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| **PURCHASE ORDER FOR TRANSLATION** | |
| Service provider’s name |  |
| Service provider’s address |  |
| VAT no. (if applicable) |  |
| Tel. |  |
| Mobile |  |
|  | |
| Client’s name |  |
| Client’s address |  |
| Client’s VAT no. (if applicable) |  |
| Client’s Tel. |  |
|  | |
| File name |  |
| Source file format |  |
| Delivery format |  |
|  | |
| Version of English required for translation (UK, US) |  |
| Subject area |  |
| Purpose/target audience of the text |  |
| Will the text be published? If yes, on a website or in print? |  |
| Preferred style-guide (if applicable) |  |
| Are any glossaries available? |  |
| Are any other background/reference materials available? |  |
| Does the text contain acronyms/abbreviations?  If yes, please provide list explaining what they stand for. |  |
| Does the text contain any graphics/scans?  If yes, do they need to be translated?  If yes, should translation be inserted in document or a separate file? |  |
| Any further details/information/requirements/preferences? |  |
|  | |
| Software required (if any) |  |
| Is a translation memory (TM) available? |  |
|  | |
| Is a separate revision service required (i.e. two pairs of eyes)? |  |
| Is a separate editing service required (i.e. three pairs of eyes)? |  |
|  | |
| Delivery date and time |  |
| ***Delivery date and time can only be guaranteed if the purchase order is accepted within 24 hours*** | |
|  | |
| No. of words/pages |  |
| Rate per word/page |  |
| Rush fee for urgent service (weekend work/short deadline): 25% |  |
| **Project price** |  |
| ***The project price includes one round of revisions; subsequent revisions will be charged by hour/word as agreed*** | |
|  | |
| Payment method | Bank transfer |
| ***Payment due 30 days after invoice date*** | |
|  | |
| Terms and conditions  <http://www.iti.org.uk/attachments/category/20/Model%20Terms%20of%20Business%20-%20Translator.pdf> | |
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