Use the Purchase Order Template to ensure you’ve got everything cleared up before starting a new translation project.

Depending on a current project, add more items and/or delete unnecessary rows. To be filled up (ideally) by the client or by the service provider based on emails, phone calls and/or personal meetings.

|  |  |
| --- | --- |
|  | |
| Service Provider (name/address) |  |
| VAT No. (if needed) |  |
| Mobile |  |
| Client (name/address) |  |
| Banking details |  |
| Aim and Purpose | |
| Service (translation/revision/proofreading) |  |
| Subject area |  |
| Type of text |  |
| Target audience |  |
| Will there be a reviser?  If yes, who provides the service? |  |
| Will there be a reviewer (monolingual)?  If yes, who provides the service? |  |
| Specs and Requirements | |
| File name |  |
| No. of words/symbols |  |
| Target language (with regional variation if needed) |  |
| Delivery date and time |  |
| Source file format |  |
| Delivery format |  |
| Does the text contain any graphics/scans?  If yes, will they be translated?  If yes, should translation be added to the document or a separate file? |  |
| Project and Additional Materials | |
| Is the text for publication?  If yes, will it be printed or published online? |  |
| Is there a preferred style guide? |  |
| Are any glossaries available? |  |
| Are any reference materials available? |  |
| Additional info (requirements, preferences) |  |
| Payment Details | |
| Rate per word/page/hour |  |
| The project price including self-checking |  |
| Payment method |  |
| Payment terms |  |