

Pre-delivery checklist

You are kindly requested to check these items before uploading your translation on the eXtra Portal. It serves you as a confirmation of the appropriate completion of the assignment – you do not need to send it to us. However, please note that non-compliance with any of these items may affect the final mark given to the translation job.

No.	Item	✓
1	All project-specific instructions on the Information Sheet have been followed	
2	Translation is delivered in the required formats (.xliff, docx, xls etc.)	
3	All project-specific and general reference material has been consulted and used (with special attention to <i>templates</i> and the <i>format of footnotes</i>)	
4	Text is translated in full, no other language present (unless functional, e.g. publication titles), no omissions (with special attention to <i>footnotes</i> , <i>embedded charts</i> , <i>tables</i> , <i>rollover text/tooltip of hyperlinks</i>)	
5	Consistency of terminology is checked throughout the text (especially when several translators worked on a single document)	
6	Spell-check has been completed (with special attention to <i>capitalization</i> , <i>quotation marks</i> , <i>decimals</i> , <i>date format</i> , <i>currency symbols</i> , <i>double spaces</i>)	
7	Layout of the original text has been preserved (<i>numbering</i> , <i>fonts</i> , <i>styles</i> etc.)	
8	Formatting of the original document is maintained – no extra highlights, nor comments, hidden texts or tracked changes are present	
9	Revision / proofreading has been done by a separate person (other than the translator). In case of <i>individual contractors</i> : sufficient time elapsed between translation and revision (to ensure the necessary detachment from the text)	
10	Any divergence from the reference material (<i>TM</i> etc.) is duly justified in an FLC-file	