

# 7 STEPS TO SUCCESSFULLY FINDING & WORKING WITH AGENCIES

Take a few hours to research potential agencies. Develop a list of 100 agencies that pass the criteria mentioned above. Contact them by their preferred method of contact. You can perhaps contact five a day, or five a week, depending on your schedule, and don't forget to follow up if you do not hear from them.

1. Find agencies:
  - Your national translation association
  - Agencies registered on Proz.com
  - Agencies in Paymentpractices.com (well worth the annual fee)
2. Research them on Blueboard and Payment Practices.
3. Go to website – do research.
4. Create a list of agencies that work with your language combination and your area of specialization.
5. Contact them by their preferred method (usually an online form on website).
6. If you send email, make sure you include language combination in subject and use your standard cover letter.
7. Follow up in a few weeks and update list.