

ORDER SPECIFICATION – TRANSLATION

This form is used for recording the conditions of a translation order and together with our *Principles and fundamental aspects of our translation work* and *Basic principles of the practical translation work* and the *General Terms and Conditions of Business* it forms the basis for determining the order factors as precisely and completely as possible.

The order specification should only be completed if special requirements are to be taken into account.

If a change request is NOT made expressly and in writing BEFORE the start of the translation, the order is always processed in accordance with the standard basic conditions stated in the above elements. If you do not have these, we kindly ask you to request them.

PLEASE REMEMBER:

- The customer is responsible for the technical and grammatical correctness of the source text. The clarification of mistakes in the source text and of questions on the part of the translator is the responsibility of the customer.
- In principle, **all aspects of the content of the relevant source text** are to be rendered **bindingly** into the target language with optimum efficiency; if the use of particular technical terms is required **in excess of this or deviating from this**, these terms must be clearly designated.

REQUIREMENTS OF THE CUSTOMER FOR THE PROCESSING OF THE ORDER:

INFORMATION REGARDING THE ORDER (if applicable or if there are special requests)

1. Language (if applicable country-specific version):	2. Text characteristics and type of text (e.g. document, advertising, descriptive text, technical text, questionnaire): Characteristics (features that deviate from the general language):
3. Stylistic guideline (e.g. general/ technical): Target group (e.g. experts of particular professions): Checking by a 3rd translator:	4. Deviating translation technique (e.g. degree of freedom, ,main focus of the content):
5. Terminological definitions (technical terminology, controlled language such as simplified language in technical documentation, customer requirements): Background information (accompanying information, sample translations, parallel texts):	6. Target group, text function (e.g. conveying a factual content for a restricted user category or for a generally accessible publication):

FORMAL AND TECHNICAL PRESENTATION:

7. Paper format:	8. Technical execution requirements (e.g. text arrangement, graphics, page counting):
9. Layout (font, font size, text layout):	10. Use of names and abbreviated forms:
11. Typographical presentation (formatting, font, symbols etc.):	12. Designation of titles, occupations and functions:
13. Arrangement, lists, layout of tables and illustrations:	14. Transliteration (the letter for letter conversion of a text written in an alphabetical script into another alphabetical script) and transcription (the rendering of one type of script into another type of script, e.g. phonetic rendering of names from non-Latin into Latin script):
15. Foot notes:	16. Illustrations, graphics, quotations etc.:
17. References:	18. New terms (creation of a new term that does not exist in the target language):
19. Symbols, abbreviations, units, formula symbols, formulae and equations:	20. Technical examination (examination of a translation by an expert):

Remarks and miscellaneous:

WE RECOMMEND THAT YOU CONTACT US DIRECTLY FOR FURTHER REQUIREMENTS AND CONSOLIDATING EXPLANATIONS.