

Best Practices: Turnaround Time

Please note that this is a guide to help you plan for the **average turnaround time** required to process your localization requests through Project Director (PD). However, every submission will vary slightly and this is only a guide for your reference. Please reach out to us with any questions you may have, and we can provide more details related to your specific needs.

TEP Volume	WD Review*	Feedback implementation**	Post-Processing/DTP (if needed)***
< 700: min 2 days from quote approval day	5 days	1 day	2 days depending on the complexity
>700 words < 2000 words: 3 days from quote approval day	5 days	1 day	2 days depending on the complexity
>2000 words < 4000 words: 4-5 days from quote approval day	5 days	1 day	4 days depending on the complexity
>4000 words < 6000 words: 6-7 days from quote approval day	5 days	1 day	4 days depending on the complexity

* For all jobs, a minimum of 5 business days is required for WD reviewers.

** Feedback implementation needs to allow time for the submitter to connect with the WD reviewer for the clarification of any changes that are being recommended before implementation.

***Reflects standard post-processing/DTP on the files; for specific requirements (i.e. html build from images only) – the time required can be significantly greater.

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