

Title: Mr/Mrs/Miss/Ms/Dr etc.		Last Name:		First Name:	
Address:				Town/City:	
Postcode:		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, Deja Vu, TRADOS, etc.			
Are you are 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	Evenings	Weekends	

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 qualification:		Membership of professional translation bodies: (e.g. ITI, IOL, NRPSI, 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 professional 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) or PayPal. Please enquire about payments to non-sterling bank accounts. Always include your preferred payment method and payment details on your invoices.

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