

# BTS TRANSLATION SERVICES

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## TRANSLATOR INFORMATION FORM



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
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| Language pairs: | Source Language(s): | Target Language(s): |
|-----------------|---------------------|---------------------|
| 1               | _____               | _____               |
| 2               | _____               | _____               |
| 3               | _____               | _____               |
| 4               | _____               | _____               |
| 5               | _____               | _____               |
| 6               | _____               | _____               |
| 7               | _____               | _____               |

Fields of specialization: \_\_\_\_\_

Accreditation: \_\_\_\_\_

Insurance: \_\_\_\_\_  
Please provide information and policy number

Other Services rendered:  translation  editing  proofreading  back editing  
 desktop publishing  interpreting

Hardware:  PC  Mac

Software:  Microsoft Word  Excel  PowerPoint

Translation software:  Trados  Deja Vu Other:

DTP Software:  Adobe PageMaker  FrameMaker  Adobe InDesign  
 QuarkXpress  Corel Ventura  Other:

Rates: per word per hour minimum charge for a document that contains less then 200 words.  
\$  \$  \$

Please attach your resume