**Personal/Company information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  |  | **VAT no.:**  |  |
| **Title:**  |  | **E-mail:** |  |
| **Address:**  |  | **Phone no.:**  |  |
| **Postal code:**  |  | **Cell ph:**  |  |
| **City:** |  | **Fax no.:**  |  |
| **Country** |  | **Native language:** |  |
| **Professional indemnity insurance (yes/no):**  |  | **Website:** |  |
| **Education:** |  | **Translation experience:** |  |

**Bank details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bank:**  |  | **Branch:**  |  | **Bank code:** |  |
| **Address:** |  | **Bank ID:** |  |
| **Reg. no.:**  |  | **Account no.:**  |  |
| **Swift:** |  | **IBAN no.** |  |

**Languages**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Language combination** | **Rate per source word** incl. of secondary proofreading1 | **Rate per source word** excl. of secondary proofreading:1 | **Hourly rate** | **Minimum charge** | **Experience**(state number from the experience chart below in order of priority, e.g. 1, 5, 7) |
|  |  |  |  |  |  |
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1Secondary proofreading: Delivery inclusive of or exclusive of proofreading by a second translator

**Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Technical** | **2** | **Commercial/mercantile** | **3** | **EU** |
| **4** | **Legal** | **5** | **It (manuals, software, help text)** | **6** | **Agriculture** |
| **7** | **Economics** | **8** | **Media / advertising** | **9** | **Foods** |
| **10** | **Medical** | **11** | **Literature** | **12** | **Certificates (birth, marriage etc.)** |
| 13 |  | 14 |  | 15 |  |
| 16 |  | 17 |  | 18 |  |

|  |  |
| --- | --- |
| **Ex. of materials (e.g. operating manuals, etc.):** |  |
| **How many words are you able to translate daily (on average)?** |  |
| **How many words are you able to proofread daily (on average)?** |  |

**CAT tool rates**

|  |  |  |
| --- | --- | --- |
| **OnLine Translation's rates for translation in Trados/Wordfast/WebWordSystem, etc.:**  | **I accept (yes/no)**  |  |
| 100% match/repetitions: 25% of full word rate | 85-99% match: 30% of full word rate | 0-84% match: 100% of full word rate |

**Computer software**

|  |
| --- |
| **Which software do you use? (please state software version) PLEASE STATE VERSION:** |
|

|  |  |
| --- | --- |
| **[ ]  Office (Word, Excel, PowerPoint, Access)**  |  |
| [ ]  **WordPerfect** |  |
| **[ ]  Works** |  |
|  |  |
| **[ ]  WebWordSystem** |  |
| **[ ]  SDL Trados (Translator’s Workbench/Studio)** |  |
| **[ ]  Trados MultiTerm** |  |
| **[ ]  Translation Manager** |  |
| **[ ]  Other CAT tools, name which** |  |
|  |  |
| **[ ]  Adobe InDesign**  |  |
| **[ ]  Adobe PageMaker**  |  |
| [ ]  **Adobe FrameMaker**  |  |
| [ ]  **Adobe Illustrator** |  |
| [ ]  **QuarkXPress** |  |
| [ ]  **QuarkXPress Passport** |  |
|  |  |
| **[ ]  Adobe Acrobat** |  |
| **[ ]  Adobe Reader (free for download at www.adobe.com)** |  |

**Other:** |
|  |
| **Do you provide** **DTP services?** |  | **DTP rate** **per hour:** |  |

**Availability / additional remarks**

|  |  |
| --- | --- |
| **Office hours:** | **Please inform us of any planned holiday, maternity leave, etc:** |
|  |  |
| **How would you prefer to be contacted?**  |
| **[ ]  By email****[ ]  By phone** **[ ]  By fax** |
| **Are there certain periods of time during the day/week where you are unable to do translation work?** |
|  |
| **Please enter any further comments below:** |
|  |

**Please contact us if you have any comments or questions concerning this form.**

**Thank you for your time!**