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| **Personal details** | | | | | | | | | | | | | | | | | |
| **Last name** |  | | | | **Phone** | | | | |  | | | | | | **Approved**    **Date**  **Signature** | |
| **First name** |  | | | | **Fax** | | | | |  | | | | | |
| **Address** |  | | | | **E-mail** | | | | |  | | | | | |
| **Postcode, town** |  | | | | **Mobile** | | | | |  | | | | | |
| **Country** |  | | | | **Homepage** | | | | |  | | | | | |
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| **Bank account details** | | | | | | | | | | | | | | | | | |
| **IBAN** |  | | | | | | **VAT number** | | | | | |  | | | | |
| **BIC** |  | | | | | |  | | | | | | | | | | |
| **Bank name** |  | | | | | |
| **Bank address** |  | | | | | |
| **Invoicing information:**  Invoices that you have submitted must be properly issued and comply with legal requirements.  Payment shall be made within 30 days upon receipt of the invoice, provided it complies with the specifications.  Please include the applicable Leinhäuser order/project number on the invoice. | | | | | | | | | | | | | | | | | |
| **Education** | | | | | | | | | | | | | | | | | |
| **Higher education/Training** | | | | | | | | | **Degree** | | | | | | | | **Year** |
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| **Additional qualifications** | | | | | | | | | | | | | | | | | |
| **Other qualifications** | | | | | | | | | **Comments** | | | | | | | | **Year** |
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| **Professional experience** | since | **As translator** | | | | | | since | | | | | | **Comments:** | | | |
| **As**  **reviser** | | | | | | since | | | | | |
| **Language skills** | | | | | | | | | | | | | | | | | |
| **Mother tongue** | **Other languages** | | | **Sworn languages** | | | | | | | **Comments** | | | | | | |
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| **Areas of expertise** | | | | | | | | | | | | | | | | | |
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| **Software** | | | | | | | | | | | | | | | | | |
| **Operating system** |  | | **Software** | | | | | | | | |  | | | | |  |
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| **Further training or courses** | | | | | | | | | | | | | | | | | |
| **Date** | **Type of course** | | | | | **Duration of course** | | | | | | | | | **Efficiency verified**  **(by LLS)** | | **Date of verification**  **(by LLS)** |
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**Unless a different job-specific or customer-specific matrix has been additionally agreed, the following CAT tool matrix will apply for invoicing, based on the word price (words in the source text):**

**% of total**

**wordcount**

**Explanation of match categories:**

**Internal fuzzy matches**:

So-called internal fuzzy matches are fuzzy matches within the file or, in the case of projects involving several files, between the files, which are not taken from the TM but rather arise while the translator is completing the translation.

Example:

Title of the first paragraph: Benefits of VOIP telephony

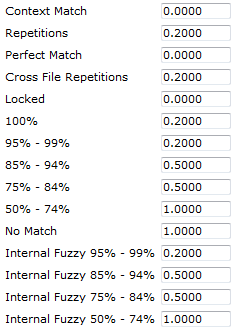
Title of the second paragraph: Benefits of ISDN telephony

When using an initial empty TM, the second title would produce an internal fuzzy match with a value of around 85%.

**Locked segments:**

As of Studio 2014, locked segments can be shown separately in the analysis and hence be discounted accordingly.

The segments must be locked before the analysis (e.g., as part of a pre-translation or when using the PerfectMatch function).



**Date and signature:**