**Jeremy Wheeler – Freelance Translator**

**Trading as *BFC Consultancy Services***

**------------------------------------------------------------------------------------------------------------------------**

**Postal address: 4, Thomas Close, Byfield, Daventry, Northants, United Kingdom**

**Telephone: (44) 01327 264 330 E-mail: jeremy@jwheeler1.fsnet.co.uk**

**UK VAT Registration no. 695 291 395**

**Services**: Technical, legal, commercial and financial translations from German, French and Italian into English plus editing and proof-reading of existing translations.

**Experience**: Spent the last 14 years as a Freelance Translator providing services to Translation Agencies and to Direct Clients in 13 European countries. Extensive knowledge of many subjects gained from 3 years in International Banking, 25 years in International Sales and Marketing of agricultural, industrial, materials-handling and construction machinery including 10 years as a Sales & Marketing Director plus 7 years as an Independent International Consultant structuring specialized international trade transactions in North Africa and the Middle East for major companies including Fiat, Ford, John Deere, Daimler-Benz, Volkswagen, Land Rover, J.I. Case, Massey Ferguson and Caterpillar. Resident at various times in Berlin, Brussels, Rome and Lucerne.

**Specialization:** Can handle translations on a wide range of subjects with specialities being legal agreements, international tenders, technical documentation, operator instruction books, trademarks and patents, mechanical, automotive and electrical engineering and company reports and press releases.

**Software:** Have used Trados translation memory software for many years and currently have SDL Trados Studio 2011 plus 2007 installed on my computer. Translations made in all major computer formats.

**Pricing:** A flexible pricing policy is operated with prices dependent on the complexity of the particular translation project and being in line with industry standards. Prices are generally based upon target word counts, adjusted to suit those clients that insist on source word counts.

**Affiliation:** I have been an Associate Member of the Institute of Translators and Interpreters for 13 years,

**Insurance:** My translation work is covered by a professional indemnity insurance policy.

**Payment:** Invoices are usually sent out upon completion of the work and are due at 30 days from date of invoice. Extended payment terms can be offered to match market needs.

**Bank account:** NatWest Bank plc. 44, High Street, Daventry, Northants, NN11 4FZ. Account no. 15405958. Bank Sort Code: 52 30 21. IBAN: GB48NWBK 523021 15405958 and BIC: NWBK GB 2L. SWIFT Code: NWB KGB 21.

**Policy:** Policy is to establish a close working relationship with clients based upon mutual trust. Regard meeting deadlines as extremely important, but also believe translation quality is paramount. Always prepared if need be to work outside normal working hours to meet important commitments.

**References:** References are available on request from a number of translation agencies, subject to existing confidentiality agreements