SCOPE OF WORK

DATE
November 7, 2021

EXPIRATION DATE
Dec. 13, 2021

PROJECT NO.
F21M90111

TO:

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OVERVIEW

Choccolocco Regional Schools (CRS) has requested localization of "DTM_Workspace_Fractions_A_partial_en-US.pdf" into Chinese and Spanish (Puerto Rico and Spain) for delivery on Monday November 22 9AM PT. The source file requires significant preflight for desktop publishing (DTP) and quality control (QC).

SPECIFICATIONS

FILE TYPE: PDF

TRANSLATION MEMORY/TERM BASE: NOT PROVIDED

RESOURCES:

InDesign

Trados
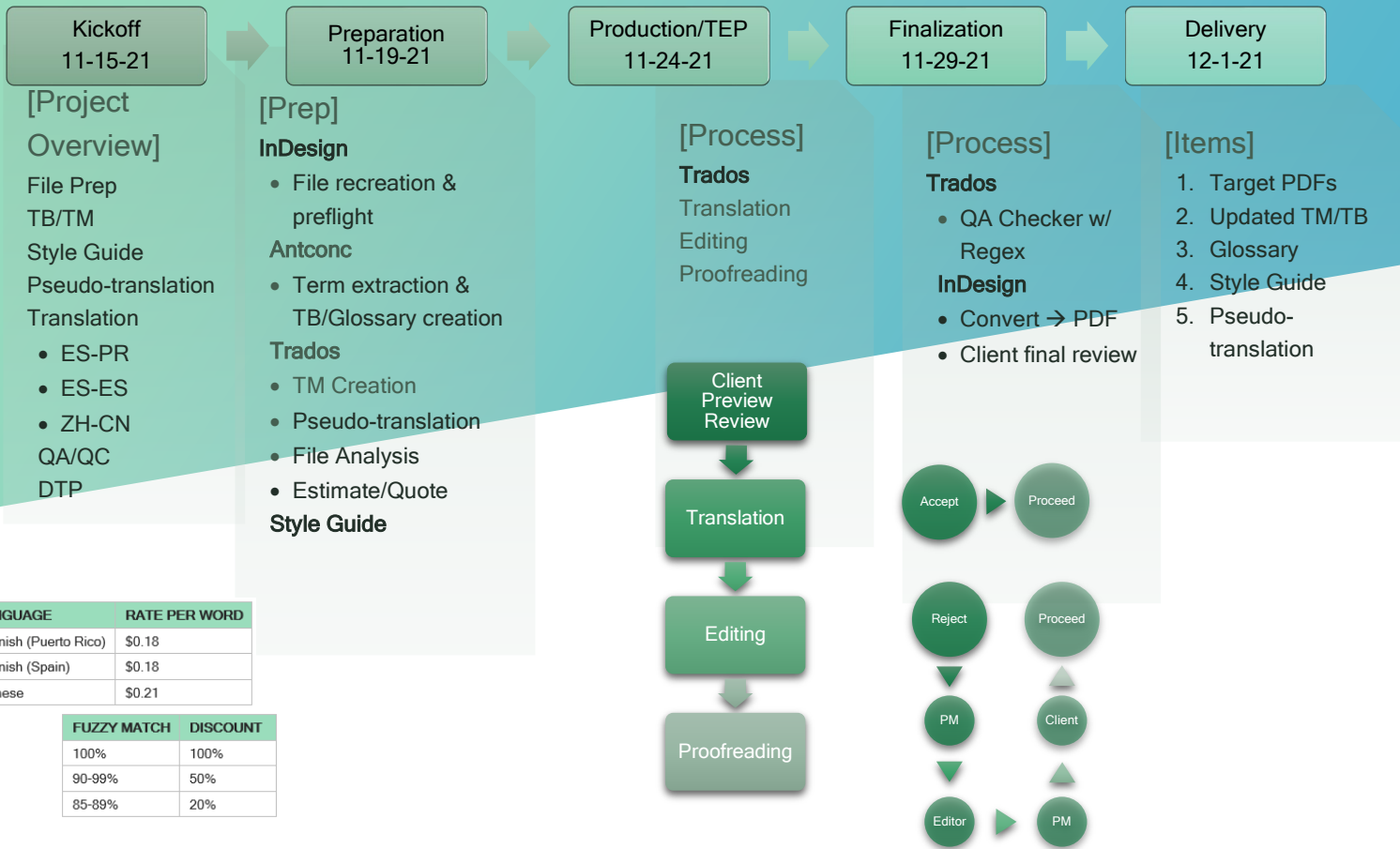
Antconc (For termbase creation)

3 translators

2 projector managers

2 editors/proofreaders

| Kickoff 11-15-21 | → | Preparation 11-19-21 | → | Production/TEP 11-24-21 | → | Finalization 11-29-21 | → | Delivery 12-1-21 |

[Project Overview]

File Prep
TB/TM
Style Guide
Pseudo-translation
Translation
- ES-PR
- ES-ES
- ZH-CN

QA/QC
DTP

[Prep]

InDesign
- File recreation & preflight

Antconc
- Term extraction & TB/Glossary creation

Trados
- TM Creation
- Pseudo-translation
- File Analysis
- Estimate/Quote

Style Guide

[Process]

Trados
Translation
Editing
Proofreading

Client Preview Review
↓
Translation
↓
Editing
↓
Proofreading

[Process]

Trados
- QA Checker w/ Regex

InDesign
- Convert → PDF
- Client final review

Accept → Proceed

Reject / Proceed
↓ / ↑
PM / Client
↓ / ↑
Editor → PM

[Items]

1. Target PDFs
2. Updated TM/TB
3. Glossary
4. Style Guide
5. Pseudo-translation

LANGUAGE	RATE PER WORD
Spanish (Puerto Rico)	$0.18
Spanish (Spain)	$0.18
Chinese	$0.21

FUZZY MATCH	DISCOUNT
100%	100%
90-99%	50%
85-89%	20%

Item	Quantity	Unit	Rate	Discount	Fee
File Prep*	2	Hour(s)	$20.0		$40.00
Linguistic & Tech Preparation**	5	Hour(s)	$40.0		
Translation- Spanish					
100% Match	0	Word			
99-90% Match	680	Word(s)	$0.18	50%	$6l.20
89-85% Match	0	Word			
<80% Match	0	Word			
Editing	680	Word(s)	$0.24		$163.20
Proofreading	680	Word(s)	$0.24		$163.20
Translation- Chinese					
Context Match	0	Word			
100% Match	0	Word			
99-90% Match	680	Word(s)	$0.21	50%	$71.40
89-85% Match	0	Word			
Editing	680	Word(s)	$0.26		$176.80
Proofreading	680	Word(s)	$0.26		$176.80
DTP & QA	2	Hour(s)	$40.0		$80.00
Subtotal					932.60
Project Management Fee			10%		$93.26
Total					**$1025.68**

*File prep includes preflight which is the process of reviewing the formatting of the asset to identify issues that would negatively impact translation. It also includes reformatting of the initial document so that it can be integrated into a CAT tool.

**Linguistic & technical preparation includes the creation of a terminology base, a style guide and a pseudo-translation