



TRANSLATOR'S BRIEF

- Do you need a regular or certified translation?
- What is the language of the source text?
- What is the target language you need?
- What is the format of the source text?
- What format of the target text do you need?
- How many words are there in the source text?
- What is the precise scope of the translation?
- What is the maximum deadline for the translation?
- Is that the final version of the text to be translated?
- What is the subject matter of the text?
- What is the purpose of the text?
- Who is the audience?
- Should the target text have a special register or style?
- Can you send us some additional reference materials?
- Is there any other important information related to the text?
- Do you need any additional services related to the text?