

TO CONTACT US

Tranzlate Language Services
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TRANZLATE - TRANSLATION PROJECT MANAGEMENT

Tranzlate is a translation project management service based in Hungary, Central Europe. We work on behalf of west European and British companies to source translation services based in this region who can offer high quality translation services as those available through western translation agencies, but at lower price rates.

Indeed, many of the translation companies in this region already work for translation agencies in the West because of the high quality of their work and consistency when meeting just-in-time demands.

TRANZLATE - DEAL DIRECTLY WITH THE SERVICE PROVIDER

The problem for many western European companies is that sourcing individual translation companies - particularly in 'unknown' regions of Europe is both time consuming and perceived as 'risky'.

This is where **Tranzlate** has a unique service to offer. By acting as your project manager, we are 'on the spot' and know which companies have the the best services to meet your requirements for a particular project.

We are your 'man-on-the ground' dealing with the sourcing, negotiations and trouble shooting if required.

Once we have located your service provider, you are allowed direct access to that provider (or we can do that for you, at your choice) to help improve communications as there are often various issues to discuss, priorities, terminology, modification, etc.

TRANZLATE - LOWER YOUR COSTS IN TIMES OF RECESSION

There is a certain financial reality to be faced by companies in the UK and western Europe, even for the most successful. There is increasingly, pessimistic talk about a major recession looming and this means that costs need to be cut. However, if communicating in different languages with your end clients is essential, then **Tranzlate** provides a workable answer to both the financial and logistical equation!

Although we charge a project management fee, the cost savings are still substantial. Everything is relative, what is expensive in Central and Eastern Europe is seen as low cost in the UK and western Europe. **Tranzlate** offers you the opportunity to benefit from this perception.

TRANZLATE - WE WORK ONLY FOR THE CORPORATE SECTOR

Although we offer a mixed portfolio of services, we only work for corporate clients who have continual demands for translation services. Translation Agencies in the Central, Eastern and Southern European regions have extensive skills and facilities. A majority of their clients have a considerable volume of translation work to do and the leading translation companies with whom **Tranzlate** deals are geared up for clients in the UK and western Europe who have similar needs .

Our definition of 'Corporate Client' and the sectors in which they work are as follows:

Banking and Finance • IT Sector • Pharmaceuticals • Motor Industry
Government • LGO's • Military • FMCG • Large Voluntary Organizations
Civil Engineers • Legal • Manufacturers • High Volume Printing

TRANZLATE - ENSURING YOUR SECURITY AND CONFIDENTIALITY

A common question asked of **Tranzlate** is, "Will my documents be safe"? When we understand your requirements, we find a translation company that fits the bill: expertise, proven track record, security arrangements, etc. and provide you with proven references for the company to help reassure you that you are dealing with the best company for your needs! **Tranzlate** also monitors its selected translation companies by a series of visits, sometimes casual, sometimes formal audit visits to ensure that standards are being maintained. We will not suggest any company that **Tranzlate** has not audited unless your requirements are very specific and urgent. The translation companies we use are in other countries in the Central European region as well as Hungary.

TRANZLATE - A WIDE RANGE OF LANGUAGE PAIRS

Translation is an international business these days and every professional company suggested by **Tranzlate** can tap into this resource. Any EU pair is readily available, all central, east and southern European languages are clearly a speciality. Russian, Chinese, most Asian languages including Japanese and Korean and Arabic. Please ask us at **Tranzlate** for your language pair(s).

Please note that, unless otherwise requested, all translations are undertaken by native speakers of the target language and are proofread before being returned.

where only quality counts

TRANZLATE - HOW WE SELECT OUR PARTNERS

Tranzlate is very selective when picking its partners using the following criteria:

- Must be established with a minimum of 5 years track record working in the corporate sector.
- Either have ISO 9001 or can provide evidence of working in key areas of specialization for many years where the need for a quality standard is not important to their clients. (Absence of the standard does not always imply a lower quality of service).
- Must be a registered member of a recognized Association of Translators within their country and preferably within the EU.
- Must be able to provide genuine references for the quality of their work from clients who are using their services on a regular basis. These are checked regularly by Tranzlate to prevent the practice of 'listing' previous clients to make their work record look impressive.
- Must have a minimum turnover of 500,000 Euros with fully audited accounts for at least 3 years.
- Must have a recognised complaints procedure where a client is dissatisfied with translation and have the facilities to make corrections as required.
- Must provide native speaker translators and proofreaders in the target language unless otherwise requested by the client.
- If the translation company offers an extensive range of technical and editing facilities, this must be accompanied by training if in-house or by obtaining certification from their translators and proofreaders. Tranzlate needs to see these when conducting an audit of the service provider.
- Must be able provide a named project manager who can communicate clearly in English.
- Must develop a terminology database which is customised in close cooperation with the client to avoid misunderstandings by translators, proofreaders and the client's employees.

Tranzlate sets strict criteria when contracting with clients in the UK and Western Europe:

- Clients must fall within the definition of a corporate client as defined overleaf
- Clients must have a need for continuous translation projects in their professional sectors. We do not do 'one-off' jobs apart from the purpose of establishing the translation company as a reliable supplier.
- Clients must be prepared to enter into a frame agreement with both Tranzlate and the selected translation partner for a minimum contract period (to be decided based on the nature of the project but usually of 12 months duration or longer).
- We expect a client to honour payment arrangements, either in full or in part. according to the nature of the project being undertaken.

TRANZLATE - TECHNICAL SERVICES OFFERED BY OUR PARTNERS

Tranzlate partners have their own individual skills and areas of speciality and some are more specialized to handle certain types of work and have extensive technical skills as well as lingual capabilities. All our partners use Trados as standard but many have extensive editing facilities, some of which are as follows:

- DTP formatting (e.g. Adobe InDesign, Frame maker, Page Maker, QuarkXpress, partial or full DTP layout after translation)
- PDF translation, layout and reformatting
- Skills and experience when dealing with language incompatibility issues such as coding, tags, localisation, non translatable text and length restrictions
- Pre and post processing of HTML, XML, XHTML, multi-media files, Java script, C# and Delphi code, content optimisation and other software code issues.
- Idiom Worldserver, Déjà Vu, SDLX, Memo Q, LocoStudio (Microsoft) RC-Wintrans, Multilizer

TRANZLATE - CLIENTS WHO HAVE OR ARE USING OUR PARTNER SERVICES

Tranzlate partners are already dealing with many major corporations, banks and other household names. Here are a few to give you an indication of the level of service being provided:

- Oracle • Cisco Systems • Pannon GSM • Shell • BAT • Nav N iGo • BNP Paribas • Nokia • Citigroup • CIB Leasing • Deutsche Bank • OTP Bank • A&D Instruments • Credit Suisse First Boston • Dresdner •

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