

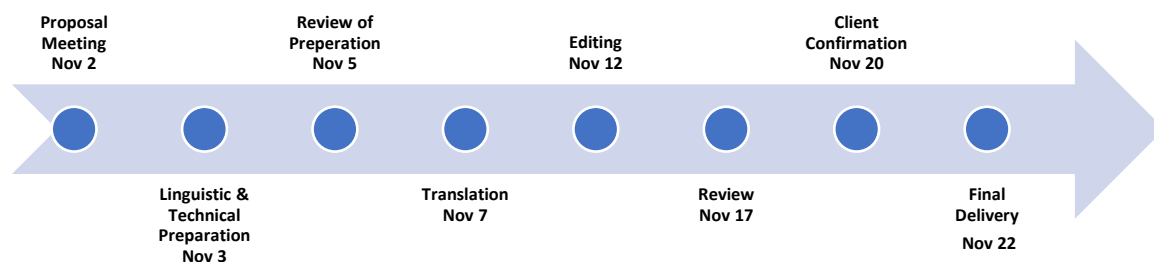
Statement of Work

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Project Specifications

CLIENT	Netflix
CLIENT INFORMATION	Representative: Adam Wooten
JOB DESCRIPTION	Translate screenplay “Chinatown” for Netflix, including editing, proofreading, and review
LANGUAGE	English to Spanish, English to Japanese
TOOLS	Trados Studio 2020, Microsoft Word
FILES FROM CLIENT	PDF
TOTAL WORD COUNT	1165; 300 JA, 849 ES
REFERENCE FILES	Style Guide, ES and JA Term base
DELIVERABLES:	Source and target texts, Trados reports, TM (ES, JA), Draft translations
FINAL DATE OF SUBMISSION	11/22/2020

Timeline



Resources

Cost

ACTION	QUANTITY	UNIT PRICE	
	TOTAL		
DOCUMENT PREFLIGHT	2hr	\$18/hour	\$36
T.E.P.	849 words	\$0.24 ES	\$203.76
	300 words	\$0.28 JA	\$84.00
SUBTOTAL			\$323.76
TB CREATION	5%		\$16.19
SMALL PROJECT MANAGEMENT FEE			\$32.38
TOTAL	10%		\$372.33

Note: Additional fees may apply if changes are made

Outline

Preparation Phase

- Document preflight
- Create Term base
- Create Translation Memory
- Create Project
- Create project package and assign work to different team members via project packages

Production Phase

- Translating
- Editing
- Proofreading (QA)

Finalization Phase

- Open files for review in Trados
- Is segmentation correct
- Adding comments
- Review and update (Check spellings and verify)