

Personal Information	
Company	
First Name	Surname
Address Line 1	City
Line 2	Country
Line 3	Post/Zip Code
Tel	Mobile
Email	Fax

Translation Information																																																	
Mother Tongue																																																	
Languages From																																																	
Subjects	<table border="0"> <tr> <td>aerospace</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>financial</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>medicine & pharmaceuticals</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>architecture</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>food and drink</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>oil and gas</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>automotive</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>government/ EU</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>patents</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>commercial</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>HR</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>real estate</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>education & training</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>insurance</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>sciences</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>electronics</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>IT</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>technical</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>engineering</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>legal</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>telecoms</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>environment</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>marketing</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td><td></td> </tr> </table>	aerospace	<input type="checkbox"/> Yes <input type="checkbox"/> No	financial	<input type="checkbox"/> Yes <input type="checkbox"/> No	medicine & pharmaceuticals	<input type="checkbox"/> Yes <input type="checkbox"/> No	architecture	<input type="checkbox"/> Yes <input type="checkbox"/> No	food and drink	<input type="checkbox"/> Yes <input type="checkbox"/> No	oil and gas	<input type="checkbox"/> Yes <input type="checkbox"/> No	automotive	<input type="checkbox"/> Yes <input type="checkbox"/> No	government/ EU	<input type="checkbox"/> Yes <input type="checkbox"/> No	patents	<input type="checkbox"/> Yes <input type="checkbox"/> No	commercial	<input type="checkbox"/> Yes <input type="checkbox"/> No	HR	<input type="checkbox"/> Yes <input type="checkbox"/> No	real estate	<input type="checkbox"/> Yes <input type="checkbox"/> No	education & training	<input type="checkbox"/> Yes <input type="checkbox"/> No	insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	sciences	<input type="checkbox"/> Yes <input type="checkbox"/> No	electronics	<input type="checkbox"/> Yes <input type="checkbox"/> No	IT	<input type="checkbox"/> Yes <input type="checkbox"/> No	technical	<input type="checkbox"/> Yes <input type="checkbox"/> No	engineering	<input type="checkbox"/> Yes <input type="checkbox"/> No	legal	<input type="checkbox"/> Yes <input type="checkbox"/> No	telecoms	<input type="checkbox"/> Yes <input type="checkbox"/> No	environment	<input type="checkbox"/> Yes <input type="checkbox"/> No	marketing	<input type="checkbox"/> Yes <input type="checkbox"/> No		
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Other Subjects																																																	

Rates	
Translation Rates per 1000 words	Minimum Charge
Editing Rates per hour	Proofreading Rates per hour
Interpreting Daily Rates	Half Daily Rates
Trados/TM Discounts	Match Category
	Repetitions
	100% Matches
	95-99% Matches
	85-94% Matches
	75-84% and below
	50-74% and below
	No Match (New Words)
	Price

Professional Information	
Qualifications Gained	
Professional Memberships	<input type="checkbox"/> ITI <input type="checkbox"/> IOL <input type="checkbox"/> ATA <input type="checkbox"/> Other (please specify)
Level of membership	
Experience In-house translation experience	
Other relevant work experience	
Established as freelance translator since	

Other Information

IT Information	
Translation Memory Tools	
<input type="checkbox"/> SDL Trados <input type="checkbox"/> Déjà Vu <input type="checkbox"/> SDLX <input type="checkbox"/> Transassist <input type="checkbox"/> Wordfast <input type="checkbox"/> Passolo <input type="checkbox"/> STAR Transit	
Other (please specify)	
System security and backups	
<i>To protect the data, we expect you to be up to date with the following (please specify which software you use):</i>	
Antivirus software and definitions	
Firewall security	
Regular back-up of data	
E-Mail capabilities	
Please specify any email limits in Mb; Note: Your ISP should be able to advise you on any limits.	
Internet connection	
ISDN / ADSL Internet connection	

I hereby confirm my agreement to provide my services to APT Transtex Ltd.

Invoices submitted for completed work will normally be paid on the 30th of the month following that in which the translation is returned to APT Transtex subject to the approval of my work.

As a supplier to APT Transtex Limited I confirm I work with up-to-date virus software and will notify APT immediately upon any potential threat or harm that has occurred to my systems that could cause effect to materials.

This document conforms with the APT Transtex Linguist Certification Programme and is signed in conjunction with the APT Transtex Limited Non Disclosure Agreement.

Signature	
Date	Position
First Name	Surname
Signature	

For Internal Use Only	Comments
Queries <input type="checkbox"/> Yes <input type="checkbox"/> No <hr style="border-top: 1px dashed #D9534F;"/> <div style="text-align: right; font-size: small;">Solved</div> <input type="checkbox"/> Yes <input type="checkbox"/> No	
References Received <input type="checkbox"/> Yes <input type="checkbox"/> No	
Linguist Subject Specific Tests - Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	
Minimum Qualifications <input type="checkbox"/> Yes <input type="checkbox"/> No	
Professional Body <input type="checkbox"/> Yes <input type="checkbox"/> No	
Achieved Minimum Experience <input type="checkbox"/> Yes <input type="checkbox"/> No	
Agreed Best Rate <input type="checkbox"/> Yes <input type="checkbox"/> No	

Linguist Certification Acceptance	
Date	Position ISO Officer
First Name Karin	Surname den Hartog
Signature	