



Code of Conduct for translations

What our linguists should pay attention to

 checklist incl.

The following rules apply to translation assignments:

- ✓ You are obligated to follow all instructions from the customer and to work to a professional.
- ✓ In accepting the order, you acknowledge the customer's requirements and lingoking's General Terms & Conditions.
- ✓ You acknowledge that you are dealing in good faith and are discreet and impartial.
- ✓ You will adhere to arrangements regarding deadlines and time limits. If this is not possible, you will inform the participants in good time providing a thorough explanation. As far as possible, you will ensure that an appropriate replacement is provided.
- ✓ You are knowledgeable in the use of the relevant translation technology.
- ✓ You will neither issue an invoice to nor discuss prices with the customer. The fee guaranteed above by lingoking is binding.
- ✓ You will undertake a thorough review of your translation prior to delivery to the project manager and guarantee a translation free of grammatical, orthographical or stylistic problems. Overly literal translations are to be avoided.
- ✓ Please use the same layout as the original text, wherever possible.
- ✓ **PROOFREADING:** Please use the Track Changes feature in Word. Your corrections and suggested changes should be made visible directly in the target files.
- ✓ **Certified translations:** Send certified translations, on behalf of lingoking, to the address detailed in the assignment. Enclose the official lingoking cover letter (see overleaf). Give the following as the sender's address:

lingoking GmbH
Gotzinger Straße 19
81371 Munich
GERMANY
- ✓ Please forward certified translations by registered post in strengthened DIN A4 envelopes with a window. If you are also returning an original document to the customer, please forward the translation and original by registered post and keep the receipt.

Your certified translation

Hello,

Please find the requested certified translation attached. Please do not hesitate to contact us with any queries or change requests.

We hope that you were happy with our service provider, and look forward to working with you again.

Yours sincerely,
your lingoking team

We value your opinion! Take part in our customer satisfaction survey and help us cater better to your requirements and expectations in the future. You will receive the link to the survey by email.

Hello linguists ... LET'S CONNECT

QUESTIONS ABOUT THE CODEX?
QUESTIONS ABOUT TRANSLATIONS?
PARTNERSHIP ON AN EQUAL FOOTING?
OR JUST WANT TO HAVE A LOOK?



PROJECT MANAGEMENT

Mail: pm@lingoking.com
Phone: +49 (0) 89 416 12 20-0
linkedIn: [linkedin.com/company/lingoking-gmbh](https://www.linkedin.com/company/lingoking-gmbh)

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Here we go





What does it feel like
to be a gamechanger?

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