



3 QUALIFICATIONS

(please also attach a full CV)

Mother tongue

Educational qualifications

.....

Membership of professional bodies

Number of years translating

Please give details of any professional indemnity insurance held

.....

4 SERVICES YOU OFFER

Language combinations you translate/interpret/teach etc.

.....

Translation Yes / No*

If requested, are you willing to do a short test translation free of charge to demonstrate the quality of your work? Yes / No*

Do you overwrite html files? Yes / No*

(if so which package do you use?)

Do you overwrite Word files? Yes / No*

Do you overwrite QuarkXPress files? Yes / No*

Do you overwrite Excel files? Yes / No*

Do you overwrite PowerPoint files? Yes / No*

Do you have your translation work proof-read by a second person? Yes / No*

Average number of Words you translate per day

Proof-reading Yes / No*

Average number of Words you proof-read per hour per day

Interpreting Yes / No*

If yes, types undertaken

.....

Do you undertake overseas assignments? Yes / No*

Localisation Yes / No*

Copywriting Yes / No*

Language Training Yes / No*

Voice-overs Yes / No*

Overseas telephoning Yes / No*

Other services

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5 SUBJECTS YOU TRANSLATE (please tick relevant boxes)

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|--|--|---|
| <input type="checkbox"/> Accountancy, Annual Accounts, Annual Reports & Accounting | <input type="checkbox"/> Government & Local Authorities Legislation | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Advertising & Promotional Copy | <input type="checkbox"/> Health and Safety & Safety Datasheets | <input type="checkbox"/> Plastics, Polymers & Resins |
| <input type="checkbox"/> Aeronautics, Aerospace & Aviation | <input type="checkbox"/> History | <input type="checkbox"/> Politics |
| <input type="checkbox"/> Architecture, Buildings, Real Estate & Property | <input type="checkbox"/> Horticulture, Agriculture, Forestry & Gardening | <input type="checkbox"/> Printing Industry |
| <input type="checkbox"/> Armaments and Defence | <input type="checkbox"/> Hotel, Catering, Food & Wine | <input type="checkbox"/> Process Technology |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Humanities & Social Sciences | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Automotive Engineering | <input type="checkbox"/> Hydraulics | <input type="checkbox"/> Quality Control & Documentation |
| <input type="checkbox"/> Banking, Finance, Taxation & Duty | <input type="checkbox"/> Immigration | <input type="checkbox"/> Religion, Theology & Philosophy |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Insurance | <input type="checkbox"/> Software Manuals |
| <input type="checkbox"/> Biochemistry, Biotechnology & Genetics | <input type="checkbox"/> Legal Documents & Contracts | <input type="checkbox"/> Software Strings |
| <input type="checkbox"/> Birth & Marriage Certificates | <input type="checkbox"/> Linguistics | <input type="checkbox"/> Sound Engineering |
| <input type="checkbox"/> Business & Commerce | <input type="checkbox"/> Literature - Children's Books | <input type="checkbox"/> Sports & Leisure |
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Literature - Fiction | <input type="checkbox"/> Statistics |
| <input type="checkbox"/> Chemical Engineering | <input type="checkbox"/> Literature - Non-Fiction | <input type="checkbox"/> Technical Documentation |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Machine Tools & Machinery | <input type="checkbox"/> Telecommunications & Telephony |
| <input type="checkbox"/> Civil Engineering, Construction & Structural Engineering | <input type="checkbox"/> Manufacturing Industry | <input type="checkbox"/> Tenders |
| <input type="checkbox"/> Clinical Trials | <input type="checkbox"/> Marketing, PR & Newsletters | <input type="checkbox"/> Textile Technology |
| <input type="checkbox"/> Clothing, Fashion & Jewellery | <input type="checkbox"/> Marine Engineering, Shipbuilding & Offshore | <input type="checkbox"/> The Internet |
| <input type="checkbox"/> Computers & Information Technology | <input type="checkbox"/> Market Research Questionnaires | <input type="checkbox"/> Training Manuals |
| <input type="checkbox"/> Computer Games | <input type="checkbox"/> Mechanical Engineering | <input type="checkbox"/> Transport & Freight Industry |
| <input type="checkbox"/> Dentistry | <input type="checkbox"/> Media, Newspapers & Magazines | <input type="checkbox"/> Travel & Tourism Industry |
| <input type="checkbox"/> Ecology & Environment | <input type="checkbox"/> Medical & Scientific Equipment | <input type="checkbox"/> Travel Guides |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Medicine & Medical Procedures | <input type="checkbox"/> Veterinary Science & Zoology |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Metallurgy | <input type="checkbox"/> Waste Treatment & Management |
| <input type="checkbox"/> Electronics & Electrical Engineering | <input type="checkbox"/> Music | <input type="checkbox"/> Water & Water Treatment |
| <input type="checkbox"/> Energy, Power & Nuclear Engineering | <input type="checkbox"/> Neurology | <input type="checkbox"/> Other Specialisms (please specify) |
| <input type="checkbox"/> Export Documentation | <input type="checkbox"/> Oil, Gas & Petrochemical | |
| <input type="checkbox"/> Film, Broadcasting, Audio & Video Scripts | <input type="checkbox"/> Ophthalmology | |
| <input type="checkbox"/> Food Processes & Technology | <input type="checkbox"/> Paediatrics | |
| <input type="checkbox"/> General Operator & Instruction Manuals | <input type="checkbox"/> Paint Industry | |
| <input type="checkbox"/> Geology & Mining | <input type="checkbox"/> Paper Industry | |
| | <input type="checkbox"/> Patents, Trademarks & Intellectual Property | |
| | <input type="checkbox"/> Pharmaceuticals | |
| | <input type="checkbox"/> Photography | |

