



Statement of Work

Project Goals:

Our client Marvel Studios aims to introduce a new movie “Black Panthe: Wakanda Forever” into the Chinese market, so our project will be translating the introduction and the plot of this movie into Simplified Chinese to help promote this movie in China.

Project Specifications:

Team members	Chaoyue Jiang, Meimei Wu, Peng Xu, Yuhan Song
Client Info	Marvel Studios <ul style="list-style-type: none">• Representative: Adam Wooten• Email: adamw@marverl.inc
Source File Type	Microsoft Word
Word Count	969
TM/TB	Not Provided
Translation Tool	Trados
Deadline	11:59 PM PT on 11/30/2022

Timeline:



Outline of Preparation Phase:



- TM/TB creation: Create a new TM and a new TB in Trados.
- Style Guide: Create a style guide with a description of the source text and instructions for formatting and QA process.
- Pseudo-Translation: Use the Pseudo-Translation function to check general formatting before actual translation happens.

Resources:

Software: SDL Trados 2022, Microsoft Office, AntConc, Glossary Converter

People: project manager, in-house translators (English <> Simplified Chinese), editor, and proofreader

Translation Quote (based on Trados Analyze Report):

Item	Unit	Quantity	Rate	Discount	Fee
Glossary Development	Hour	1	\$55.00		\$55.00
Translation	Word	969	\$0.20	N/A	\$193.80
Context Match	Word	0	\$0	100%	
100% Match	Word	0	\$0	100%	
96%-99% Match	Word	0	\$0.03	85%	\$0
86%-95% Match	Word	0	\$0.06	70%	
75%-85% Match	Word	0	\$0.10	50%	
<75% Match	Word	969	\$0.20	0%	\$193.80
Editing and Proofreading	Word	969	\$0.10		\$96.90
Desktop Publishing	Hour	0.5	\$55.00	N/A	\$27.50
Quality Check	Hour	0.5	\$40.00		\$20.00
Subtotal					\$393.20
Project Management				10% Production fee	\$39.32
Total					\$432.52

Outline of Production & Finalization Phase:



- Translating: Create a project in Trados and translate the project.
- Editing & Proofreading: Review the quality of translation.
- QA check: Use quality assurance functions in Trados to examine punctuation, spelling, and other potential mistakes.
- Desktop Publishing: Use desktop publishing software to generate layouts and produce typographic-quality text and images.
- Final check: Export for final check such as a bi-text review.

List of Deliverables:

File Type	Number of File	File Type
Source Document	1	MS Word (docx)
Target Document	1	MS Word (docx)
Translation Memory	1	TMX File (tmx)
Glossary (Termbase)	1	MS Excel (xlsx)
Style Guide	1	PDF (pdf)
Pseudo-translation	1	MS Word (docx)