

This checklist has proven helpful for the preparation of translation and editing projects in order to save time and costs.

I am happy to review this checklist together with you in a personal meeting or over the phone. You may also print this list to complete it by hand and fax it back to me (+43 2252 252798), or open the document on your PC and e-mail the completed Word document to me.

**1. Client** (name, telephone, e-mail):

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**2. Type of project** (Please check the appropriate box):

- Translation
- Editing/Review

**3. Type of document**

(e.g. Summary of Product Characteristics)

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**4. Language combination** (Please check the appropriate box):

**Source language**

- German (Germany)
- German (Austria)
- German (Switzerland)
- English (USA)
- English (UK)
- English (Canada)
- French (France)
- French (Canada)

**Target language**

- German (Germany)
- German (Austria)
- German (Switzerland)
- English (USA)
- English (UK)
- English (Canada)

**5. Target audience** (Please describe as accurately as possible):

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**6. Adaption to local requirements** (Please check the appropriate box):

- Required
- Not applicable/not required

**7. Abbreviations & Acronyms**

Please list all company specific abbreviations below or provide a separate list of abbreviations and acronyms.

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**8. Terms that should not be translated**

Please list all terms that should not be translated below or provide a separate list of terms.

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**9. Conversion of units of measure** (Please check the appropriate box):

- Units of measure indicated in the source text should also be used in the translation
- The following units of measure should be used in the translation:

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**10. Company Style Guide** (Please check the appropriate box):

- Not applicable
- Style Guide will be provided

**11. File format**

Whenever possible, please provide all documents in one of the following file formats: Word, RTF, Excel or PPT. For PPT files please take into account possibly larger space requirements in the target language.

**12. Additional information**

Please provide any additional information that may be helpful for the translator or editor (e.g. website references, pictures, drawings, previous translation).

**13. Person to be contacted in case of queries**

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**14. Additional comments and requirements**

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