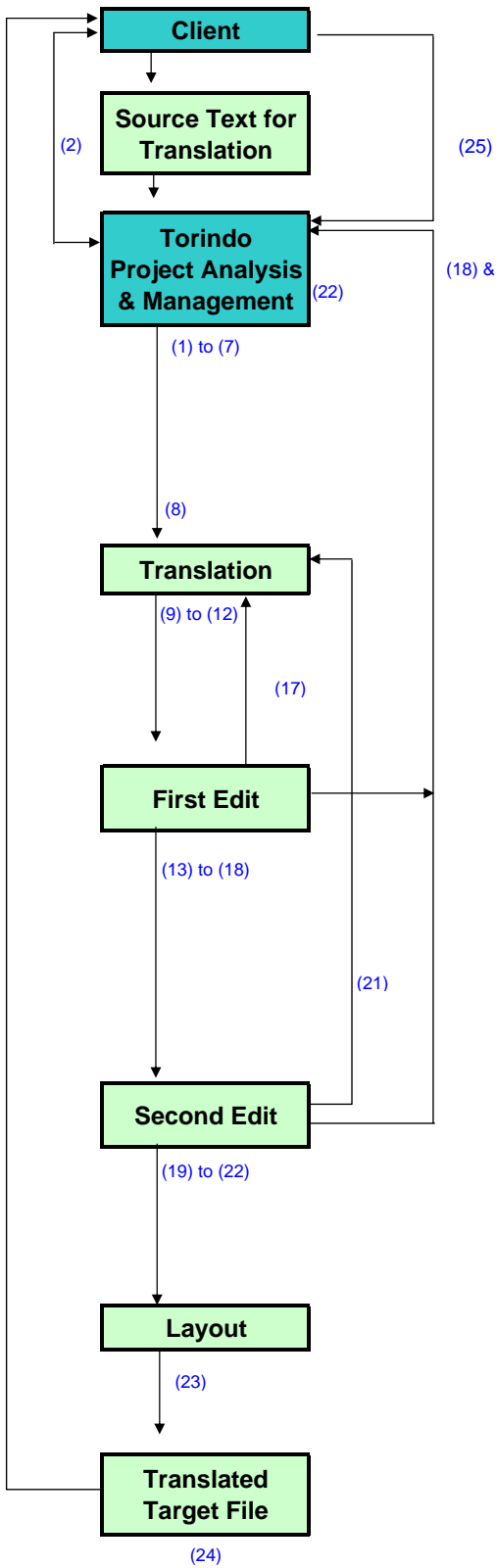


## Work Flow Chart for English to Japanese Translation of Torindo Co., Ltd. (Translation version)



| Step | Work Process   | Handled By      | Control Form    | Trados Tools                    |  |  |
|------|--|-----------------|-----------------|---------------------------------|--|--|
| (1)  | Review/analyze client materials  | Project Manager | QA Form         | Analysis Sheet                  |  |  |
| (2)  | Obtain clarifications or further information from client as required   |                 |                 |                                 |  |  |
| (3)  | Research product information   |                 |                 |                                 |  |  |
| (4)  | Create project schedule  |                 |                 | Schedule Sheet                  |  |  |
| (5)  | Assign translators, proofreaders, editor, and operator   |                 | Project Manager | Style Guide<br>Check Sheets     | Translation Memory<br>MultiTerm<br>TagEditor |  |
| (6)  | Project team kickoff meeting   |                 |                 |                                 |  |  |
| (7)  | Prepare (as applicable) Style Guide, Glossary, Translation Memory, reference materials, and translation/layout check sheet |                 |                 |                                 |  |  |
| (8)  | Deliver source text and supporting materials (if any) to translators   |                 |                 |                                 |  |  |
| (9)  | Review source text   | Translator(s)   | QA Form         |                                 |  |  |
| (10) | Obtain clarifications or further information from PM as required   |                 |                 |                                 |  |  |
| (11) | Feedback to translator(s)  | Project Manager |                 |                                 |  |  |
| (12) | Text translation   | Translator(s)   |                 | Bilingual File                  |  |  |
| (13) | Review translation for content/terminology errors; create Change History   | Editor          |                 | Translation Memory<br>MultiTerm |  |  |
| (14) | Check numbers, proper nouns, model names, etc.   |                 |                 |                                 |  |  |
| (15) | Check consistency of style and terminology   |                 |                 |                                 |  |  |
| (16) | Check conformity with Style Guide and Glossary   |                 |                 | QA Checker                      |  |  |
| (17) | Feedback to translator(s)  |                 |                 | Project Manager                 |  |  |
| (18) | Update Style Guide   |                 |                 |                                 |  |  |
| (19) | Review Change History  | Senior Editor   |                 |                                 |  |  |
| (20) | Review translated document for grammar and style   |                 |                 |                                 |  |  |
| (21) | Feedback to translator(s)  | Project Manager |                 |                                 |  |  |
| (22) | Update Style Guide   |                 |                 |                                 |  |  |
| (23) | Adjust document layout   | Operator        |                 |                                 |  |  |
| (24) | Deliver translated file  | Project Manager |                 |                                 |  |  |
| (25) | Obtain feedback from client and implement as required  |                 |                 |                                 |  |  |