YOUR  
LOGO

**COMPANY NAME**

TECHNICAL MANUAL TRANSLATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to provide technical manual translation services. We specialize in accurate, industry-specific translations that preserve technical meaning and comply with international standards.  
  
This proposal outlines our approach to translating [Client Name]'s technical documentation.

# Project Objectives

The primary goals are:  
  
- Accurately translate technical content while preserving clarity and compliance  
- Ensure terminology consistency across all translated materials  
- Deliver print- and web-ready documents in target languages  
- Facilitate safe and effective product usage by global audiences

# Proposed Services

Our technical manual translation services include:  
  
- Glossary creation and terminology management  
- Translation by subject-matter experts  
- Multilingual desktop publishing (DTP) and layout adaptation  
- Technical proofreading and quality assurance (QA)  
- Final delivery in required file formats

# Scope of Work

Scope includes:  
  
- Review of original manuals and language requirements  
- Translation of user instructions, warnings, specs, and diagrams  
- Formatting and layout design in target language(s)  
- QA review and client revision round  
- Final delivery of press-ready documents

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Preparation | Glossary development and document analysis | [Start Date] |
| Translation | Translate technical content into target languages | [Date] |
| Formatting & QA | Multilingual layout formatting and proofreading | [Date] |
| Final Delivery | Submit translated and formatted manuals | [Completion Date] |

# Pricing

Estimated cost breakdown for technical manual translation services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Terminology & Glossary Setup | Build glossary and translation memory | [Amount] |
| Technical Translation | Language conversion by subject-matter experts | [Amount] |
| Multilingual Formatting | Adjust layout and graphics in target language | [Amount] |
| QA Review & Delivery | Proofreading and final deliverables | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted language services provider with expertise in technical industries such as manufacturing, medical devices, and engineering.  
  
- Experience: [X] years in professional translation and localization  
- Expertise: Technical terminology, ISO standards, multilingual DTP  
- Mission: To provide accurate, readable translations that meet safety, legal, and user needs across global markets

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Translation of safety manuals for industrial machinery in 7 languages  
- Outcome: Delivered compliant documentation for global product launch  
  
Testimonial:  
“[Your Company Name] exceeded our expectations in delivering technically precise translations with excellent formatting.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone billing.  
Service Scope: Includes translation, formatting, QA, and delivery.  
Client Responsibilities: Provide source materials and review glossary.  
Adjustments: Changes to scope may affect cost and delivery schedule.

# Acceptance

To approve this Technical Manual Translation Proposal and begin work, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_