



## Checklist for translation assignments from private customers

Before I can start work, some issues should be clarified.

Text scope, price, deadline

- Can you send me the document in electronic form (PDF, scan)?
- How many pages does your document have?
- Until when do you need the translation?

Text type, content, and language

- What kind of **document** is it and for which purpose or authority do you need it?
- Do you require a **certified translation**?
- How many translated **copies** do you need? Simple copies or certified ones?
- Does the translation require an **apostille** – for use abroad?
- English as **target language**: British, American, or international English?

Shipment or collection

- Can you communicate a phone or **mobile no.** for possible questions?
- When do you wish to collect the translation **from my office** (payment upon collection)?
- Shall I send you the translation **by (registered?) mail**? (Don't forget to specify the shipment address. Translations will only be sent against advance payment.)
- Do you require a **qualified electronic signature**? Then, I could also send the translation by e-mail (against advance payment.).