

Translation costs are based on various factors which all share a common denominator: **TIME**

This document contains information about the most habitual factors that influence translation costs, whilst in the attached documents, we explain how you can easily save on your translation bills by helping us reduce the time we need to spend on your projects.

- **Length of text**

Basic translation costs are generally determined by an analysis of the total number of words (units) contained in the original (source) documents submitted for translation.  
(For certain languages, such as Japanese, translation costs are determined by an analysis of the total number of characters contained in the source document.)

For a detailed list of Dixon Servicios Lingüísticos' current translation rates, please see attached document "*Standard Translation Pricing*". (DOC 1)

- **Delivery deadline**

As a general rule, professional translators are capable of translating approximately 2500 source words per day of texts considered of "average difficulty", that is to say, texts of a general nature that do not require specialist knowledge of specific subject matters.

### **When will your translation be treated as "urgent"?**

- If, in order to meet your deadline, we have to translate a greater volume of words per day than can be handled by the resources we have available.
- If we have to translate beyond our standard office opening hours (09.00 - 19.30 CET), during weekends and/or public holidays.

**In these cases, we may have to apply a surcharge to our standard translation rates.**

So, unless your translation is really urgent, by bearing in mind the above you will be able to reduce your translation costs.

- **Complexity of source text**

The translation of texts covering specific subject matters often requires the compilation of electronic terminology reference databases for use by our translation teams.

By providing us with glossaries prior to a translation project, you will obtain a double benefit:

- You secure yourself a translation – and all future translations - that is consistent with the terminology used in your company.
- You reduce your translation costs by allowing us to reduce the time our terminology team spends working on your translation projects.

- **Degree of coincidence (match) with previously translated material**

The use of Computer-Assisted Translation (CAT) tools enables *translation project managers*, *translators* and *proofreaders* to access your previously translated material. This means:

- a) You get your translation back faster
- b) The style and the terminology employed in all your translation projects is consistent.
- c) You save us time and you reduce your translation costs

For further information on these points, please see attached document “*Re-use of previously translated material*” (DOC2).

- **File formats**

It is important to bear in mind that not all file formats are compatible with CAT tools. Please find below a basic list in which we have indicated the most common compatible/incompatible formats:

<b>Example file formats</b>	
<b>Compatible</b> with CAT tools:	<b>Incompatible</b> with CAT tools:
.doc	.pdf
.rtf	.ppt
.txt	.fh
.xml	.jpeg
.xliff	etc.

In many instances, we are able to convert a document from an incompatible format into a compatible format. Nevertheless, the process is often time-consuming: if you are able to send us your original document in a CAT-compatible format, then the time we save means we won't have to apply surcharges for the handling of file formats.

For example, by providing original documents in .doc format instead of .pdf format, you are saving us time and yourself money.

For further information on the optimum use of file formats during the translation process, please see attached document “*Creating your content, translation and publication*” (DOC 3).