



Rec'd: _____
email: _____
entered by: _____
date: _____
<input type="checkbox"/> listing rec'd checked

Northwest Translators and Interpreters Society (NOTIS)

Individual Member Directory Listing Form

Directions

Please complete both sides of this form (type or print all entries) and send to NOTIS at:

NOTIS Directory Listing
1037 NE 65th St. #107
Seattle, WA 98115

NOTE: The online *Directory* updates at the beginning of each month: changes received by the 15th of the month will be included in the following month's update. If no listing form is received, you will not be listed.

When completing this listing form, please bear in mind the following:

- ◆ Firstly, and most importantly, think of your directory listing as a **marketing tool**. Just as you would present a polished résumé to an important client, your listing should present you positively and professionally. Please take the time to think it through.
- ◆ Please list *only* the **subject areas and language pairs** in which you are willing to accept work. A client should be able to gain an accurate reflection of your abilities from your listing.
- ◆ Because this information will be entered into a database, please respect the **length limitations** noted. We have had problems in specific areas in the past:

When you are asked for **one language**, please enter *only one*. We can only enter one and will be forced to decide arbitrarily.

If the entry description notes a **character limit** (usually 120 characters, *including spaces*), please find a way to shorten what you have to say. Once again, we will be forced to omit something, and would much rather *you* make that choice. Marginalia, illegible handwriting and notes telling us to "word it as we think best" will be ignored due to time constraints.

Telephone numbers: The space for phone numbers can contain *only* numbers. If you need to explain your telephone/pager/cellphone/fax situation, give the number in the appropriate section, and place an explanation under "Other services offered."

- ◆ Finally, please **proofread** your listing for errors and omissions before you submit it. In consideration for the people doing the data entry, we can only correct spelling, and only for English. Any other errors are your responsibility.

Member Information

First name: (as you wish it listed) _____ Mailing Address: _____ _____ Email Address: _____@_____ Web site: http:// _____	Membership Number: _____ Last name: _____ Work phone: (_____)_____ Home phone: (_____)_____ Fax: (_____)_____ Pager: (_____)_____ Cell phone: (_____)_____
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Please complete other side ↴

Member Profile

Most fluent language: _____

(**Note:** Usually the translator's *native* language is also their most fluent one. Please list only *one* language.)

Education: (Maximum 120 characters) Specify degree, subject, university, and place. Pending degrees will not be listed. Example:

B.A., (Japanese), U. of California Berkeley _____

Professional certification/accreditation: (Maximum 120 characters) _____

Membership in professional associations: (Maximum 120 characters) List full names and official acronyms. For ATA Membership, please give class. Example: ATA (Associate) _____

Professional Services

Language pairs: You may list a *maximum* of 5 pairs. Check (T), for translator and/or (I), for interpreter, and check the subject areas in which you specialize underneath each language pair.

(1) _____ into _____ T I

Business Computers Legal Literary Medical Scientific/Technical Social Services

(2) _____ into _____ T I

Business Computers Legal Literary Medical Scientific/Technical Social Services

(3) _____ into _____ T I

Business Computers Legal Literary Medical Scientific/Technical Social Services

(4) _____ into _____ T I

Business Computers Legal Literary Medical Scientific/Technical Social Services

(5) _____ into _____ T I

Business Computers Legal Literary Medical Scientific/Technical Social Services

Other related experience: (maximum 120 characters) _____

Other services offered: (maximum 120 characters) _____

Please proofread your listing!

For general information regarding NOTIS, membership or the listing form, please call NOTIS at (206) 701-9183 or email info@notisnet.org