



Translation Vendors Tip Sheet

We contract with various translation vendors to ensure all written materials are culturally and linguistically appropriate for our patients. The vendors below provide quality translations in over 100 languages, and we recommend that you reach out to more than one vendor to get a time frame and quote before choosing a vendor to complete your translations.

To get a quote, send vendors:

- Word Document
- Language Combination(s)
- Project Completion Date/Time

Once a quote is accepted, send the selected vendor the following information:

- Cost Center Number
- Cost Center Manager Name
- Requester Name and Contact Information

Upon receipt of the final translated document, verify the content and address any concerns with your assigned translation project manager.

Vendor	How to Request a Quote
CyraCom	Email doctrans@cyracom.net the following in addition to the required information and materials above: <ul style="list-style-type: none"> • Subject Attn: <i>Document Translation Team</i> • Entity Name
HolaDoctor	Email translation@holadoctor.net the following in addition to the required information and materials above: <ul style="list-style-type: none"> • Scope of project: <ul style="list-style-type: none"> ○ Contact person and project/assignment title. ○ Project goals and objectives, target audience or any other details to help HolaDoctor tailor the content to your needs. ○ Cultural Adaptation Requirements: Yes or No ○ Back-translation or bilingual tables needed for legal approval: Yes or No ○ Any other special instructions. • Documents for Translation: Specify if you want HolaDoctor to recreate the formatting or if you only need the text translated. Include reference material (previous versions, glossaries, etc.), if any. • Quotes and Timing: Indicate that you would like to approve a quote before starting with the translation.

*Rush fees may apply for all vendors

If you have any questions, contact Lelise Aklilu (LAKlilu@adventisthealthcare.com).

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