

Whether you need a document translated, a talk simultaneously translated, an in-depth linguistic analysis for language conformance in an international agreement, a transcription with a formal translation, or a general summary, there are several reasons you may need to engage a translator or translation company for your global activities. GSS has put together resources to assist when a translation is needed.

What to Ask a Language Provider

Consider the following questions:

- 1) *Ask about the company's expertise?*
Consider the project and whether you will need a professional in a specialized field or industry.
- 2) *Ask whether the language provider uses native speakers?*
A translator usually has a dominant language that he/she will translate into one or two languages. Inquire on whether the provider works within his/her dominant or native language.
- 3) *Ask for the years of experience?*
Inquire how many years the provider has been a professional translator and whether they have worked on similar projects
- 4) *Ask about the language provider's certification?*
Inquire as to the providers credentials. The American Translators Association (ATA) is a nationally respected and recognized qualification.
- 5) *Ask about the cost of the translation?*
Translators usually charge per word or flat fee per page for small documents.
- 6) *Ask whether the language provider offers notary or certified official translations?*
Depending on the need and use of the translated document, you may require it to be notarized.

Resources:

- **The U.S. Department of State:** [Office of Language Services](http://www.state.gov/m/a/ols/index.htm) has information on translation and interpreting. <http://www.state.gov/m/a/ols/index.htm>
- **The Unified Judicial System of Pennsylvania:** has [institutionalized an interpreter certification program](#) for Pennsylvania courts. A current [roster](#) of interpreters and translators serving the PA courts is available via the website.
 - Website: <http://www.pacourts.us/judicial-administration/court-programs/interpreter-program/interpreter-roster>
 - Roster: <http://www.pacourts.us/assets/files/setting-3046/file-2488.pdf?cb=8e609f>
- **American Translator Association (ATA):** a reputable organization that has established professional standards for translation. <http://www.atanet.org/certification/>

Translation Suppliers in BEN financial System:

- **Transperfect Translations** (Penn Supplier #251702)
27th Floor, 1500 Market St, Philadelphia, PA 19102

(215) 972-0810

<http://www.transperfect.com/>

- **US Translation Co.** (Penn Supplier #334018)
<http://ustranslation.com/>
- **MTM Linguasoft** (Supplier #302410)
4705 Pine St, Philadelphia, PA 19143
(215) 729-6765
<http://www.mtmlinguasoft.com/>
- **Dynamic Language** (Penn Supplier #557239)
40 Tanner St. Haddonfield, NJ, USA
848-333-6997 or 215-821-7808
Email: info@dynlanguagecenter.com
<http://www.dynlanguage.com/translation.html>

Penn has also used:

- CETRA Language Solutions, <http://www.cetra.com/>
- One Hour Translation, www.onehourtranslation.com