6 YOUR CHARGES AND FEES In which currency would you be invoicing £ / \$ / € / Other*

Translation For work into English we require a rate per 1000 TARGET language words
 For work out of English we require a rate per 1000 SOURCE language words

Rates per 1000 words for Translation Work Minimum charge
 target / source*
 target / source*
 target / source*

When working with TRADOS for large projects what is your TRADOS pricing structure?

Any additional charges for PREPARATION OF GLOSSARIES

Any additional charges for SOFTWARE STRINGS

Any additional charges for OVERWRITING WORD files

Any additional charges for OVERWRITING HTML files

Any additional charges for OVERWRITING POWERPOINT files

Any additional charges for OVERWRITING QUARKXPRESS or FRAMEMAKER files

Any additional charges for SUPPLYING as PDF files

Any additional charges for SUPPLYING as EPS files

Rate for ON-SITE translation work per hour per day

Any additional charges for CERTIFICATION of your translation

Charge for NOTARISATION of your translation (your Notary's fees + your time if any)

Proof-reading & Independent Translation Checking

Rate per hour per 1000 words

Interpreting

AD HOC per hour per half day per day

CONFERENCE per half day per day

OVERSEAS ASSIGNMENTS per day

Any additional charges for TRAVEL TIME

TRAVEL EXPENSES (pence per mile / special travel requirements)

Localisation

Rate per hour per 1000 words

Copywriting

Rate per hour per 1000 words

Language Training

At Your Beloved AgencyOffices per hour per half day per day

ON-SITE per hour per half day per day

Voice-overs & Audio

At a STUDIO rate per hour minimum charge

Audio tape recordings from your HOME/OFFICE per hour

Overseas Telephoning

At Your Beloved AgencyOffices per hour per half day per day

ON-SITE per hour per half day per day

From your HOME/OFFICE per hour per half day per day

Other Services / Charges

Please specify

7 PAYMENT

Please note that it is our company policy to pay approved invoices within 1 month from receipt.

We pay all of our UK suppliers by BACS (direct transfer into your bank account), a form will be supplied if we contract work from you. Overseas suppliers are either paid by cheque or by bank transfer.

8 CONDITIONS OF CONTRACT

We, at Your Beloved Agency, pride ourselves in our ability to forge long-term relationships with our language services partners. We are always keen to help in any way we can throughout the duration of a project, providing background information whenever possible and liaising both with you and our clients to aid the translation process when and as required.

Unless otherwise agreed in writing we expect all our suppliers to:

- ◆ Follow carefully any instructions given by a Project Manager on a particular job.
- ◆ ONLY start working on one of our projects after an official Purchase Order has been received.
Unless an official Purchase Order is received our Accounts Office will not be able to authorise payment.
- ◆ Clearly state our official Purchase Order on your invoice and send to our Accounts Office, located at our Head Office.
- ◆ Meet any deadline agreed with an Project Manager.
- ◆ Co-operate fully when replying to queries raised by the Proofreaders as part of the translation process.
- ◆ Reply to queries raised by Proofreaders IN WRITING and without delay.
- ◆ When working on-site as a representative of Agency (eg. an interpreting assignment), act professionally and wear formal dress.

By signing this form or accepting work from Your Beloved Agency, you agree to all the above requirements.

9 CONFIDENTIALITY

Before we can supply any work to you we require the following confidentiality agreement to be signed.

I, (full name), will not divulge to or discuss with any third party whatsoever any information relating to any material, document, products, or company names provided to me by Your Beloved Agency whether for translation or otherwise, without written agreement from Your Beloved Agency. I also agree that any work provided to me by Your Beloved Agency for one of its clients precludes me from directly contacting, soliciting or contracting work from that company without written agreement from Your Beloved Agency.

Signed: Date:

10 COMMENTS

Please list below any comments or additional information which you feel is relevant to your application.

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