**Company information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company name:** |  | **VAT no.:** |  | |
| **Address:** |  | **Phone no.:** |  | |
| **Postal code:** |  | **Cell ph:** |  | |
| **City:** |  |  | | |
| **Country** |  | **Professional indemnity insurance (yes/no):** | |  |
| **E-mail:** |  | **E-mail for contact person/s:** | |  |
| **Contact person/s:** |  | **Website:** | |  |
| **Additional relevant information:** | | | | |

**Bank details**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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) | **CAT tool**  (e.g. SDL Trados Studio, Wordfast, WebWordSystem)  Name which tool and version |
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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 |  |

**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 Studio** |  | | **SDL 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, etc:** |
|  |  |
| **Please enter any further comments below:** | |
|  | |

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

**Thank you for your time!**