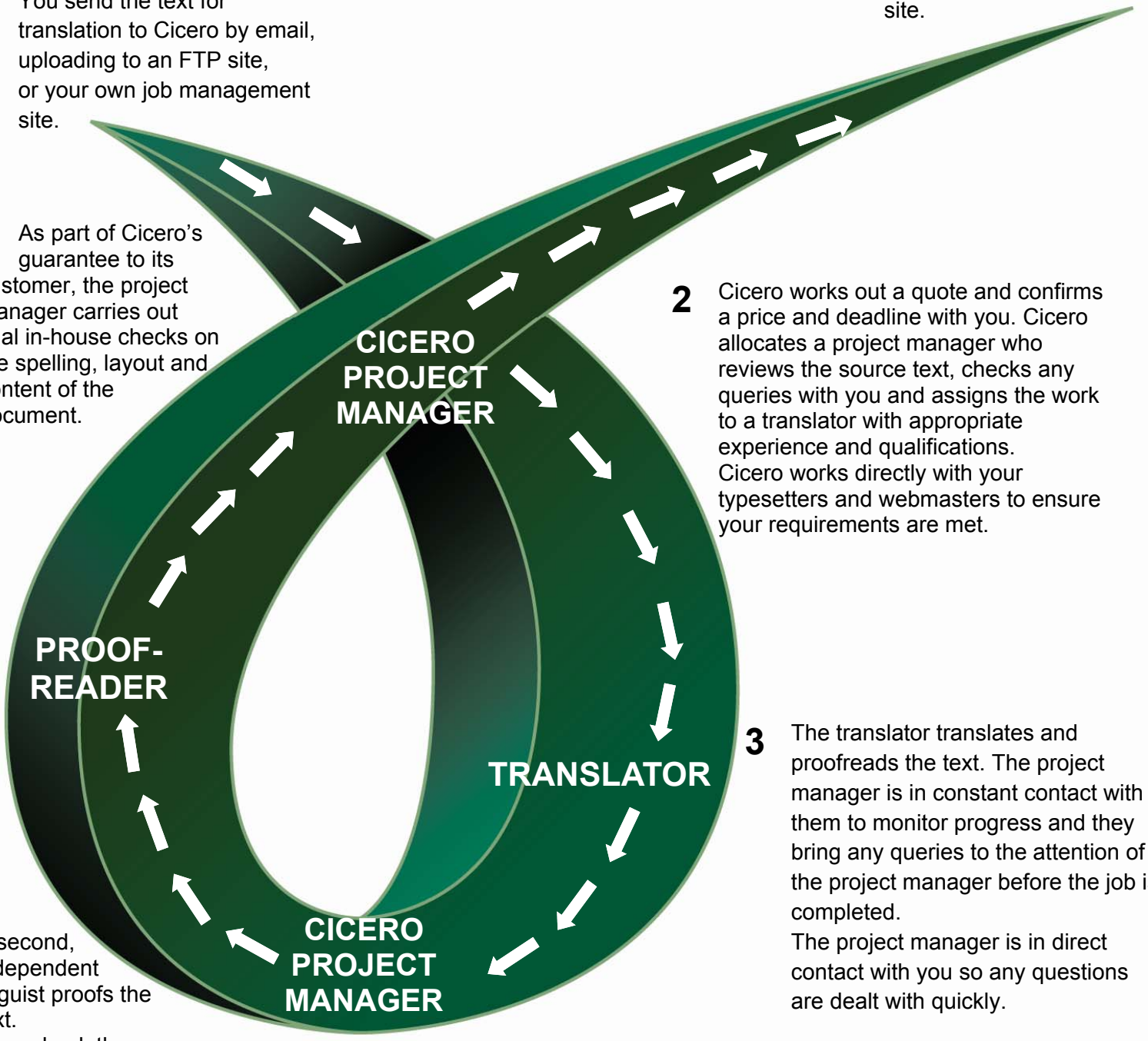
# HOW CICERO DEALS WITH YOUR TRANSLATION

**YOU**

**1** You send the text for translation to Cicero by email, uploading to an FTP site, or your own job management site.

**2** Cicero works out a quote and confirms a price and deadline with you. Cicero allocates a project manager who reviews the source text, checks any queries with you and assigns the work to a translator with appropriate experience and qualifications.
Cicero works directly with your typesetters and webmasters to ensure your requirements are met.




**3** The translator translates and proofreads the text. The project manager is in constant contact with them to monitor progress and they bring any queries to the attention of the project manager before the job is completed.
The project manager is in direct contact with you so any questions are dealt with quickly.

**4** The translator finishes translating and proofing the text.
The project manager assigns the project to an independent proof-reader.

**5** A second, independent linguist proofs the text.
They check the accuracy and consistency and edit the document accordingly.
The proof-reader passes comments to the translator to ensure accuracy in the future.

**6** As part of Cicero's guarantee to its customer, the project manager carries out final in-house checks on the spelling, layout and content of the document.

**YOU**

**7** Cicero sends the completed translation to you, your typesetters or webmasters, by email, via an FTP site, or your own job management site.

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