



Translation Review Form

Document Name:

Date:

Language:

Due Date for Comments:

Reviewer Name:

Thank you for taking time to carefully review this translated document. Your review is an important part of the document translation process and it is also important for the success of this project. Please follow these guidelines:

In your edits, focus on the following:

Grammatical, spelling, & typographical errors

Content: does the translated document accurately reflect the English document? Is it understandable?

Please avoid editing for style. The text of the translated document needs to be accurate and understandable.

Rephrasing text in one area of this document may have far reaching effects in other parts of this or other documents.

For short edits, write them directly on the translated document (Not on the English version)

If you need more space for a longer text edit, use this Translation Review Form and write the corresponding item number on the translated document.

Write any helpful comments or notes (In English) on the Document Review Form

Print legibly and dark enough for fax/photocopy purposes. Use Blue or Black ink. (Please do not use red.)

If you think a translated word or phrase should be changed, first see if it's in our glossary. For document consistency we want to use the glossary version, unless there is a convincing reason to change it.

If you have any questions, please contact your project manager.

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Please attach any additional pages if necessary. Comments may be e-mailed to one the contact above or faxed to **(800) 730-0380**.