



Welcome to **The Spanish Group**! At our company, providing top-quality translations to our customers is at the core of what we do. We are excited that you now have the opportunity to help us deliver a great product to people all over the world. At the same time, you will be given a chance to improve your skills and better understand the inner workings of the translation industry at the highest levels.

Remember, all translated texts should be grammatically correct, coherent, and sound as natural as possible while maintaining the intent of the original passage. Possessing an excellent cultural awareness is essential, as is doing the proper research when you are presented with unknown terminology, idioms, and facts. Verify the accuracy of the information, and ensure consistency across all of your work. You also want your translations to come off natural and at a native-speaker level—an excellent translation with proper formatting is the end goal.

Proofreading your work before submitting is essential to ensure there are no untranslated sections and that the correct factual information is presented. Your work may be rejected and returned by the Quality Control Department if there are signs of a lack of proofreading (untranslated parts, wrong formatting, unmatching data, missing descriptions, etc.)

Before delivering your assignment, make sure the translated file is given the same name as its source file, with the addition of the two-letter ISO code for the target language. Verify that you are submitting the right number of files and in the correct format.

We must emphasize that it is crucial you verify your translation before sending it. We are expecting to receive complete professional translations with attention to detail and proper formatting. Automated work will not be accepted.

We are excited to work with you and we hope this is the beginning of a fruitful partnership.