APPLICATION FORM

**INTERPRETATION/TRANSLATION SERVICES**

**Section 1:**

BUSINESS PROFILE

1. Registered Business Name:

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| --- |
|  |

1. Registered Business Address:

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| --- |
|  |

1. Business Website:

|  |
| --- |
|  |

1. Applicant’s Name:

|  |
| --- |
|  |

1. Applicant’s Position:

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| --- |
|  |

1. Applicant’s Contact Numbers:

(Mobile) (Office)

|  |
| --- |
|  |

1. Applicant’s Email Address:

|  |
| --- |
|  |

1. Category (Please choose the appropriate box(es):

Food & Beverage

Paper, Printing & Packaging

Personal Care Products

Household & Industrial Chemicals

Construction Material

Information, Communications Technology (ICT)

Creative Industries

Professional Services

Construction Engineering & Architectural Services

Other (Please specify)

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9. Annual Revenue (Please select the appropriate box):

Under TT$8,000,000.00

Between TT$8,000,000.00 and TT$15,000,000.00

Above TT$15,000,000.00

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| --- |
|  |

**Section 2:**

**PROJECT DETAILS**

1. Please state the type of interpreting or translation service(s) you will require:

|  |  |  |
| --- | --- | --- |
| **INTERPRETATION/**  **TRANSLATION** | **OBJECTIVE**  **(Please state what you hope to achieve by this service)** | **MARKET** |
| Language(s) Required:  Spanish French |  |  |
| Interpreting during B2B meetings |  |  |
| Telephone calls/meetings, etc. |  |  |
| Translation of Emails |  |  |
| Translation of Letters |  |  |
| Translation of Company Profiles |  |  |
| Translation of Product Specifications |  |  |
| Translation of Material Safety Data Sheets (MSDS) |  |  |
| Translation of Price Lists |  |  |
| Translation of Labels |  |  |
| Translation of Contracts |  |  |
| Other Please Specify: |  |  |

1. Rationale for this activity and justification on how it will impact future exports

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What stage of the sale process are you currently in?

First meeting with buyer

Qualified lead in hand

Response to customer’s information request (pricing, product certifications, incoterms, sharing or promotional costs etc)

Negotiations

Closure of deal

**GUIDELINES FOR APPROVED APPLICANTS**

Feedback to exporTT will be required on an ongoing basis to ensure all parties are duly informed at all times and to allow for project continuity and completion.

* One week after the service is completed, approved applicants will be required to submit a Service Experience Report (see Template attached)
* Monthly reports will be required post-project on the general impact of the service

**I certify that the information above is true and correct.**

|  |  |
| --- | --- |
| Name: | Position: |
| Signature: | Date: |
| Company Stamp: | |

**For exporTT’s Official Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Request Received: |  | Signature: Manager, Export Promotions |  |
| Date Request Granted: |  | Signature: Manager, Export Promotions |  |

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| --- |
| Remarks: |