

# Translator Questionnaire

Strictly Private & Confidential



## 1. Personal details

What is your mother tongue?

First name  Surname

Male  Female

Date of Birth  Address

Telephone

Mobile  Postcode

Fax  Country

E-Mail

How long have you lived outside your country? (if applicable)

## 2. Language skills and experience

Which languages do you translate from?

How many years have you been translating?

Please specify any relevant qualifications:

Are you a member of the ITI / IOL / BDÜ / SFT or other national translators' organisation? Yes  No

If so, please specify:

Are you covered by Professional Indemnity Insurance? Yes  No

If so, please specify:

Do you have any specialised subjects? If so, please specify:

Approximately how many words do you translate per day?

### 3. IT Skills

Do you use translator's aids?

Yes

No

(i.e. translation memory software, Translator's Workbench, etc.) If so, please give details:

PC  Mac

Software Packages:

### 4. Rates

What rates do you charge?

\$

€

£

Translations  
(per 1,000 words)

Minimum  
Charge

Transcriptions  
(per minute of tape)

Minimum  
Charge

Do you proofread texts?

Yes

No

If so, how much do you charge?

Can you translate scripts for voice-overs?

Yes

No

Please supply two references:

Name

Name

Address

Address

Postcode

Postcode

Telephone

Telephone

E-mail

E-mail

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE

Please return to:

**T & I Services (UK) Limited, Midsummer Court, 314 Midsummer Boulevard,  
Central Milton Keynes, MK9 2UB**