



CORPORATE TRANSLATIONS

**1300 Aviation Boulevard
Redondo Beach, CA 90278-4011**

310-376-1400

www.CorporateTranslations.com

“For the flawless flow of information worldwidesm”

COMPANY OVERVIEW

"For the flawless flow of information worldwide"

Corporate Translations, Inc. is a company that specializes in the language translation of printed and published documents and language interpreting services – both in person and over the phone (OPI). Established in 1995, Corporate Translations is headquartered in Redondo Beach, CA, just 15 minutes south of the Los Angeles International Airport. With an in-house team of experienced project managers and linguists working with a network of over 400 international language professionals, we deliver fast, accurate translations with unsurpassed quality of diverse projects for the pharmaceutical, clinical trials, bioscience, medical, legal, human resources, market research, government and other industries.

Services

Corporate Translations offers a comprehensive set of language solutions and services to its Clients, including:

- A Four-Phase Translation Process
- Native speaking translators and editors
- ATA and ALC Corporate Members
- Multilingual Desktop Publishing
- Interpretation Services (On-site & Phone)

Language Solutions

The core of Corporate Translations' business is language solutions. Working with native speaking, professional translators around the world for excellent results combined with a mix of in-house linguists and partner companies, Corporate Translations is able to assign the most qualified team to each project.

All linguists are native speakers of their respective languages, full-time professional translators, and experts in the subject matter of their translations. They are experienced with project plans (meeting deadlines), translation memory tools, terminology management databases, and are accredited by the American Translator Association (ATA). Corporate Translations accepts fewer than 5% of applications for translation assignments, ensuring our translators are the best in the industry.

Budget Management

Written estimates ensure all project costs are agreed to prior to starting a project. Budget management ensures each invoice is then delivered for the amount estimated allowing forecasts to be met.

Accuracy and Quality

Corporate Translations is committed to *flawless communication*. Utilizing a quality driven, four-phase translation process (*using four separate linguists*) we translate text as well as intentions! This commitment enables our clients to communicate flawlessly with their specific audiences.

Corporate Translations' approach to quality is quite simple: prevent problems from happening rather than fix them after they occur. Our standard is zero defects. With every project, we aim to meet and exceed our client's requirements!

On-time Production

Corporate Translations can virtually eliminate missed deadlines using a unique status update process throughout the completion of a project. This also ensures that our clients will meet related downstream project deadlines.

Corporate Translations employs project managers who coordinate worldwide resources. A project manager is responsible for communicating with the client, managing internal and external resources and ensuring final deliverable quality.

Contact Information

Same-day estimate requests may be e-mailed to:
Projects@CorporateTranslations.com
Tel.: 310-376-1400 or 866-376-1400
www.CorporateTranslations.com

info@CorporateTranslations.com

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TRANSLATION PROCESS OVERVIEW



Our **QUALITY-MANAGEMENT PROCESS**, developed from many years of experience, begins with the authorization of an itemized **PROPOSAL** for the total cost of your project. At this point, you will be assigned a **DEDICATED PROJECT MANAGER** who will work with you for the entirety of your relationship with Corporate Translations. The project manager will be fluent in your industry and its particular regulations and certification obligations. Of course, the project manager will become fluent in the translation demands of your projects and in your company's unique requirements. The project manager can be relied upon to guide you through the translation process and anticipate your needs along the way.

For the highest-quality translations, Corporate Translations uses a **FOUR-PHASE TRANSLATION PROCESS: ANALYSIS PHASE, TRANSLATION PHASE, EDITING PHASE** and **PROOFREADING PHASE**. The project manager manages this process, beginning with the **ANALYSIS PHASE**. The first part of the analysis phase is centered on preparing the proposal (scheduling, cost, delivery, program versions, fonts, etc.). Once the proposal has been authorized, and receipt confirmed with the client, the second part of the analysis phase takes place. This entails a comprehensive analysis of your document, during which your project manager will address potential red flags (U.S.-based 800 telephone numbers, acronyms, formatting variances, etc.). Experience has shown that the more thorough the analysis, the more accurate the translation, and the more time- and cost-effective the overall process. *At Corporate Translations, process and quality are synonymous.*

