Translation of instructions, offers or business terms · How to approach it?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

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Applicability: According to the profile and circumstances of the described case.

Separate the promotion from the contractual terms and define the official language version.

A starting point in practice

Keep the source text, the glossary of terms and the person responsible for each language version.

Be sure to check the amounts, deadlines, the meaning of the obligations and the local designations.

Working example · Translation of instructions, offers or business terms

Be sure to check the amounts, deadlines, the meaning of the obligations and the local designations.

Specific next steps

1. Keep the source text, the glossary of terms and the person responsible for each language version.
2. Be sure to check the amounts, deadlines, the meaning of the obligations and the local designations.
3. Establish a shared terminology dictionary and carry out a check after every amendment.

Limits of application

Apply the guideline to your documents and working methods.

Original page

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