

**QUESTIONNAIRE****Contact information:**

Mr./Mrs./Ms.	
Surname:	
First name:	
Street:	
City:	
Postal code:	
Country:	
Telephone:	
Mobile phone:	
E-mail 1:	
E-mail 2:	
Date of birth:	
Website:	

**Additional information:**

Correspondence:	
Native language 1:	
Native language 2:	
Native language 3:	
Sworn (language/s):	
Notarization fee:	
Minimum rate (in € or scale, e.g. up to 100 words ... €):	
Hourly rate (in €):	

**Further services:**

Alignment		SEO translation	
Desktop publishing		Terminology work	
Interpreting		Transcreation	
Full post-editing		Transcription	
Keyword research		Subtitling	
Other:			

## Language combinations and charge per unit:

Source language	Target language	Knowledge	Rate for translation	Rate for revision	Rate for post-editing

Please specify your prices per word in the source language, e.g. € 0.06.

**Rates for revisions according to ISO 17100 and for post-editing are calculated no match per word in the source language. Rates for translations are calculated according to the following Trados scale:**

Match Types	Are charged at
Context Matches	20 %
Repetitions	20 %
Cross-file Repetitions	20 %
100 %	20 %
95 % - 99 %	30 %
85 % - 94 %	80 %
75 % - 84 %	100 %
50 % - 74 %	100 %

**Can you offer translation including revision according to ISO 17100 in cooperation with another translator?**

**Would you be willing to do a brief test project for us?**

We request test projects solely for our own information and not to express doubt as to your capabilities. They consist of no more than 400-600 words.

**Software:**

Applications	Version	Note
SDL Trados Studio		<b>We require minimum the newest version of SDL Trados Studio 2017.</b>
Other CAT tools		
AutoCAD		
Adobe FrameMaker		
Adobe InDesign		
Other software		

## Qualification according to ISO 17100:

As COMLOGOS is offering language services certified according to ISO 17100, we have to provide proof that our translators and revisers comply with the standards. Please select your qualification and send us your relevant degree certificates and/or references:

## Specialized areas:

Please mark those specialist fields in which you have gained professional experience:

Specialist field		Specialist field	
Health and safety protection		Logistics	
Architecture and building industry		Marketing and advertising	
Automation and robotics		Mechanical engineering, construction of plants and equipment	
Automotive industry		Media and fine arts	
Clothing and fashion		Medicine and pharmaceuticals	
Consultancy		Medical technology	
Chemical industry		Measuring and automatic control technology	
Electrical/Electronics industry		Metal industry	
Electrical and household appliances		Sciences	
Energy sector/production		Public relations work	
Alternative energy		Optics	
Education and training		Patents	
Production technology		Politics	
Conveyor technology		Production	
Tourism		Psychology	
Humanities and social sciences		Law	
Commerce		Safety technology and alarm systems	
Lumber industry		Sports and leisure time	
Information technology and software		Technology	
Journalism		Environment	
Climate technology		Packaging industry	
Cosmetics		Machine tools	
Agriculture		Economy and finances	
Food			

## Other comments:

**Thank you very much for your efforts!**

**The COMLOGOS team looks forward to working with you!**