

Translation Workflow Checklist

Nfono Consulting - EN & FR → ES - Quality-assured Spanish translation

STEP 01

Intake & Analysis

- Receive source file(s) in original format (DOCX, PDF, XLSX, etc.)
- Confirm language pair (EN→ES or FR→ES) and Spanish variant (Castilian / Latin American / MX / AR / CO)
- Identify domain: legal, financial, marketing, technical
- Agree on deadline, format and confidentiality (NDA on request)
- Send fixed quote and locked delivery date

STEP 02

Translation

- Prepare source in CAT tool (SDL Trados / memoQ / MateCat)
- Load translation memory and client-specific termbase
- Translate with native Spanish linguist — tone and register preserved
- Flag ambiguities and confirm with client when needed
- Maintain consistency across all segments

STEP 03

QA & Proofreading

- Automated QA: Xbench + Verifika (numbers, tags, terminology, omissions)
- Second-pass human proofreading — fluency, style, accuracy
- Spell-check and grammar pass in target Spanish variant
- Cross-check against glossary and reference material
- Sign-off checklist before delivery

STEP 04

Delivery & Follow-up

- Deliver final file in requested format(s)
- Provide updated glossary / termbase for future projects
- Share translation memory log for transparency
- Welcome client feedback and revisions
- Archive securely; destroy on request per NDA