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| ASSIGNMENT BRIEFING - TEMPLATE | |
| QUESTION | **ANSWER** |
| What type of text is it?  (legal, medical, financial, website, etc.) |  |
| What is the text objective?  (to inform, to persuade, to lead to action) |  |
| Who is the text recipient?  (employees, customers, etc.) |  |
| Where and in which context will the text be used?  (website print, presentation, etc.) |  |
| Are there any specific terminology requirements?  (attach any term lists or term base export) |  |
| Are there any specific style and tone of voice requirements?  (informal, formal, easy to read, etc.) |  |
| Is there a Style Guide which must be adhered to? |  |
| Are there any specific wishes or requirements related to design and layout?  (DTP, image texts to be translated, special set-up to adhere to, etc.) |  |
| Are there any reference materials attached?  (state in case there are specific requirements which must be adhered to) |  |
| Should the translation be faithful to the source or free? |  |
| Will there be subsequent internal proofreading? |  |
| Any delivery deadline?  (it will be useful if you state if the deadline is firm or flexible) |  |
| To whom should the assignment be delivered? |  |
| Are there any specific invoicing requirements? |  |