



WORDXPRESS

Spring 2002 QuickNews

Dear Client,

We would like to announce our new series of 1-page QuickNews, which will be e-mailed regularly to your attention. They will cover many subjects that may be of interest to you, e.g. **Special Promotions, New Services**, and valuable **Hints** on how to save money and get your project done the way you want it...

Short but informative, QuickNews will also help you to familiarize yourself with **your efficient, multilingual experts: The WordEXpress Team!**

Today's Topic: HOW to avoid paying rush-processing fees.

by Manfred Bauer, General Manager at WordEXpress Corporation

With regular processing, WordEXpress is able to translate up to 1000 words on the first working day and up to 2000 words on any additional working day. The good news is that several languages can be processed at the same time. For example, if you need up to 3000 words to be translated into Spanish, French and German within two days, you are still within these parameters. Also, sometimes we may be able to waive the rush fee, especially on large projects and when you place your order before the weekend. Even though weekends don't count as working days, we may be flexible. WordEXpress has numerous translators in more than 100 languages available, but for consistency reasons a project is usually assigned to one translator only. However, if you have several different documents we may be able to assign them to different translators and waive the rush fee. Keep in mind, translations are done by highly specialized language experts and require meticulous attention to detail. Every translation is reviewed and edited by additional language specialists before it leaves our offices. As you may know, our quality processes are unmatched in thoroughness. This emphasis on quality requires a certain amount of time. So if you are able to organize your project well in advance and place your order as soon as possible, you save yourself and us additional stress and cost!

Upcoming Topics: How to Receive the Best Price on your Translation

Do I Need to Edit and Proofread the Translation?

Computer Translations – Pros and Cons

Please send us your feedback or suggestions for future topics!