

TRANSLATION PROJECTS TURNAROUND TIMES (TAT)

Estimates/guidelines for TAT to complete specific translation project types

- The translation project starts once the project quote is approved and complete information and source files have been received.
- Timeframes assume in-country reviews will be completed in a timely fashion. Unless otherwise specified, timeframes include one round of review*.
- If a kickoff meeting is required, please request it in your project request.
- Any project type not listed will be reviewed on a case-by-case basis when received.
- Requests for MCN-approved documents require translation house review.
- All time frames below are based on one source file per request.

Translation Project Types

Description	TAT = Business Days
Social media	1-2 weeks
Single webpage	3 weeks
Single landing page, subject line, eblast, and postback	3 weeks
Print ad	3 weeks
Webpage update	3 weeks
Landing page, eblast	3 weeks
Flyer	4 weeks
Poster	4 weeks
Spec sheet	6 weeks
Brochure	6 weeks
Whitepaper	6 weeks
Quiz animation	6 weeks
Animated video customized	6 weeks
Case study	6 weeks
Die cut	8-10 weeks
E-learning modules	TBD upon request
Video customized	TBD upon request
Full website	TBD upon request

INTEGRATED MARKETING SERVICES:

TRANSLATION PROJECT TURNAROUND TIMES

Small – Translated Flyer

- Review project - 1 day
- Provide quote to approve – 2 days
- Deliver translated files – 3-4 days
- Proof posted for in-country review* – 1 day
- In-country review; one round edits – 5 days
- Translation house delivers final files – 5 days
- Final files completed and on MOM – 4 days

Medium – Translated Single Eblast

- Review project – 1 day
- Provide quote to approve – 2 days
- Deliver translated files – 3-4 days
- Proof posted for in-country review*- 3 days
- Provide graphics – 1 day
- Create eblast, landing page, postback — 3 days
- Create workflow and internal notification email – 2 days
- Post proof for review – 2 days
- Provide analytics

Medium – Translated Brochure

- Review project – 1 day
- Provide quote to approve – 2 days
- Deliver translated files – 4-5 days
- Proof posted for in-country review* – 1 day
- In-country review; one round edits – 5-10 days
- Translation house delivers final files – 5 days
- Final files completed and on MOM – 4 days

Large –Print Materials:

Campaign 8-12 Week

6+ Multiple Languages

- Review project – 1-2 days
- Provide quote to approve – 2 days
- Deliver translated files – 6 days
- Proof Posted for In-Country review – 2 day
- In-country review; one round edits* – 5-10 days
- Translation house delivers final files – 5 days
- Final files completed and on MOM – 4 days

Large – Eblast, LP, PB: Campaign

4+ Multiple Languages

- Review project – 2 days
- Provide quote to approve – 3 days
- Deliver translated files – 3-4 days
- Provide graphics – 1 day
- Create eblast, landing page, postback — 3 days
- Create workflow and internal notification email – 2 days
- Proof posted for in-country review – 2 days
- In-country review; one round of edits* – 5-6 days
- Provide analytics

Large- Customized Video:

Campaign (8-12 Weeks)

4+ Multiple Languages

- Review project – 2 days
- Provide quote to approve – 3 days
- Deliver translated script files – 6 days
- Script posted for in-country review – 2 day
- Script in-country review; one round of edits* – 5 days
- Audio recording – 5 days
- Audio file posted for in-country review – 1 day
- MP3 in-country review; one round* of edits – 5 days
- Video editing – 5 days
- Video posted for in-country review – 1 day
- MP4 in-country review; one round of edits* – 5 days
- Final video completed and delivered through ZRC – 1 day

INTEGRATED MARKETING SERVICES:

ACTIVELY USED TARGET LANGUAGES PROVIDED BY SELECT, NATIVE-SPEAKING LINGUISTS

Any languages not listed here are available upon request

- Arabic
- Bulgarian
- Czech
- Danish
- German
- Greek
- UK English
- US English
- Spanish
- Finnish
- French
- French Canadian
- Hungarian
- Croatian
- Indonesian
- Italian
- Japanese
- Korean
- LA Spanish
- Latvian
- Lithuanian
- Malay
- Dutch
- Norwegian
- Polish
- Portuguese
- Portuguese Brazil
- Romanian
- Russian
- Slovakian
- Slovenian
- Swedish
- Thai
- Turkish
- Vietnamese
- Simplified Chinese
- Traditional Chinese (TW)
- Traditional Chinese (HK)
- Ukraine