

Translator Welcome Pack

Who are we?

McFelder Translations is a quality accredited translation agency based in Northeast Spain. We specialise in technical translations in many fields but cater to all client needs.

You can check out our ProZ Blueboard score here: <http://www.proz.com/blueboard/8192>

For updates on McFelder, be sure to follow us on social media. Click on the icons below to follow the links:



Application process for joining our team of freelancers:

In order to register on the McFelder Translator Database, we will require you to complete the following documentation. These are stored in the 'Documentation to Return' folder.

1. **Translator's Information Sheet:**

This is a profile about you that assists us in assigning you to the latest projects. It gives us all the necessary information about your preferred sectors, expertise and prices. You must complete all fields marked (*)

2. **Confidentiality Agreement:**

We work with strict confidentiality rules at McFelder and we legally need this document signed before we can assign you projects. It protects everyone (McFelder, clients, translators) against the distribution of data.

3. **Payment Terms:**

This details our payment policy. Please read all the information provided and then complete with your details.

Then please read the following handbooks, which will provide all the information you need to prepare for working with us. These are stored in the 'Handbooks' folder.

4. **Pop-up Configuration**

A guide to configure your browser in order to use our portal.

5. **Plunet Instructions**

How to use the McFelder vendor portal (Plunet) to manage your jobs and create your invoices.

6. **Trados Live Team Instructions**

How to connect your Studio to the Trados Live or use the Online Editor.

When you are ready to return all the information, please see the checklist below to ensure you have all the necessary documentation.

Document	Action required
Translator's Information Sheet	Complete all relevant fields. To sign, mark with an X
Confidentiality Agreement	Add name, sign and date
Payment Terms	Add name, sign and date
Pop-up Configuration	Configure your browser
Plunet Instructions	Read and use to navigate the vendor portal
Trados Live Team Instructions	Read and connect to McFelder server

We will then require you to send back these documents in a digital format (PDF, JPEG, etc.) before we can mark your database entry as complete.

Looking forward to hearing from you.

McFelder Translations