

# Quote prepared for: Los Angeles County Museum of Art

Team: KPS

Client: Los Angeles County Museum of Art

Client-Side PM: Adam Wooten

**Date of the Estimate:** November 15th, 2021

**Due Date:** December 1st, 2021

**Source Language:** English

**Target Language:** Chinese (China), German (Germany), Russian (Russia)

**Word Count:** 193 words

**Scope of Work:** creation of style guide, glossary, translation memory, pseudo-translation, translation of "Visitor Notice"

**Deliverables:** source and target files, updated TM, glossary, translation style guide, tech prep files

**Conditions:**

- **Payment Terms:** Within 30 days of our invoice and paid by check or Venmo.
- **Additions or Amendments:** Will be charged on a pro rata basis, at our standard rates.

**Resources Required:**

- **Translation Software:** SDL Trados Studio 2021 SR1; SDL MultiTerm 2021 SR1
- **Project Management Software:** Teams; Google Drive

## Teams

Role	Name	Responsibilities
Business Side	Kristina Ponomareva (Account Manager) Peixi Ren (Project Manager) Sam M. Jamieson (Sales Representative)	<ul style="list-style-type: none"><li>● communicate with the client</li><li>● preview the source file</li><li>● prepare the quote</li><li>● distribute work to Translators / Editors via Trados</li><li>● provide the deliverables to the client</li></ul>
Translation Resources	Peixi Ren (ZH) Sam M. Jamieson (DE) Kristina Ponomareva (RU)	<ul style="list-style-type: none"><li>● create a style guide, a translation memory &amp; a termbase</li><li>● provide the translation via Trados</li></ul>
Editors	Peixi Ren (ZH) Sam M. Jamieson (DE) Kristina Ponomareva (RU)	<ul style="list-style-type: none"><li>● ensure the quality of translation and formatting</li></ul>

## Process

Phase	Steps	Timeline	Notes
Preparation	Quotes Preparation and Kickoff Meeting	Nov. 13th – Nov. 15th	<ul style="list-style-type: none"><li>● Quotes are generated based on Trados reports.</li></ul>
	Content Preview and Source File Cleanup	Nov. 16th	<ul style="list-style-type: none"><li>● Source text is delivered in the correct file format.</li><li>● Preflight is done on the Microsoft Word document.</li><li>● Pseudo-translation is carried out on the documents via Trados.</li></ul>
	Linguistic Resources Preparation (Style Guide, Translation Memory, Termbase)	Nov. 17th - Nov. 18th	<ul style="list-style-type: none"><li>● The style guide is created.</li><li>● The glossary is created from keywords and input into MultiTerm.</li><li>● Translation memory is created based on a multilingual corpus aligned on Trados.</li></ul>

Production	Translation	Nov. 19th - Nov. 21st	<ul style="list-style-type: none"> <li>Translations are carried out via Trados.</li> <li>Representatives from the Los Angeles County Museum of Art review the translations.</li> </ul>
	Review	Nov. 22nd - Nov. 24th	<ul style="list-style-type: none"> <li>Translations are proofread and edited via Trados QA functions.</li> </ul>
	Formating	Nov. 25th – Nov. 26th	<ul style="list-style-type: none"> <li>The format of the target file is ensured to match the format of the source file (font, images, file format, etc).</li> </ul>
Finalization	Deliverables Compilation	Nov. 27th – Dec. 1st	<ul style="list-style-type: none"> <li>The updated translation memory and termbase are exported into .tmx and .tbx format files from Trados.</li> <li>Translated target files are-prepared for delivery.</li> <li>All deliverables are compiled into a zip file.</li> </ul>
	Delivery		<ul style="list-style-type: none"> <li>The deliverables are sent to the client.</li> </ul>

### Services and Quotes

File Preparation			
	Cost Per Hour	# Hours	Total Cost
Style Guide Creation	\$40	1	\$40
Glossary Creation	\$40	1	\$40
TM Creation	\$40	1	\$40
<b>Total Cost:</b>			<b>\$120</b>

Translation-Editing-Proofing (TEP)							
Language	Cost Per Word	# of Words included in the Project	100% Match (90% Discount)	90-99% Match (50% Discount)	70%-89% Match (25% Discount)	Lower Matches (0% Discount)	Total Cost
Chinese (China)	\$0.14	193	\$0 (0 Words)	\$0 (0 Words)	\$1.68 (16 Words)	\$24.78 (177 Words)	\$26.46
German (Germany)	\$0.23	193	\$0 (0 Words)	\$0 (0 Words)	\$2.76 (16 Words)	\$40.71 (177 Words)	\$43.47
Russian (Russia)	\$0.20	193	\$0 (0 Words)	\$0 (0 Words)	\$2.40 (16 Words)	\$35.40 (177 Words)	\$37.80
<b>Total Cost:</b>							<b>\$107.73</b>

**Project Management Fee (10%): \$22.77**

**Total Cost: \$250.50**

Client Signature: \_\_\_\_\_

Vendor-side PM Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_