purpose you need the German text,
 - › who your target audience is,
 - › what message you want to get across to your target audience,
 - › what the tone of the text is,
 - › what you want to achieve with the German text and what response you want to elicit from your target audience,
 - › where the German text will be published.
- » Please also provide me with reference material (e.g. drawings, glossaries, in-house terminology, a list of acronyms, parallel texts, product brochures, a style guide, visuals, etc.).
- » Please let me know who I may contact with questions.
Yes, expect me to ask questions about your text, products or services.
- » Once I have carefully analyzed the source text, you will receive from me a customized quotation (PDF file) by e-mail.
- » If you decide to accept my quotation, please send me your purchase order on your company letterhead (PDF file please) by e-mail.
- » You will then receive an order confirmation (PDF file) by e-mail.
- » I will produce the German version of your text. Once I have completed it, I will edit and proofread it carefully. (If requested, the text will be additionally edited and proofread by a second translator.) I will clarify any questions which may arise during the translation/transcreation process.
- » You will receive the completed, edited and proofread German version by e-mail.
- » You will receive the invoice (PDF file by e-mail) which you will please settle by the date stated thereon.
- » And by the way, I value your feedback on my work.

To be able to guarantee you a high-end text,...

- › I attach great importance to having sufficient time for the completion of your translation or transcreation project.

A realistic time frame is important for...

- › the clarification of questions about your text, products or services,
- › a careful research (terminology, etc.) as well as a creative brainstorming process,
- › a careful reviewing and editing of the draft version,
- › a careful editing and proofreading of the final version,
- › your budget because no additional time and costs for reworking the translation or transcreation will incur.

I look forward to working with you!

Appealing German texts for your success

Areas of Expertise: **Marketing** • **Communications** • **Advertising** | **Travel** • **Tourism** • **Hospitality**