What to send before the job starts

A complete handoff means an exact quote and a start without waiting.

The files

The source file, packaged	**InDesign:** File, Package, so the folder holds the INDD, its links and its fonts. **Word:** the DOCX, not a PDF export.
An IDML export	For InDesign jobs, in case the InDesign versions differ. It travels with the package, not instead of it.
The current PDF	The latest version as a PDF, to show how the document should look in every detail.
Fonts for every script	Source fonts often lack Arabic, Hindi or Chinese. Name the fonts to use in each language and who holds the licences.
Text in images, editable	Charts, diagrams and screenshots with text, as editable files, so that text can be translated too.
Guidelines and glossary	Brand guidelines, a glossary, and earlier language versions, if they exist.

Missing fonts stop the job	A substitute font changes line breaks and text flow, and in some scripts the characters themselves. Work waits until the right fonts arrive.

The answers

Every job

Which languages, exactly?	The exact variant: Chinese Simplified or Traditional, Portuguese for Portugal or Brazil.
Is the text final?	Pending copy changes should be finished before layout starts, or they cost a second round.
What is the deadline, and for what?	The date, and the output: print PDF, web PDF or both.

Accessible PDF jobs

Which accessibility target?	For example PDF/UA-1 or WCAG 2.1 AA, and who checks the result, with which tool.
Who writes alt text for charts?	Photos can be described in production. Charts need their message from someone who knows the data.
Can colours change?	If a colour fails contrast, can it be adjusted, and who signs that off?

Missing something?	The job can still be quoted. Missing items are listed in the quote, with what they change: time, cost or both.

In short

Complete files and clear answers at the start give an exact quote, the right fonts in every language and no rounds spent on questions that could have been settled first.

Not sure what you have?

Send what is there for a free first look.

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