

APPENDIX 5 - ASSOCIATE DATA – RATES & EXPERIENCE

Accentua asks any new Associates to complete the below form, providing as many details as possible, so that we have a complete profile that will allow us to match the Associate with any future translation or interpreting requirements as best as possible. Please complete as applicable

PERSONAL DETAILS	
Name:	
Trading name (if applicable):	
WORK DETAILS	
Type of services you provide (i.e. translation, editing, proofreading, (simultaneous and/or consecutive) interpreting, transcription etc.)	
Areas of expertise (i.e. legal, IT, medical, etc.)	
Language combination/s:	
Native Language:	
TRANSLATION TECHNICAL INFORMATION	
Are you a certified/sworn translator? If so, please state Rbtv number*:	
Volume – average number of words per day:	
Are you using any CAT tools? If so, please specify:	
If Machine Translation is part of your delivery please confirm that the translation is post edited and reviewed fully before return to Accentua & included in rates provided below.	
Is Voice Recognition software part of your delivery?	
Are you using any other relevant (language) tools? If so, please specify:	
What operating system are you using? (i.e. Mac, Windows, Linux, etc.)	
What email platform are you using? (i.e. Outlook, Gmail, Hotmail, Thunderbird, etc.)	
Do you store your files securely? If so, how?	
Do you make any backups of files? If so, how are they backed up?	

What measures do you take to ensure non-contamination of files between other translation agencies that you work with?		
Is there any other information you would like to provide?		
TRANSLATION RATES (in €, £, or \$)	Regular Rates/Sworn Rates	
Rate per word		
50-74% matches:		
75-84% matches:		
85-94% matches:		
95-99% matches:		
100% matches:		
Repetitions:		
In-context matches:		
Minimum fee:		
Hourly fee:		
Weekend rate:		
Rush rate:		
Other:		
INTERPRETERS TECHNICAL INFORMATION		
Are you a certified/sworn interpreter?		
If so, please state Rbtv number*:		
Have you experience of:		
• Consecutive Interpreting	Y/N	
• Simultaneous Interpreting	Y/N	
• Court	Y/N	
• High Court	Y/N	
• Notary	Y/N	
• Conference	Y/N	
• Working in a booth	Y/N	
• Working with a whispering set	Y/N	
How many hours would you work alone?		
Do you own a whispering set?	Y/N	
If Yes, with how many headsets?	Y/N	
If Yes, at what cost?		

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