

Statement of Work

PROJECT TITLE: Otter Awareness Month - Multilingual Translation Services

CLIENT:

Monterey Bay Aquarium
886 Cannery Row, Monterey, CA 93940

SERVICE PROVIDER:

The Amazing Five Translation Agency
460 Pierce St, Monterey, CA 93940



PROJECT OVERVIEW:

The Amazing Five Translation Agency is commissioned to provide professional translation services for Monterey Bay Aquarium’s Otter Awareness Month campaign materials. The text, comprising approximately 300 words, requires translation into the following four languages: Chinese (Simplified), Japanese, Korean, and Portuguese.

The goal of the project is to ensure that the campaign material resonates with a diverse global audience, effectively spreading awareness and educational content about otters to speakers of the target languages. The translated materials should maintain the informative and engaging tone of the original content while being culturally relevant and accessible to the international communities.

TIMELINE & MILESTONES:

	11/13	11/14	11/15	11/16	11/17	11/20	11/21	11/22
Kick-Off Meeting								
File Prep								
Translation								
QA Check								
Client Review								
Final Revisions								
Deliver								
TOTAL: 8 business days								

PROJECT OUTLINE:

Preparation

- Generate Translation Memories and Termbases
- Utilize style guides to ensure consistent segmentation
- Create pseudo-translations to ensure correct formatting and translation accuracy

Production

- Maintain and update Translation Memories and Termbases
- Using Trados’s review function, the reviewer will edit the translation and ensure proper formatting

Finalization

- After 1 round of Client Review, we will make final revisions based on feedback.
- Generate the source and target texts in the requested file type
- Review completed files for correct formatting based on original source.

COMMUNICATION METHOD:

To ensure efficient project progression and clear understanding, both parties agree to regular updates via email. The agreed-upon query management system will also be utilized for communication. The primary email for AFT correspondence will be Amazing5@middlebury.edu.

SERVICES ESTIMATE:

Item Description	Service	Rates	Units	Total
Translation	Japanese	\$0.20	314	\$62.80
	Korean	\$0.20	314	\$62.80
	Portuguese	\$0.16	314	\$50.24
	Chinese	\$0.16	314	\$50.24
Fuzzy Matches		-20%	N/A	
100% Matches		-80%	N/A	
Review/Proofreading		50% word rate		\$113.04
Desktop Publishing		\$40/page	N/A	
Project Management Fee		10% of subtotal		\$33.91
TOTAL				\$373.03

PAYMENT TERMS AND INVOICING:

Payment is due within thirty (30) days from the date of invoice. Failure to pay within this term shall accrue interest at 5% of the invoice total amount. Payment is accepted via PayPal or check payable to Amazing 5 Translations. Amazing 5 Translations will invoice the client upon completion of each milestone as defined in the SOW. Any discrepancies should be reported within five (5) business days of receipt.

REQUIRED RESOURCES:

Linguists

Brian Hsieh - Japanese
 Alice Zhang - Chinese
 Camila de Castro - Portuguese
 Eunice Song - Korean

Reviewer

Aaron Long

Tools

All translations will be completed using SDL Trados, ensuring consistency and efficiency throughout the translation process. The use of Trados also facilitates the management of translation memories and glossaries, which is critical for maintaining accuracy and terminology consistency across all languages.

DELIVERABLES:

- Fully Translated Japanese Article
- Fully Translated Korean Article
- Fully Translated Chinese (Simplified) Article
- Fully Translated Portuguese Article
- Translation Memory for each language
- Termbase for each language
- Pseudo Translations

RESPONSIBILITIES:

Provider: The Amazing Five Translation (AFT) commits to delivering high-quality translation deliverables in accordance with agreed-upon deadlines. We pledge to proactively communicate with the client at the earliest instance of any challenges or inquiries arising during the translation process.

Client: Upon initiation of the agreement, the client is responsible for promptly providing all necessary resources, including all documents in their original formats (the format they were created in). Upon receiving the document for client review and again after the final delivery, the client is required to conduct a review of the content and provide feedback or requests for revisions within a 10-business-day timeframe.

 Client Signature

 Date

 Provider Signature

 Date