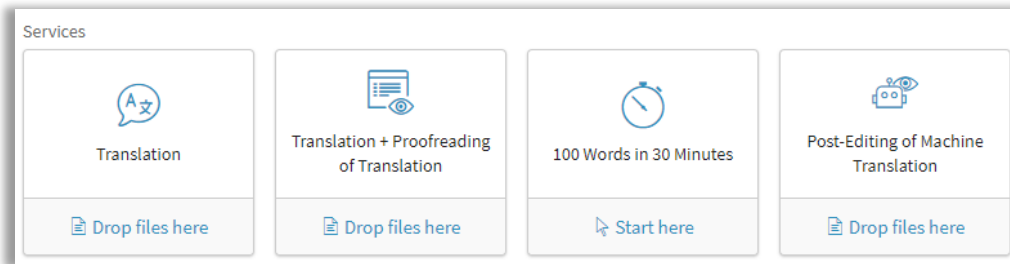


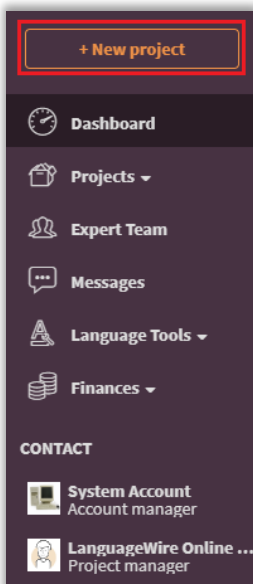
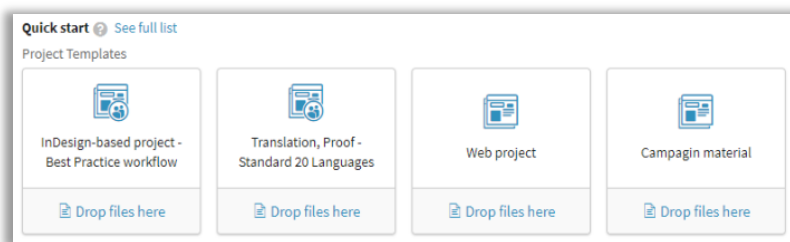
## How to Order a Translation

**NOTE!** To be able to place an order in our platform, you need to be a registered customer. Please contact your assigned LanguageWire Account Manager (AM) or Senior Project Manager (SPM) to register.

1. To order, choose one of these options:
  - a. Log in to the platform. On the front page (called **Dashboard**), you find a list our services (only examples shown below):



Here you can also find a list of templates we've created for you (only examples shown below):



Use the **New project** button in the menu, which you can find on the left-hand side of the Dashboard.

2. Drag and drop the file(s) you want to have translated into the box in the **Upload Files** window.

**NOTE!** If you've chosen a template, you'll be taken directly to the **Project draft** view after you've uploaded the file(s) – see step 5.



3. Choose source and target languages, specify your desired delivery time (your deadline) and let us know if you have specific preferences for which translation memory (Terminology) we should use.

**NOTE!** Please consider which language variant should be used, for example American English or British English, Norwegian Bokmål or New Norwegian.

You can specify your desired delivery time in three ways:

- **LanguageWire chooses a date** means that we use the primary preferred translator with the best possible deadline.
- **You choose a date** means that you choose a specific date when you need the translation back. We might need use the secondary or tertiary preferred translators to be able to deliver in time.
- **Tell us about your deadline requirements** is a free text field where you describe the deadline in your own words.

4. In the **Project Information** window there are some mandatory fields. You need to fill in a **Project name**, choose a **work area** and an invoicing account. You can also add information to the project manager in **Message to LanguageWire** and to the translator in the field for **Message to your experts**. You can also add **Reference files**, such as a PDF, previous translations or images of a product.

**Project Information** ✕

Please fill out the following details for the project.

---

Project draft name \*

Invoicing reference

Work area \*

Invoicing account \*

Reference files ?

Drag and drop files here

[Add Files...](#)

Message to LanguageWire ?

Message to your experts ?

[Save Draft](#)

[Back](#) [Next](#)

**NOTE!** Feel free to use the field **Message to your experts**. The translators are always interested to know the target group and where the text should be used or perhaps you have other information that can be useful.



5. Now you have reached the **Project draft** view. Here you have an overview of your order. You can either order the project or request a quote:
  - If you need a price and time estimation, click the grey **Get Quote...** button. You'll be sent a quote, which you can then accept, amend or reject.
  - If you want to order, click the orange **Order...** button and we'll go ahead right away.

