



Tom Weber, state-certified translator

Professional Translation Services

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Dear client

Thank you for your interest in my professional translation services. This document provides an overview of my language specialties, areas of expertise, and standard rates to help you plan your projects.

1. My Services

I provide accurate, culturally nuanced, and timely translations in the following language pairs:

- **Full Fluency (Bidirectional):**
 - German <> English
 - Luxembourgish <> English
 - German <> Luxembourgish
- **Specialised (Unidirectional):**
 - French > German
 - French > Luxembourgish
 - French > English

2. Specialisation & Expertise

My core focus is on **media and cultural texts**, ensuring translations are not only linguistically perfect but also resonate with the target audience. My experience includes:

- **Journalism & Articles:** News reports, feature articles, interviews, blog posts.
- **Cultural Content:** Museum catalogues, exhibition texts, artist biographies, audio guide scripts.
- **Marketing & PR:** Press releases, brochures, website content, social media campaigns.
- **Subtitling & Transcripts:** For documentaries, interviews, and cultural programmes.

3. Standard Rates & Pricing

My rates are competitive and based on the source word count, language pair, and project complexity. A standard rate per source word is applied as follows:

Language Pair Direction	Rate per Source Word
English <> German	€0.12 - €0.18
English <> Luxembourgish	€0.14 - €0.20
German <> Luxembourgish	€0.13 - €0.19
French > English/German/Luxembourgish	€0.13 - €0.19

- **Minimum Charge:** A minimum project fee of €25 applies to all jobs.
- **Rush Services:** For projects requiring a turnaround of less than 48-72 hours, a surcharge of 20% - 40% may be applied.
- **Discounts:** Please note that I offer special discounted rates exclusively for NGOs and non-profits
- **Formatting:** Simple formatting is included.
- **Feedback:** Two rounds of feedback are included.

I am happy to provide a firm, no-obligation quote based on your specific text.

4. The Process & Why Work With Me

1. **Request:** You send me the source text and any relevant reference materials.
 2. **Quote:** I provide a firm quote, delivery date, and answer any questions.
 3. **Translation:** I translate using industry-standard tools to ensure consistency.
 4. **Quality Assurance:** Every project undergoes a rigorous proofreading and editing step.
 5. **Delivery:** You receive the final, polished translation on time.
- **Native-Level Expertise:** I offer a rare combination of native-level English and deep cultural understanding of the DACH/Luxembourg region.
 - **Confidentiality:** All projects are handled with the utmost discretion.
 - **Guaranteed Quality:** I hold the professional title of **state-certified translator**, as issued by the German Federal State of Hessen. I grew up trilingual in Luxembourg and have been working in a fully English work environment since 2020.

5. Proofreading & Editing Services

A polished and error-free text is essential for making a professional impression. As such, I also offer expert proofreading and editing services for existing texts in English, German, and Luxembourgish.

This service is ideal for:

- Texts you have drafted yourself in one of these languages.
- Documents that require a final quality check by a native-level speaker before publication.

Important policy notice:

Please note that I do not accept proofreading jobs for texts that have been machine-translated or generated by artificial intelligence (e.g., DeepL, Google Translate, ChatGPT). My expertise lies in working from original source texts to guarantee quality and authenticity. For a result that truly reflects your intended message and quality standards, I recommend a professional translation from the original source material.

The proofreading process includes:

- Correcting spelling, grammar, punctuation, and syntax.
- Improving style, flow, and readability.
- Ensuring consistency in terminology and tone.
- Adapting cultural nuances to the target audience.

Proofreading Rates

My proofreading rates are based on the target word count of the final text.

Language	Rate per Target Word
English	€0.06 - €0.09
German	€0.06 - €0.09
Luxembourgish	€0.07 - €0.10

- **Minimum Charge:** The same minimum project fee of €25 applies.
- **Service Scope:** This rate applies to standard proofreading and light copy-editing. Projects requiring heavy structural rewriting will be assessed on a case-by-case basis.

6. Get in Touch

I look forward to the possibility of collaborating with you. Please do not hesitate to contact me to discuss your next project or to request a free quotation.

Sincerely

Tom Weber

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