

Order form translation editing

Please fill in all necessary contact information below and send this form enclosed to the translation text I shall work with.

Please note that for all customers from foreign countries pre-payment is required (transfer on my bank account at Postbank / Munich). You will be sent a formal invoice with delivery of the product. Thank you in advance for your comprehension!

Personal information

Name	Ms./Mr.
Company
E-mail
Address
Postal code
Phone
Fax

Information about the text

Title
Approximate length
Target readership
Deadline
Estimate of costs demanded?

Required service

- ☐ proof-reading
(correction of spelling, grammar, punctuation)
- ☐ copy-editing
(language style and syntax)

- ☐ analysis of content and structure
(deletion of tedious passages, conflicting statements, incoherencies, information gaps)
- ☐ writer's help desk
(re-writing, ghostwriting)
- ☐ editorial service
(e. g. writing of help texts, adjustment on special spelling rules or wordings)

Alterations should be

- ☐ marked?
- ☐ precisely explained?

Do you want to add some more specific information?

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Questions concerning organisation

On which way do you want the text to be delivered?

- ☐ e-mail attachment (recommended)
- ☐ other (client has to take over the costs)

Further necessary details, questions and comments:

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saltverbale!®

Editorial studio Michaela Gröner, M. A.

wild words for convincing contents

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