



Multi Language Proposal

For Translation Cooperation

Alberto Cury

January 2016



Translation Cooperation Proposal

Dear Sir or Madam

I am pleased to introduce you to **Betaplan Translation**. We would like to offer our cooperation on translation works with your respectful organization.

Why Betaplan?

Betaplan is committed in providing high quality translations, delivered on time and within your budget. This is possible because:

- 1- We work 7 days a week, so there is always a friendly person available to answer your questions and keep your projects on track;
- 2- Our monthly capacity is over 400,000 words;
- 3- Our software makes it easy to integrate translations into your documents;
- 4- We use unique translation memories for every client, which allows more users to translate different documents at one time while connected to a translation job;
- 5- We only work with Natives and/or Proven Expert Linguists;
- 6- Our native translators are assigned according to their skills in areas such as technical, financial, medical, IT, legal, media and marketing translation, as well as editing and proofreading;
- 7- We have over 10-years experience in the Translation Industry, with plenty of satisfied customers. (see Projects developed and Referrals at www.betaplantranslation.com)

Betaplan Experience in the Field

Betaplan provides a wide range of translation services, such as localization, QA and proofreading, in many different fields of expertise: legal, financial, business, technical, medical, literary, media, websites, software, among others.

Betaplan's translation services are available to and from many language pairs. Our main language pairs are Portuguese, English, French, Spanish, Italian and German.

We perform translations from all types and sizes of documents. We use Trados, MemoQ and other CAT tools to provide value-added services, tailored to meet your specific needs.

Our team is ready to provide a sample for your next project, and I am looking forward to hearing from you soon.

Best Regards,

A handwritten signature in black ink, appearing to read 'Alberto Cury', with a small dot at the end.

Alberto Cury
Betaplan Translations CEO

CONTENT

1. About Us
2. Proposed Translation Phases
3. Deliverables & Quality Control
4. Project Organization, Staff and Responsibilities
5. Key Assumptions
6. Delays
7. Working Hours
8. Languages Offered & Standard Rates
9. Terms and Conditions
10. Warranty
11. Validity



Translation Cooperation Proposal

1 – About Us

History

Betaplan is a Brazilian company founded by Alberto Cury in 2009, headquartered in São Paulo, aiming to meet the demand of technical articles, manuals, engineering and marketing publications in both Portuguese and English.

The rapid demand has led us into other industry fields, such as IT, machinery, commerce, mechanics, HR, personal and financial areas, among others. Today, we are confident in providing you top quality services in almost all kinds of translations where Portuguese is the target language.

We provide highly accurate translation services, taking into consideration the confidentiality and privacy of the documents, at an affordable and reasonable price. Our clients are agencies and individuals from all over the world.

Commitment

We are committed to translating all your documents in a clear and precise manner, preserving their privacy and meanings accurately. We make sure we are providing a personalized service, carefully controlling the quality and meeting deadlines from the initial conception to the final delivery.

2 – Proposed Translation Phases

Betaplan proposes the following strategy in phasing the translation of your documents. This provides a process-oriented view to the project, ensuring that business benefits accrue through having the process viewed in its entirety.

Phase 1: Translation of the document

Phase 2: Proofreading the document

Phase 3: Formatting the document

3 – Deliverables & Quality Control

All translation projects performed by **Betaplan** use the following set of tools to produce quality deliverables:

- Work Plan;
- Acceptance of each phase;
- Translation developed through agreed CAT Tools; if there is no customer preference, our CAT is generally used;
- Creation, Use and Update customer's TM (Translation Memories);
- Extensive search of technical terms in our existing Betaplan On-Line database of many Glossaries, Dictionaries, Terms and Web Tools;
- Partial analysis, support and follow up from PM;
- Spell and Grammar Check;
- Xbench, Verifika or similar program to ensure consistencies;
- Third-Party Proofreading (upon request by customer)

4 – Project communication, Staff and Responsibilities

Betaplan uses project tools to assign tasks and track progress. We will provide you with regular status reports. We use e-mail, Skype and other forms for our communication, proposing the following project reporting structure:

Betaplan Project Manager: Responsibilities

Betaplan project manager carries the overall responsibility for the translation documents within the **scope of work** described in this proposal.

Betaplan project Manager is responsible for:

- Developing project plans;
- Assigning tasks to translators;
- Monitoring staff progress;
- Managing risks and escalated issues from project teams;
- Controlling resources, and recommending approaches;
- Assuming overall responsibility for the successful conclusion of the project;
- Measuring project success against original scope and business objectives;
- Addressing out-of-scope issues not resolved with the immediate project management;

5 – Key Assumptions

This proposal is presented in good faith and based on the information provided to **Betaplan**. A few assumptions have been made below in order to arrive at our high-level estimates. However, if the basis on which these assumptions are made are incorrect, this will materially affect the project plan.

If any of the assumptions is not verified or satisfied, this may be translated into additional time and costs. The project plan may need to be re-drafted with new deadlines as mutually agreed by both parties.

6 – Delays

The estimates in this proposal may be affected by delays in completing activities that are beyond the responsibilities from **Betaplan**. Such delays can translate into additional costs and the need for amendments to the project plan.

7 – Working hours

Working hours will be Monday to Friday 9 AM to 5 PM (São Paulo local time). If any extra time is required to allow **Betaplan** to perform urgent requests at non-standard working hours, both parties should agree and approve eventual additional fees.

8 – Languages Offered & Standard Rates

Language Pairs		Translation	Proofreading
Source	Target	Rate Per source word USD	Rate Per source word USD
English US/UK	Portuguese PTBR	\$ 0,08	\$ 0,03
Spanish LA/ES	Portuguese PTBR	\$ 0,07	\$ 0,03
English US/UK	Portuguese PTPT	\$ 0,09	\$ 0,04
English US/UK	Spanish LA/ES	\$ 0,08	\$ 0,03
Spanish LA/ES	English US/UK	\$ 0,10	\$ 0,04
German DE	Portuguese PTBR	\$ 0,10	\$ 0,04
German DE	English US/UK	\$ 0,11	\$ 0,04
English US/UK	German DE	\$ 0,11	\$ 0,04
French FR/CA	Portuguese PTBR	\$ 0,09	\$ 0,04
French FR/CA	English US/UK	\$ 0,10	\$ 0,04
Italian IT	Portuguese PTBR	\$ 0,09	\$ 0,04
Portuguese PTBR/PTPT	English US/UK	\$ 0,08	\$ 0,03
Portuguese PTBR/PTPT	Spanish LA/ES	\$ 0,07	\$ 0,03
Portuguese PTBR/PTPT	German DE	\$ 0,10	\$ 0,04
Portuguese PTBR/PTPT	Italian IT	\$ 0,10	\$ 0,04
Portuguese PTBR/PTPT	French FR/CA	\$ 0,10	\$ 0,04

Fuzzy Discounts	
Repetitions	20%
100%	20%
95-99%	50%
85-94%	50%
75-84%	75%
50-74%	100%
New (no match)	100%

9 - Terms and Conditions

Commercial Terms:	* Negotiable Rates based on volumes and agreements
	Payments through PayPal 30 days after invoice
	Currency USD or EUR

10 - Warranty

6 months after final acceptance

11- Validity

This proposal is valid for a period of one month.