

# RTIR Translating and Interpreting Services

If as a qualified and experienced translator, interpreter, voice over artist, tour guide etc. you wish to register with RTIR, please provide the following details in a Word file.

And:

email to [rtir@dircon.co.uk](mailto:rtir@dircon.co.uk)

or post to:

RTIR

32 Paget Rise

London SE18 3QQ

Title: (Dr./Mr/ Ms./ Mrs. etc.)

Name

Address

Tel no.

Fax no.

Mobile:

Email address

Mother tongue:

Working languages:

1. Services you provide

A. Translator

B. Interpreter

State whether (a) ad hoc / consecutive (b) simultaneous (c) both

C. (a) guide (b) other

2. Your details:

your qualifications (including durations of courses and graduation dates)

specialist topics

work experience

daily capacity

your availability

professional memberships

professional indemnity insurance

3. Rates

A Translation

Per thous. words \_\_\_\_\_ Minimum fee \_\_\_\_\_ Per hour proofreading etc. \_\_\_\_\_

B. Interpreting

Minimum fee \_\_\_\_\_ per day \_\_\_\_\_ per hour \_\_\_\_\_

Any ancillary charges \_\_\_\_\_

C. Other

4. Equipment

State your hardware: e.g. PC Mac Scanner

State your software: e.g. Windows XP, Windows ME

Word, Excel, Powerpoint, Freelance Graphics, Trados, Quark Express, Deja Vu

What tools are used to check your documents ?

ANY OTHER RELEVANT INFORMATION