

Title: Mr/Mrs/Miss/Ms/Dr etc.		Last Name:		First Name:	
Address:				Town/City:	
Post Code:		County:		Country:	
Tel 1:			Answerphone available?		
Tel 2:			Fax:		
Email 1:			Mobile:		
Email 2:			Website address:		

Nationality:		Language of habitual use:	
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TRANSLATION

Language Combinations		Rates charged: (please specify currency)	
Source:	Target:	per 1,000 source words:	Minimum charge:
Please indicate the PC software (and version) and any translation memory software you use regularly: e.g. MS Word, Excel, Powerpoint, Déjà Vu, TRADOS, etc.			
Are you willing to negotiate your rates for specific projects?			
Please indicate any discounts and surcharges (as a %) and the conditions under which they come into effect	Volume discount (%)		
	CAT tool discount scale (%)		
	Surcharges (%)		

PROOFREADING

Rate charged per 1,000 source words (please specify currency):	
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Your availability for work (please tick as many as apply):			Other arrangements: (please specify)
Office hours <input type="checkbox"/>	Evenings <input type="checkbox"/>	Weekends <input type="checkbox"/>	

For how many years have you been a translator?		Your translation / proofreading capacity (words per day/hour)	
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State your highest translation-related qualification		Membership of professional translation bodies: (e.g. ITI, IOL, ATA, etc.) Please state from when (year)	
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Specialist areas and preferred subjects:

Please enter below the names and contact details of 2 <u>professional</u> referees for whom you have worked in the last 6 months and who we can contact about your professional translation work. Tutors / lecturers are not acceptable as referees. Your referees will be asked to provide a reference before we can start to use your services.			
Referee 1:		Referee 2:	
Position:		Position:	
Company:		Company:	
Address:		Address:	
tel:		tel:	
fax:		fax:	
email:		email:	

PAYMENT TERMS	
Our payment terms are 30 days from when we receive your invoice. We prefer to accept e-invoices. Our preferred payment methods are bank transfer (UK), PayPal or Moneybookers.	
PayPal email	
Moneybookers email	
If you would like to be paid by bank transfer, please include your bank's sort code and your account number on your invoice. Please enquire about payments to non-sterling bank accounts.	

Please ensure you have completed all sections of the form – enter N/A for any sections which are not applicable to you.

Please send this form to info@syntacta.co.uk along with:

- your CV (if you have not already done so)
- a recent sample of your translation work (extract of a larger text acceptable, source and target texts, source text max. 500 words)
- scanned copies of relevant certificates – indicating highest qualification achieved and membership of relevant professional bodies