



OLM Business Solutions, ATDRMAM Bldg 309, Ayala Highway, Mataas Na Lupa, Lipa City  
[www.olmsolutions.com](http://www.olmsolutions.com)

## **TRANSLATION INSTRUCTIONS FOR FOREX ARTICLES**

- If text has words relating to the website like “Register” or “Live Account” then keep it in English as these are texts indicated on the website of the company.
- If you see English words that are normally written or spoken in English then it’s best to keep it in English.
- Company names should not be changed
- Columns should not be touched and should not be changed (important)
- Font and text size should also remain unchanged
- Read the sentence and make sure that it makes sense in your local language.
- Be careful with auto-translation tools! They are only a good help if you know how to use them and have worked with it before. If you are a fast typist then it would make sense just to type the translation. Like me, I type with a speed of 65 wpm so it’s easier for me to type in the direct translation rather than use tools. It is more accurate and less mistakes
- Use Word documents proofing tools. You can set the language and proofing tools to your own local language to make sure Word catches spelling and grammar mistakes as you move forward.
- Overwrite the text. In the translated version it should only be local language and none of the original English text.
- Save in Word and rename the file. For instance if your name is Morten and you are translating for Danish language :  
Original file name:  
“AvAtrade ECN article 2”  
SAVE AS  
“AvAtrade ECN article 2, **Morten, Danish**”



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### **Quality Control:**

We have checkers for all languages which is why we try to get early deliveries in that we can pass for checking on Thursdays.

We will check for spelling and grammatical errors. If there are too many mistakes we will have to terminate your contract with us immediately. Having said that, we are of course aware that nobody's perfect and minor mistakes do happen which is why it's important to use Word's local proofing language to pick up minor issues.

### **Contract and payments:**

All Freelancers work on a per contract basis. Salary is paid 1 week after the deadline. If deadline is Oct 23 then you will get paid on October 30, even if you delivered early.

If deliveries are substandard then OLM has the right to terminate our engagement with you with immediate effect.

### **Submissions:**

Some save straight into our Dropbox which is great but if you are not linked up with Dropbox then just email it to us at [hr@olmsolutions.com](mailto:hr@olmsolutions.com) – either way works fine, we just need to know where you have submitted it so we can trace it in our system.

If you choose to deliver earlier that's great as we may start the quality checking earlier however do not submit less than 5 files to us at a time.

Thanks and good luck! Stay safe and sane out there

Morten Carstensen  
CEO  
OLM Business Solutions