

# Intonation's 10 step guide to translation





# One

---

You need documents translating quickly and efficiently – just contact Intonation.



## Two

---

Send all your requirements to the team – don't forget to include any reference material!



## Three

---

A competitive quote is on its way with price, timescale and delivery options.



## Four

---

You confirm you're happy with the quote – ***et voilà***, the translation process is underway.

A close-up portrait of a middle-aged man with short, graying hair, wearing a blue dress shirt and a dark tie. He is looking slightly to the right of the camera with a neutral expression. Three yellow speech bubbles are positioned around his head, each containing a white text label. The background is a solid, muted blue color.

SPANISH

TECHNICAL

B2B

Five

---

An experienced Intonation translator is handpicked to match your brief.



## Six

---

Our translations are produced by highly qualified mother tongue translators, not automated computer programs.

SPELL  
CHECK

CONSISTENCY

PUNCTUATION

FORMATTING

REVIEW

NUMBERING

TERMINOLOGY

FONT

COMPLETE

## Seven

---

Once translated, an in-house review ensures the accuracy of your documents.



## Eight

---

It's on its way to you in the format you need.



Nine

---

Job delivered on time.

A close-up portrait of a smiling man with a shaved head and a goatee, wearing a dark pinstriped suit jacket, a dark shirt, and a dark tie. The background is dark with some blurred blue light sources.

Ten

---

Another happy Intonation  
customer!



For more information on  
our full range of language  
services call 01329 828438 or  
visit [www.intonation.co.uk](http://www.intonation.co.uk)

**Intonation Limited**

21-23 East Street, Fareham, Hampshire PO16 0BZ

Tel. +44 (0)1329 828438 Fax. +44 (0)1329 823543

Email: [info@intonation.co.uk](mailto:info@intonation.co.uk)

Website: [www.intonation.co.uk](http://www.intonation.co.uk)