

# 8 Questions to Ask Before Partnering with a *Translation Vendor*



QA LANGUAGE SERVICES



# **1. What measures do you take to ensure confidentiality and data security?**

Ask your potential translator about encryption, storage locations (EU vs US servers), access controls, and whether they use any online translation resources (machine translation or AI) that could pose a risk to data security.



## **2. Who owns the translation memory and final deliverables?**

Verify that your firm or company retains full ownership of the language assets, and ensure that data can be shared if you switch translators.



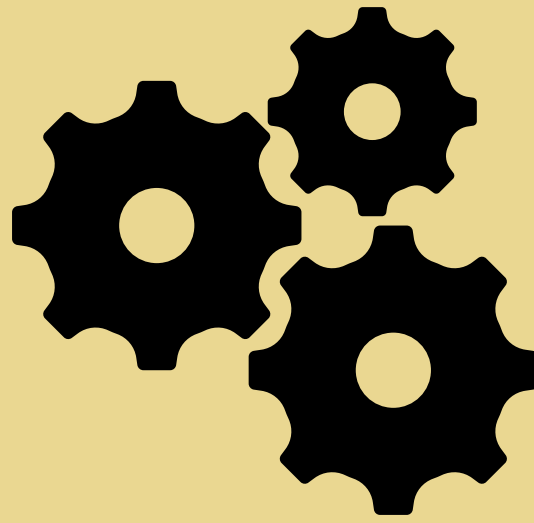
### **3. Do you provide certified or sworn translations?**

Often, certified translations are required for legal documents to meet court or regulatory standards.



## **4. Are you a subject-matter expert in legal terminology or field-specific matters?**

Ensure that the translators you retain are specialists in law or the specific field your company works in.



## **5. What is your translation process – does it include human review?**

Highly skilled translators use a combination of machine translation, AI to check for typos and grammar and spelling errors, and human editing and quality assurance, which may include peer review.



## **6. What is your turnaround time for large, confidential files?**

Ask your potential translator about their capacity to handle urgent or high-volume translations without compromising accuracy.



## **7. Who will we contact if we have questions or concerns, and how quickly can we expect a response?**

Ensure that either your translator is available to serve you within a reasonable length of time, or that they have an account manager to handle your concerns or feedback.





## **8. How transparent is your pricing – what's included in your quote?**

Clarify whether editing and client revisions are included or charged separately. Is the quote based on a per-word, per-page, or per-hour rate?

Frequently, certified translations are charged differently (sometimes by the page).



**Book a call, let's have  
coffee, I'm here to help!**



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