



TIPS MEANS TRANSLATION INTO PORTUGUESE

<i>Core service</i>	Technical translation into European Portuguese
<i>Average weekly capacity</i>	15,000 (Professional translation) to 45,000 words (Project translation)
<i>Simplified rates</i>	<p><i>TIPS offers 3 simplified service rates:</i></p> <p>A single rate for all words All words in a text are considered new and only one rate applies.</p> <p>No charge for repeated sentences All words appearing in sentences that have been previously translated (usually referred to as "full matches" and "internal repetitions") are not revised, and thus not charged for.</p> <p>A single discounted rate for edited sentences All sentences that have been edited and require changes to the translation (usually referred to as "fuzzy matches") are integrated into a single discounted rate.</p>

Service levels adjusted to different needs Not all translations are used for the same purposes. TIPS offers different levels of service in accordance with the context of each translation project.

Communication contexts

Targeted communication:

The translated text, which will become outdated in the short term, is to be read by only a few users, who are already well informed of the context.

Flexible communication:

The translated text may be read by different users, with different levels of knowledge about the content of the text. Different requirements in terms of deadlines and file formats exist within the same project, but the translation must be consistent.

Strategic communication:

The translated text has an impact on sales, on people's lives (e.g. medical information), or on a company's social/contractual relationships.

Service levels

Professional translation

TIPS selects the best professional translators, who translate and revise their own work following proven production procedures, with the support of the in-house team at TIPS.

Team translation

Project managers define a work method that involves at least one professional translator and one dedicated reviser. Projects are managed by a Quality manager, in order to guarantee consistency and attention to detail.

Specialised translation

Projects involving specialised technical areas (such as medicine or law), or requiring special tools and procedures (such as software or web localisation), are managed closely by the in-house team and involve several qualified professionals.

Quoting

All quotes present the levels of service that we consider adequate to your project, including a description of the tasks that will be performed, clarifying how rates are applied. In addition, specific quotes can be provided for special services such as the post-editing and spot-checking of machine-translated text, formatting and layout checks, and video subtitling, to name just a few.