

Borderless Translations - Video Translation]

1. Client debrief
 - a. Talk to the client and learn about their post-production process. Always better to get the full story depending on schedule, budget, and video topic.
 - b. The video is a topic because depending on the subject, we'll need to find one or two specialists in order to properly convey the video's message.
 - c. Determine the video type.
 - i. Short form
 1. Under 15mins
 - ii. Long form
 1. Over 15mins
 - iii. In-production
 1. Raw footage vs. Processed
 - a. Raw Footage
 - i. Usually, wants reduced rates but makes up for it with bulk orders.
 - b. Processed
 - i. Standard rates
 - d. Determine schedule and deadlines
 2. Contract signing
 - a. Once all of the details have been sorted then we sign the contract.
 3. Team Build Out
 - a. Begin reaching out to translators that fit the job details and sign them on if they are not already a part of our network.
 4. Environment Setup
 - a. Usually, on google drive and slack, create a work environment that makes it easy for both translators and clients to track the progress of the work and sign off for final approvals.
 - b. Onboarding for tools and
 5. Translation Start