Translation of instructions, offers or business terms · How to integrate the procedure into routine operations?

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

Practical business guidance · Reviewed: 2026-11-22

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

Establish a shared terminology dictionary and carry out a check after every amendment.

Regular application

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. When a translation alters the condition, correct it to match the original and have it professionally reviewed.

Limits of application

Apply the guideline to your documents and working methods.

Original page

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