JUST TRANSLATE IT!

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)	
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	

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