Yosemite Translations
2500 Calle Principal
Monterey, CA 93940
Tel: (831) YOS-TRAN
Fax: (831) ITE-TRAN

STATEMENT OF WORK FOR LOCKE & KEY PILOT

1 Background

Wooten, Inc (hereafter, client) has recently acquired the license to publish the American comic series *Locke & Key* in over 190 countries around the world. It is imperative that the client will have translated samples of the comics at hand when he contacts overseas publishing houses to search for potential partnership in local markets.

The client needs to finalize samples in multiple locales before Thanksgiving to exhibit it at Guadalajara International Book Fair. With a tight schedule ahead, the client seeks to outsource the translation process.

2 Objective

This project aims to translate an excerpt of the comic *Locke & Key* from English into five other languages (French, Japanese, Russian, simplified and traditional Chinese) with the help of TMS platform (SDL Worldserver), CAT tool (SDL Trados) and DTP software (Adobe Photoshop). The project outcomes will achieve the following goals:

- Efficiency:
    - Our team of skilled engineers, translators and editors aim to ensure that the client receives the product on time. Catering to the client's need, we will develop a smart workflow which increases productivity in every possible activity. Our TMS platform SDL Worldserver will enable us to manage the project efficiently and scientifically.

- Cost-reduction:
    - Based on our previous performance, we can usually achieve 3% to 15% reductions by executing our systematic cost-reduction procedures that

include identifying cost savings opportunities, developing high level operationalization & implementation plans, relying on technological advantages in work, etc. Highly efficient management platform and translation tools raise our working speed and shorten the working hours, resulting in reduced operating expenses.

- Consistency & error prevention:
  - Nothing represents our business more than our product, so we always place product quality as our highest priority. *Yosemite Error Prevention Guide* is our consistency & error prevention assurance and is the guiding principle behind all levels of our project management approach. We have added procedures that personalize our workflows on SDL Worldserver through more open communication with our client.

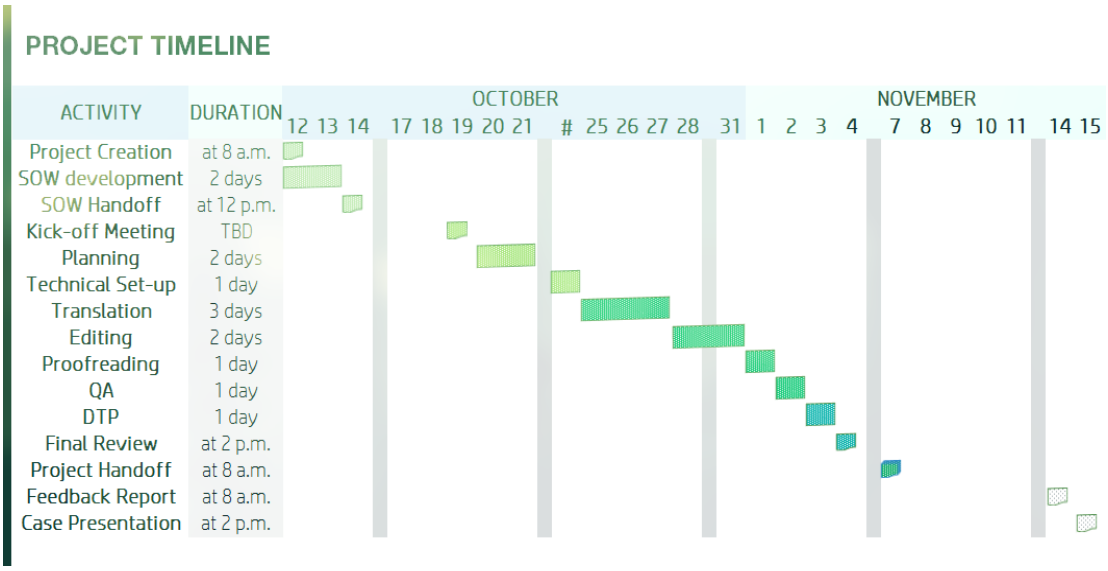
3 Project Resources and Stakeholders

- Resources Required
  - Human resources:
    - Project Manager
    - Engineer
    - Translator
    - Editor
    - Proofreader
    - DTP Expert
    - QA Tester
  - Non-human resources:
    - SDL Worldserver
    - SDL Trados
    - Adobe Photoshop

- Client and Client Commitment
  - Continuous consultation with clients to provide products and services that meet their needs *(communication)*
  - Streamlined processes and cost-effective solutions *(efficiency & cost)*
  - The latest technology and the scalable strategies *(scalability)*

4 Period of Performance

The period of performance for the Locke & Key Pilot Project is 21 days beginning on October 17th through November 7th. All work must be scheduled to complete within this timeframe. Any modifications or extensions will be requested through project manager for review and discussion. For a preliminary timeline, please refer to the chart shown below.



5 Estimated Value

Costs (based on WorldServer Scoping)

- Project Manager: $60/hour * 3 = $180
- Engineer: $60/hour * 1 (files preparation) = $60
- Translator: 289 words * $0.15 * 5 languages = $216
- Editor: 289 words * $0.07 * 5 languages = $101
- Proofreader: 289 words * $0.7 * 5 languages = $101
- DTP Expert: $60/hour * 6 = $360
- QA Tester: $60/hour * 0.5 = $30

Total estimated cost: $1,048

6 Work Requirements

Based on the translation assets at hand, this project goes through the four stages: planning, set-up, production and finalization.

- **Planning**
  - File analysis
    - Project type: Document Translation
    - Word count: 289 words
    - Page count: 3 pages, JPG format
    - Source Language: English
    - Target Languages: French, Russian, Japanese, Simplified and Traditional Chinese
  - Quote Creation in Worldserver
    - Glossary Development
    - Engineering
    - Translation
    - Editing
    - Proofreading
    - QA
    - DTP
- **Set-up**
  - Team Selection
    - User setup in Worldserver
  - Linguistic Prep
    - TM & TD setup in Worldserver
  - Technical Prep
    - Text Extraction from images
    - Picture list created for translation
- **Production**
  - Translation
  - Editing
  - Proofreading
  - QA
- **Finalization**
  - DTP
  - Review of Final Files
  - Client Review (at discretion of Client)
- **Project Handoff/Closure**

7 Inspection & Acceptance

Quality is our highest priority, and as such several quality assurance steps are built into our workflows.

We perform a thorough in-house review of each translation by native speakers of the target language.

We also encourage all our clients to conduct a review of the translation to inspect the translation, and our workflow is designed so that we incorporate any requested changes and perform a final review to ensure consistency in the changes. Our project managers can help guide the client in choosing a client reviewer by providing a checklist of important criteria to consider when selecting a reviewer. Our goal is to produce a client-approved translation that has been reviewed and localized for the target population.

Following linguistic review, we also perform a mechanical review of the final product to ensure there are no issues in the final document and that it is ready for print.

8 Deliverables

- Source files
  - Three high quality JPEG comic book pages with original English dialogue. (Client has been unsuccessful in obtaining originals without added dialogue.)
- Prepped files
  - Ling prep: TD & TM in exchangeable and/or reader-friendly formats
  - Tech prep:
    - picture list
    - PSD files of comic book pages with English removed
- Target files
  - Print-ready PDF documents of comic book pages localized with dive target locales (fr_FR, ja_JP, ru_RU, zh_CN and zh_TW)
  - PSD files of comic book pages localized into five target locales (fr_FR, ja_JP, ru_RU, zh_CN and zh_TW)