

Registration form for translators

Last name: _____ First name: _____ Mother tongue: _____

Address: _____ Phone: _____ Fax: _____

Mobile phone: _____ Email: _____

Date of birth: _____ Place of birth: _____

Translation

Language combinations / Rates

Source	Target	Line rate €
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Hourly rate: _____ Minimum charge: _____

Proofreading: _____ (of others' work) _____ (galley proofs of own work)

o Consecutive interpreting – language combinations:

Rate per day / per hour:

o Simultaneous interpreting – language combinations:

Rate per day:

Specialist subjects:

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Education relevant to translation / interpreting:

University degree: _____ Year: _____

Further qualifications: _____

Membership of professional organisations: _____

Experience: _____

I am a full-time freelance translator

I am a part-time freelance translator

I translate just a few hours a week

Further information (e.g. working hours, further phone/fax numbers etc.):

 TECHNICAL EQUIPMENT:

● EDP software: _____

● Operating system(s): _____

● Translation tools (e.g. TRADOS) _____

● Localisation tools _____

● PC/Mac: _____ ● DTP software: _____

● Other: _____

I am planning the following upgrades:

- ◆
- ◆

I am also willing to accept ...

- o urgent jobs
- o small jobs
- o proofreading

Date, signature:
