



ROSETTA STONE ASSOCIATES,
A EUROTEXT TRANSLATIONS COMPANY
SUBCONTRACTOR'S AGREEMENT

Between Rosetta Stone Associates, a Eurotext Translations Company, hereafter called RSA, US office located at 34 Franklin Street, Nashua, New Hampshire, 03064 USA, and

Agency Name \_\_\_\_\_

located at \_\_\_\_\_

hereafter called "subcontractor."

We have agreed upon the following conditions of our relationship as subcontractor and agency:

- 1) Subcontractor certifies that the information he/she supplies regarding his/her abilities and areas of specialization are accurate and true.
2) Subcontractor works as an independent contractor and is not an employee of RSA; his/her sole compensation being the professional fees charged by him/her for his/her services.
3) Non-Competition Agreement: Subcontractor will not pursue any clients/customers in his/her own name that he/she has made contact with through RSA or through Eurotext Translations Company.
4) All fees will be paid within 30 days after completion of work and the submittal of an invoice, unless other arrangements are made and agreed to in advance by RSA and the subcontractor.
5) In the event that a dispute should arise concerning the quality of any translation either on the part of RSA or as a result of a claim by the client, RSA may deduct from the translator's fees costs incurred for retranslating, proofreading or retyping if, in the judgment of an independent arbitrator acceptable to both RSA and the subcontractor, it appears that the dispute is justified.
6) Subcontractor acknowledged having read the conditions for work established by RSA and agrees to abide by them.

For Rosetta Stone Associates

Read and Approved:

[Handwritten signature]

VP and CVO

Signature \_\_\_\_\_

Position \_\_\_\_\_

October 22, 2002

Date \_\_\_\_\_

Translators: Please enclose a brief sample of your work. This sample will be included in your file and will be reviewed only if you have been selected from our data bank as a possible candidate for a specific job.

Rosetta Stone Associates, 34 Franklin Street, Nashua NH 03064, Tel: 603-883-9388, Fax: 603-595-8673, translate@rosettastoneinc.net
Eurotext Translations Company, 35 Enterprise Center, Pearse Street, Dublin 2, Ireland, Tel: x353-1-670-5800, Fax: x353-1-670-5844, info@eurotexttranslations.com

**ROSETTA STONE ASSOCIATES, A EUROTTEXT TRANSLATIONS COMPANY**  
**SUBCONTRACTOR'S PROFILE FORM - AGENCY**

1. Agency \_\_\_\_\_
2. Contact Name \_\_\_\_\_
3. Street \_\_\_\_\_
4. City \_\_\_\_\_
5. State \_\_\_\_\_
6. Zip \_\_\_\_\_
- 6a. Country \_\_\_\_\_
7. Phone \_\_\_\_\_
8. Website \_\_\_\_\_
9. Fax \_\_\_\_\_
- E-mail \_\_\_\_\_
10. Federal ID # \_\_\_\_\_
11. Native language \_\_\_\_\_
12. **Agency-Translation:** Yes  No
- 12a. Minimum charge \_\_\_\_\_
13. Translate from English into languages \_\_\_\_\_
14. Rates (please attach detailed rate sheet – source word)
15. Translate into English from languages \_\_\_\_\_
16. Rates (please attach detailed rate sheet – source word)
17. n/a
18. Fields (Circle attached subject list)
19. n/a
20. Volume work last 2 years \_\_\_\_\_
21. ATA member: Yes  No
22. Computer: Mac  PC
23. Printer: Laser  InkJet
24. Trados Yes  No  Version: \_\_\_\_\_
25. Fax Machine Yes  No

Computer fax Yes  No

26. Software: \_\_\_\_\_

27. Do you offer:

Editing  Proofreading  Website Localization  Engineering  QA   
DTP  Dubbing

28. **Agency- Interpreting:** Yes  No

29. Which language(s)? \_\_\_\_\_

30. Location/s? \_\_\_\_\_

31. Court certified? Yes  No

32. Certified in which states? \_\_\_\_\_

Other certifications? \_\_\_\_\_

33. Simultaneous: Yes  No

34. Consecutive: Yes  No

Rates (please attach detailed rate sheet: per hour/day/ travel, etc.)

**Agency- DTP:** Yes  No

Platforms: \_\_\_\_\_

Software: \_\_\_\_\_

Languages: \_\_\_\_\_

Rates (please attach detailed rate sheet: per page/hour/graphic, etc.)

**General (please answer on separate sheet if needed)**

Personnel:

	In-house	Freelancers	Total
Managers			
Project Managers			
Translators			
Proof-readers			
DTP			
Web Engineers			

A. Translator database?

B. Translator profile:

C. Translator training:

D. Average years of experience:

E. Criteria for employee selection and employee hiring:

F. Experience with Trados and Multiterm:

- G. How can you guarantee terminology consistency in a project involving more than one translator/in successive projects?
- H. Your experience with commercial and internal translation tools e.g. Multimedia?
- I. Your experience in website translation (please indicate locations)
- K. Experience with machine translation
- L. Reference Customers
- M. How do you assure quality and how do you carry out quality control?
- N. How do you organize a major translation project?
- O. How would you manage terminology?

**Other**

35. How did you hear of us? \_\_\_\_\_

Comments:

## Fields of Expertise

### A – Arts & Humanities

1. Bibliography
2. Biography
3. Demography
4. Education
5. Genealogy
6. History
7. Humanities
8. Information & Library Sciences
9. Interpreting
10. Journalism
11. Linguistics
12. Media
13. Pedagogy
14. Political Sciences
15. Religion & Philosophy
16. Theology & Scripture

### A1 – Art

17. Architecture
18. Art (includes visual & performing arts)
19. Music & Musicology

### A2 – Behavioral Sciences

20. Anthropology & Archaeology
21. Criminology & Penology
22. Psychology & Psychiatry
23. Sociology

### A3 – Literature

24. Literature – Children’s
25. Literature – Fiction
26. Literature – Nonfiction
27. Literature – Poetry
28. Literature – Theater
29. Literature – Theory & Criticism

### B – Business

30. Accounting & Auditing
31. Advertising & Public Relations
32. Banking
33. Business Administration
34. Commerce
35. Economics
36. Finance
37. Insurance
38. Labor Relations
39. Maritime Commerce & Industry
40. Marketing
41. Real Estate
42. Tourism

### C – Law

43. Law
44. Patents, Trademarks, & Copyrights

### D – Industry & Technology

45. Aerospace Industry
46. Automotive Industry
47. Building and Construction

48. Computer Applications (includes data processing, business applications, documentation, personal computing, word processing, etc.)
49. Computer Science & Systems Analysis (includes hardware, operating systems, programming, languages, system analysis, etc.)
50. Cosmetics
51. Cybernetics & Robotics
52. Electronics
53. Electrotechnology
54. Fashion
55. Glass & Ceramics
56. Metallurgy
57. Military & Naval Sciences
58. Mining
59. Missiles & Rocketry
60. Optics
61. Paper & Pulp Industry
62. Petroleum, Natural Gas, & Fossil Fuels
63. Photography & Cinematography
64. Plastics & Rubber
65. Printing & Publishing
66. Silicates
67. Telecommunications
68. Textiles
69. Transportation & Railroads

### D1 – Engineering

70. Chemical Engineering
71. Civil & Hydraulic Engineering
72. Electrical Engineering
73. Industrial Engineering
74. Mechanical Engineering
75. Nuclear Engineering (see also Physical Sciences)
76. Sanitation Engineering

### E – Science

- E1 – Agricultural Sciences
77. Agriculture
78. Fishery
79. Food & Nutrition
80. Forestry
81. Land Management
82. Veterinary Medicine

### E2 – Biological Sciences (see also Medicine & Medical Sciences)

83. Biochemistry
84. Biology
85. Botany
86. Genetics
87. Microbiology, Bacteriology, & Virology
88. Parasitology
89. Zoology & Entomology

### Computer Science (see Industry & Technology)

### E3 – Earth Sciences

90. Earth Sciences
91. Ecology & Environmental Science
92. Geography & Cartography
93. Geology & Cartography
94. Meteorology
95. Oceanography

### E4 – Mathematics

96. Mathematics & Statistics

### E5 – Medicine & Medical Sciences

97. Anatomy & Physiology
98. Dentistry
99. Gerontology
100. Health Care (includes nursing, facility management, government health programs, etc.)
101. Immunology & Radiology/Medical Instrumentation & Techniques (includes surgery)
102. Medicine & Medical/Nontraditional Medicine (includes acupuncture, faith healing, herbal medicine, etc.)
103. Pharmacy & Pharmacology

### E6 – Physical Sciences

104. Astronomy & Astrophysics
105. Chemistry
106. Materials Science
107. Nuclear Science & Engineering (see also Engineering)
108. Physical Sciences
109. Physics
110. Solid-state Physics (includes crystallography & semiconductors)

### F – Other