

# Translation brief



Thank you for your interest in my translation services.

Please fill out the form below as completely and accurately as possible, so that I can tailor the translation to your individual needs. Ensure that your text is edited and suitable for publication before you submit it for translation. This prevents you from having to make changes later on in the process and, therefore, saves you time and money!

## General

**File format:** Specify any pertinent details about the file format.

**Scope of the translation:** Specify whether certain parts of your document should remain untranslated.

**Deadline:** Specify the delivery date and time by which you would need the translation.

**Image translation:** List the page numbers of any images containing text that needs translation.

## Content

**Content type:** Specify any details about the text.

**Subject:** Briefly describe what the text is about.

**Intended audience:** Describe the audience of your publication.

**Purpose of the content:** Describe what you want to achieve with the text.

**Tone, language & style:** Describe the desired Dutch form of address (je/u) and style (e.g. commercial, youthful, modern).

**Creative input:** Indicate whether the translator can have some leeway or if they must strictly follow the source text.

## Sources

**Reference files:** Include links to sources with additional information or send reference files.

**Preferred terminology:** Include any preferred terminology (if necessary, please refer to external files).

## SEO

**Keywords:** List the keywords that your campaign is targeting.

**Competition:** Include links to web pages of similar products or services.