Briefing Form

1. Your Details

- Company name:
- Contact person:
- Email address:
- Phone number:

2. Project Overview

- Project title or reference:
- Description of content (e.g. blog, legal contract, marketing brochure):
- Source language(s):
- Target language(s):
- Purpose of translation (e.g. publication, internal use, legal filing):

3. Audience and Tone

- Target audience (e.g. general public, legal professionals, academics):
- Desired tone/style (e.g. formal, conversational, brand-aligned):
- Localisation preferences (e.g. UK vs US English, region-specific terms):
- Cultural sensitivities or nuances to be aware of:

4. Technical and Style Considerations

- Do you have a style or tone of voice (ToV) guide or glossary?
  ☐ Yes (please share)
  ☐ No
- Any specific terminology or jargon to follow?
- Are visuals or graphics included in the content? If yes, do they need to be translated?
- Formatting/layout requirements?

5. Files and Reference Materials

- Source file(s) shared?
  ☐ Yes
  ☐ Not yet
- Supporting/reference materials:
  (e.g. previous translations, product info, web links)

6. Delivery Requirements

- Deadline(s):
- Preferred delivery format (e.g. Word, Excel, XML):
- Partial deliveries/staged deadlines?
- Post-delivery review or QA required?

7. AI Preferences & Permissions

- Can AI tools (e.g. for terminology research) be used with human oversight?
  ☐ Yes, with conditions:
  ☐ No, strictly human-only

8. Additional Notes

- Any other instructions, concerns, or context?

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