

Numerous factors impact the quality and effectiveness of professional communication services. Evaluating each of these factors upfront can really pay off for your organization.

This checklist will help you zero in on your specific needs, taking all relevant factors into account.

Simply check the appropriate boxes (you can do this onscreen), and save this document for future reference. It will come in very handy throughout your provisioning process.

Feel free to contact us if you need assistance with your evaluation.

Our experts are standing by.

**info@versacom.ca
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Evaluating your language service needs

Overall demand

Total volume

- Very low (a few short texts per year)
- Low (fewer than 100,000 words per year)
- Medium (between 100,000 and 1 million words per year)
- High (between 1 and 10 million words per year)
- Very high (over 10 million words per year)

Fluctuation

- Minor (fairly constant over time)
- Major (highly variable over time)

Days/times

- Most requests during regular business hours (weekdays between 8 a.m. and 6 p.m. in a single time zone)
- Frequent requests outside of regular business hours (evenings, weekends, holidays and/or across many time zones)

Urgent mandates

- Frequent
- Infrequent

Projects

- Numerous, complex and/or large-scale
- Few, relatively general/simple and/or of limited scale

Areas of activity

- Few, relatively general/simple, traditional
- Few, complex, traditional
- Few, complex, emerging/evolving
- Numerous, relatively general/simple, traditional
- Numerous, complex, traditional
- Numerous, complex, emerging/evolving

Organizational structure

- Simple
- Complex or decentralized

Need clarifications?

If you have any questions about the exact meaning, scope or relevance of any factor in this checklist, we'll be happy to provide a clear and simple explanation in a matter of minutes.

**Contact our experts
for immediate assistance.**

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Organizational positioning

Short history, limited visibility, undeveloped/moderately developed identity
Long history, high visibility, highly developed identity

Regulatory environment

Few and/or moderate security and compliance standards
Numerous and/or strict security and compliance standards

Documents for translation

Content

General
Specialized
Strategic or creative
Non-repetitive (same/similar passages unlikely to appear in more than one text)
Repetitive (same/similar passages reused in different texts)

Formatting

Commonly used software, straightforward formatting
Commonly used software, complex formatting
Uncommon software

Versions

Few
Many

Target audiences

Limited, moderately demanding and/or low profile
Extensive, highly exacting and/or high profile

Target languages

One
Several
Many

Target markets

Canada/Quebec
International (limited)
International (extensive)



Passion that translates strength
and insight into excellence.

Maximize the return on your investment

Our goal is to help you make informed decisions so that you're sure to get custom solutions and effective service right from the start.

This upfront analysis is one of the best ways to maximize the return on your multilingual communications investment.

Contact our experts for immediate assistance.

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Purpose of translated documents

Regulatory or legal compliance, not for publication
Internal communications
Communications with employees, clients, partners, shareholders, etc.

Communications management within the organization

Centralized
Decentralized

Brand management within the organization

Centralized
Decentralized

Translation management within the organization

Centralized
Decentralized

Documentation management within the organization

Centralized
Decentralized

Budget management within the organization

Centralized
Decentralized

Tolerance for quality risks

None
Low
Moderate