**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!**