

annelie hansson

certified translator

Translation and Editing Brief

To help me provide a translation that exactly meets your requirements please answer as many of the following questions as possible. You can contact me at any time if you need any further clarification or advise on how to answer the questions.



I. Who is the contact for this translation project?



Name:	
Job title:	
Company name:	
Project ID/name:	
Requested dead line:	
Direct telephone line:	
Email address:	
Fax number:	
Address:	

II. What are the intended purpose and the intended target audience for the translation?

1. Who will make use of the translation and in what way?
2. Is the tone of the text intended to be informal or formal , and is there any other specific requests regarding language and style ?
3. What will the translation look like in its final layout? If required, is there space in the layout for more text?

III. Can you supply any reference material?

1. Company website address/link:	
2. Glossaries of specialised terms used in your particular field/company.	
3. Translation memory files if you use the CAT software Trados.	
4. Previous translations done for you or your company on a similar subject.	

[illegible]

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V. Are there any numbers (e.g. currencies, measurements etc.) which need to be included in the target text? If so, I would normally include these in the same format as provided by you. Please confirm if this is acceptable or advise if you have any other requirements.

VI. Are there any pictures or tables in the text that you would like for me to translate? If so, I would normally insert the translation underneath the picture within brackets, or insert it as a comment. Please confirm if this is acceptable or advise if you have any other requirements.

VII. Are there any specific instructions regarding names?

Please place a cross in the appropriate boxes	Translate	Do not translate	Include a translation/clarification in brackets	Include the original name in brackets
General job titles				
Specific job titles				
Company and product names				
People's names and place names				
Names of magazines, publications etc.				
Other				

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VIII. Are there any further instructions regarding what to translate and what to leave in the source language?

IX. Other instructions or comments

Thank you for taking the time to fill in this form.

I will get started on the translation as soon as I receive an approved quotation from you.

**Kind regards,
Annelie**