



NEW SUPPLIER

REGISTRATION

We are always interested in hearing from translators, interpreters, other LSP's and other language professionals who would be interested in working with us.

To register your interest, please complete the following questionnaire.

Your details

Are you a company? ...or are you a Freelancer

Company name (if applicable):

CONTACT DETAILS

First name:

Last name:

Address:

Post/Zip Code:

Country:

Telephone (Land line):

Telephone (Mobile):

Email(s):

Web address/portfolio show case:

Skype:

Facebook:

Twitter:

Google+:

LinkedIn:

COMMUNICATION PREFERENCE:

Email

Telephone

Skype

Other

Other (please detail):

Your Languages

Your mother tongue:

YOUR LANGUAGE COMBINATIONS:

| SOURCE | TARGET | SOURCE | TARGET |
|--------|--------|--------|--------|
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Your services

SERVICES YOU OFFER (tick as many as apply):

- Translation Proof-reading Interpreting DTP/Layout
 Post machine translation review Voiceover Other

If other please provide details below:

Software & versions you use

Please list all software you use and your level of proficiency:

| SOFTWARE | VERSION | PROFICIENCY |
|----------|---------|-------------|
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Platforms you work on

- Mac only PC only Both (Mac & PC) Cloud based
 Other (please detail):

Your qualifications

| QUALIFICATION | DATE OBTAINED |
|---------------|---------------|
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Your work & experience

Please use the space below to detail your experience, number of years you have been in business and any relevant information regarding your work:

(Feel free to detail interesting projects you have worked on or clients you have worked with)

Quality assurance

Quality is very important to us. Please use the space below to detail your quality assurance/ quality control process:

(Please detail how your work is checked and how you ensure quality etc)

Your capacity

Hours of work (please detail days of the week, hours per day you work as well as the hours you operate in local time).

Your daily output (pages/documents/number of words):

Generally how quickly do you follow up with clients when they have a query?:

Any specific holidays dates/time off per year:

Financial terms

Please use the space below to detail your payment terms (i.e Net 30, payment methods - bank transfer, PayPal - when you invoice etc):

Your billing currency:

Your rates & charges

Please tick here if you will be submitting a price list with your application
(if you are providing a detailed price list please skip the following section)

Your rate per 1000 words for translation (please show in your desired currency):

Your rate per 1000 words for proof-reading (please show in your desired currency):

Your hourly rate if you have one (please show in your desired currency):

Your minimum charge - if you have one:

(if you have a minimum charge please show your word word scope of a mimum charge)

Other information relating to your rate/charges:

Your translation memory rates (if applicable)

| Match Type | % you charge of your rate per 1000 words for this match |
|------------------|---|
| Context TM match | |
| Repetitions | |
| 100% match | |
| 95%-99% match | |
| 85%-94% match | |
| 75%-84% match | |
| 50%-74% match | |

Your references

Please provide details of two references who can confirm your quality of work.

| REFERENCE 1 | REFERENCE 2 |
|-------------|-------------|
| Name: | |
| Company: | |
| Address: | |
| | |
| Email: | |
| Telephone: | |

Please confirm by ticking here if you are happy for us to contact your references.

Supporting material

Please confirm if you are able to supply the following:

Work samples Price list Brochure Other

Other (please detail):

Willingness to undertake a test piece

Other information

Please use the space below to detail anything relevant to your business or interesting about the way you work: