



(Sample) Specification Agreement Form

A. Client information:

1. Location and time zone:
2. Name of contact person:
3. Phone:
4. Email:
5. Preferred form of communication (phone/email):
6. Deadline of requested translation (month, day, year and time):
7. Payment via direct deposit is requested. If you would prefer a different method please specify:

B. Please provide the following information regarding the Source Text (ST):

1. Original language:
2. Subject matter:
3. Text type (i.e. contract/correspondence/journal article):
4. Format of delivery (i.e. Word Excel/ PDF/Html/ hard copy, etc):

C. Please provide the following information regarding the Target Text (TT):

1. Language into which the text should be translated:
2. Regional specifications (i.e. U.S. or British English):
3. Purpose of the text (i.e. website/personal use/manual):
4. Desired format of completed translation delivery:

D. Please answer the following questions regarding text localization:

1. Is the intended audience from a specific region?
2. Should cultural conversions (dates, measurements, formatting, monetary unit, etc.) be made?
3. Should text found in graphics be translated?

E. Additional Information:

1. Will the client provide third party proofreading services? If so, who will provide these services?
2. Will the client provide any reference materials (glossaries/terminology databases/samples of the product)? If yes, how will they be delivered to the translator?
3. Should the translator create a glossary or database?
4. Does the client maintain the copyright of the text to be translated?
5. Are there any copyright/confidentiality/liability issues that the translator should be aware of?
6. Will the translator's name appear on any publications of the translated text?