**Translators and Interpreters**

At the beginning of the cooperation, and following a personal in-depth interview, the translator/interpreter completes a profile form.

In it, he/she gives details regarding his/her training and qualification, professional experience, specialty areas etc. This profile form is filed with TEXTimFLUSS GmbH, with the data being updated on a regular basis.

With each translator/interpreter, a freelance contract is concluded which also includes an express confidentiality agreement.

**Project Managers**

Both the CEO and the project managers are full-fledged professional translators themselves and have years of experience in finding the most suitable translator for your specialty area in the desired language.

**Processes and Documents**

TEXTimFLUSS GmbH has standardized all routine business processes (see also our document "The Execution Process of a Translation Order", which is available upon request). These processes are continually reviewed and improved. We aspire to have our processes and procedures certified in 2011 in accordance with ISO 9001:2000.
In our translation activities, we work on the basis of DIN EN 15038.

**Tools - Translation Memory Systems**

TEXTimFLUSS GmbH works with modern Translation Memory Systems –TMS (Trados, Across). This ensures the consistency of terminology within your texts and improves the quality of your documents.
Any reference materials furnished by the customer will be evaluated and glossaries, style

**Quality Assurance**

guides etc. incorporated in the translation as appropriate.

**Quality Assurance**

2 / 2