



# TREND TRANSLATIONS

## Top Tips for Cooperation between Translators

### 1. Define your needs

What do you want from a cooperation partner?

- Punctuation, spelling and grammar checks?
- A complete stylistic revision of your translations?
- Someone to check you've understood the meaning correctly?
- Or to share glossaries with?
- A native speaker of your source language to explain difficult turns of phrase?
- Or a fellow native speaker of your target language to help you maintain fluency of your mother tongue?

### 2. Define the process

You send your partner the first draft of your translation and your partner returns it with track changes. Or do you bounce back again, sending your partner the version with your accepted changes for one last check? Or do you both work on the same document directly in GoogleDrive?

### 3. Define timing

It's important to specify when you need things back by, and ensure you leave a buffer in case of forgetfulness, discussions, errors etc. before the deadline hits.

### 4. Define pricing

Decide ahead of time whether you are working on a barter basis for each other, perhaps with a virtual "word count bank account" or paying a fixed percentage of whatever you are charging the client and billing each other monthly. Perhaps you'd prefer to charge each other a fixed hourly rate or word/line price?

### 5. Define scope

How much do you want to merge? Do you just want to meet up occasionally or Skype? Do you need or want a common "image"? Or do you prefer to keep your proofing collaboration under the radar? All options are perfectly acceptable.



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## **Advantages of cooperation**

- Higher quality of work
- Better clients
- Larger more complex projects
- Double the specialisations
- Higher rates
- More flexibility
- Holiday cover
- A reliable source of support and advice

If you state you use the “four eye principle” on your quote, you are entitled to charge for it. This is an extra service for your client.

Choosing to use the same software (MemoQ, Memsource, Matecat, Trados, etc.) may bring certain advantages in terms of shared glossaries and TMs.

Sharing an “image” with a partner means financial savings on things like websites, logos, the printing of postcards, business cards, stickers etc. You can even offset brainstorming sessions and city visits from your tax whenever you need to meet and discuss strategies or larger projects.

You can share the burden of work when it comes to PR, marketing and client acquisition.

It's better for your wellbeing! Communicating with someone on a daily basis, especially in the solitary world of the translator, really is an added bonus. It's great to have someone to vent to if you're having a bad day or an annoying client, or to celebrate winning a new client or job, or the completion of a large project, even if it's just virtually!