

Project:	_____	Due Date:	_____
Document Type:	_____	Agency:	DTS Language Services
Language (from to)	_____	Contact Info:	800-524-0772



Top 10 Criteria for Selecting a Translation Specialist for your Clinical Trial Documents

- 1. Verify target language proficiency.
- 2. Confirm “all in” project pricing (“per word” charges are just part of the total cost on most projects – are there other fees or costs?)
- 3. Validate timing promises:
 - >> Time to get a quote?
 - >> Translation delivery timeline?
 - >> Rush options, if any?
- 4. Ask if your actual translators have “subject matter” understanding and experience.
- 5. Confirm that all the work will be Certified.
- 6. Confirm that all the work is IRB compliant.
- 7. Ask how they manage “site specific” consistency and costs across a study.
- 8. Confirm that you will work with a dedicated Project Manager.
- 9. Ask if English “back translations” are available or standard.
- 10. Ask if the company is ISO certified.