



Exact Communication

Exact Communication
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Palmyra, Pennsylvania 17078

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Excellence Through Professional Translations

www.exactcommunication.com

Freelance Translator Application

Thank you very much for your interest in providing freelance translation services for Exact Communication. Please fill out this application as completely as possible, and sent it to Exact Communication with a current resume and 3-5 references. Following the initial evaluation of this application, you may be asked to complete a short translator test for further evaluation of your language and translation skills.

Date: _____

Personal Information:

Name: _____ SSN or Tax ID: _____

Company Name: _____ Are You a U.S. Citizen Y N

Address: _____
_____ If No, do you have a visa permitting you
have a visa permitting you to work in the
U.S. ? Y N Visa Number: _____

Native Language (specify Country): _____

Examples: Portuguese (Brazil); Spanish (Guatemala)

Contact Numbers:

Home: _____ Business: _____

Fax: _____ e-mail: _____

2nd e-mail: _____ AOL: _____

Are you and accredited Translator? Y N

Accreditation issued by: _____

For which Languages? _____

Are you a member of any professional or scientific societies? Y N

Are you a full time translator? Y N

If Not, please describe your availability: _____

Words per day: _____ Technical: _____ Non-Technical _____

Security Clearance: Y N Level: _____

Translation

List Language Pairs You Translate

Cost Per Word

From	To	Target Country	Non-Technical	Technical
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Would you be willing to accept lower rates for large volume, long-term projects? Y N

Interpretation

Simultaneous			Consecutive		
From	To	Fee	From	To	Fee
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Narration – Dubbing – Voice-Over

\$_____ Fee per Hour/Min. Fee \$_____ Fee per session/day

Please list voice references in space provided below and submit tape with voice sample.

Other Language Services

Proofreading: _____/Hour _____/Word	Editing: _____/Hour _____/Word
Machine Translation: _____/Hour _____/Word	Post-Editing: _____/Hour _____/Word
Transcription: _____/Hour _____/Word	Typing: _____/Hour _____/Word
Cultural Counseling: _____/Hour _____/Word	

Equipment

- PC Model: _____
- Modem Model: _____
- MAC Model: _____
- Baud Rate: _____
- Other: _____
- Fax Model: _____

Software:

Word Processing: _____

Desktop Publishing: _____

Communications: _____

Please list all that apply and Software Version Number if available.

Describe formal translation/interpretation/narration experience:

Areas of Specialization: Please do not mark more than 10 categories

Mark ① - Very Strong
 ②- Fair

<p>Business</p> <p>① ② Correspondence</p> <p>① ② Annual Reports</p> <p>① ② Marketing</p> <p>① ② Advertising</p>	<p>Computers</p> <p>① ② Hardware</p> <p>① ② Software</p> <p>① ② Manuals</p> <p>① ② Localization</p> <p>① ② Web Pages</p>
<p>Financial</p> <p>① ② IPO</p> <p>① ② Banking</p> <p>① ② Financial Statements</p>	<p>Legal</p> <p>① ② Contracts</p> <p>① ② Litigation</p> <p>① ② Patents</p> <p>① ② Insurance</p>
<p>Technical</p> <p>① ② Automotive</p> <p>① ② Mech. Engineering</p> <p>① ② Nuclear Engineering</p> <p>① ② Aerospace Engineering</p> <p>① ② Oil/Petroleum/Gas</p> <p>① ② Manufacturing</p> <p>① ② Machinery & Tools</p>	<p>Sciences</p> <p>① ② Physics</p> <p>① ② Chemistry</p> <p>① ② Math</p> <p>① ② Pharmaceutical</p> <p>① ② Medical</p>

Voice References: Please list name, telephone number, fax number.

1. _____ 3. _____

2. _____ 4. _____

Translation References: Please list name, telephone number, fax number.

1. _____ 3. _____

2. _____ 4. _____

INITIAL HERE _____ - I understand that without references, Exact Communication will not proceed with the registration process.

I hereby certify that all to the above statements are true and correct to the best of my knowledge.

Name: _____ Date: _____
(Please Print)

Signature: _____