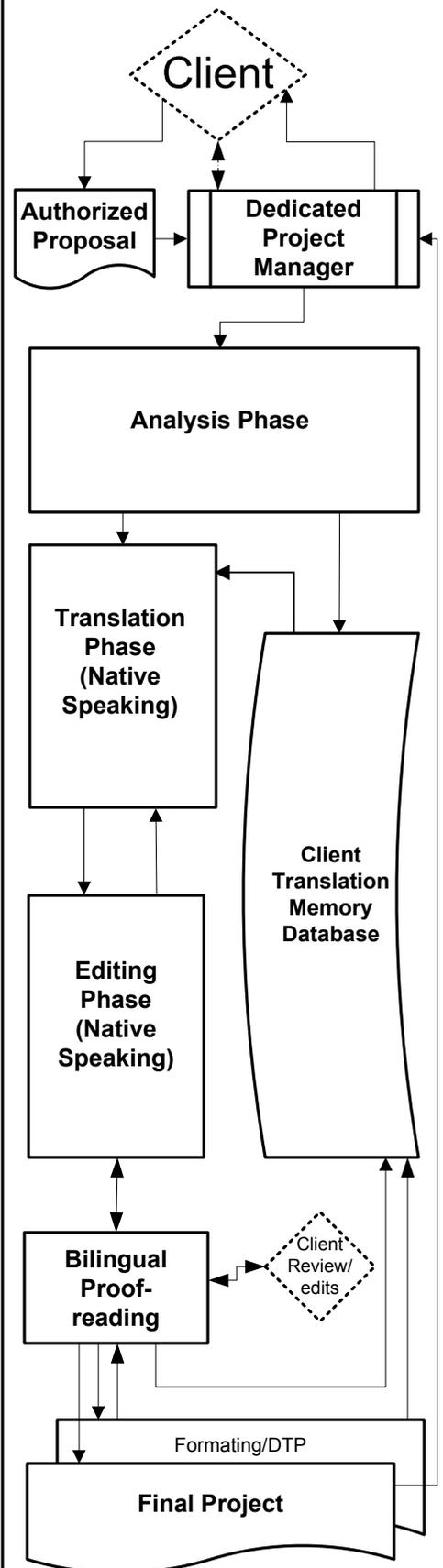
After working side-by-side with you during the analysis phase to resolve all linguistic and technical issues, your project manager will begin the **TRANSLATION PHASE** and the **EDITING PHASE** by selecting a translator and editor especially suited to your needs. **Translator and Editor qualifications** are of the utmost importance. Corporate Translations recruits highly experienced translation specialists with verified **credentials** (i.e. a practicing doctor in the country of origin, professional degree, etc.); documented **accreditation** (i.e. from the American Translators Association); and impeccable **references** from leaders in a variety of fields.

Once assigned, the translator and editor will become part of your **dedicated translation team**. This team will serve alongside your larger Corporate Translations team – led by your dedicated project manager – to complete your project. Your project manager will then ensure the availability of your dedicated translation team for future projects with the same requirements.

During the translation and editing phases, the translator, then the editor proceeds systematically through the text. State-of-the-art memory tools and other technologies may be employed during the translation phase to leverage sections of text that have been translated previously. This promotes consistency throughout the translation and prevents needless re-translation, thus reducing the time and cost expenditures associated with not only the project at hand, but ensuing projects as well.

Next, your project manager will oversee Corporate Translations' meticulous **PROOFREADING PHASE**, after which the proofreader and translation team will confer with you about issues that may have emerged. It is at this point in the process that the project manager consults with you to document any revisions of your original specifications so they can be incorporated into later projects. As you further refine your requirements, we continue to chronicle and archive them. Through strict adherence to our quality process, *the quality of our translations improves with each successive project.*

Once the proofreading phase has been completed and all fine-tuning of your requirements has been logged, the **FINAL PROJECT** is either delivered to you as scheduled or prepared for **Formatting/DTP (desktop publishing)**.





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<i>Clients</i>	<i>Type of Material</i>	<i>Language(s)</i>	<i>Application(s)</i>
3M Medical	Instruction Sheets	17 Languages	MS Word
Belkin Components	Product Catalogs	Spanish • Portuguese	QuarkXPress • Photoshop
Boeing	Presentations	Russian	MS Word
Boeing	Sub-titling	Korean • S-Chinese	Digital Video
Brazilian Consulate General	Business Development	Portuguese	Interpreting
Caterpillar	User Manuals	6 Languages	MS Word
Coopers & Lybrand	Client Presentations	Spanish	Lotus Presentation
Crosby, Heafey, Roach & May	Interpreting & Translation	Chinese	MS Word
<i>Confidential</i>	Interactive CDs	13 Languages	MS Word
Diversified Software Systems	Marketing Material	4 Languages	FrameMaker
El Camino Resources	Annual Reports	Spanish • Portuguese	QuarkXPress
Federal Aviation Administration	Bi-Annual Conference	Spanish	Interpreting
Fujitsu	Product Marketing	French • German	PageMaker
Gateway Computers	Stock Purchase Plan	5 Languages	QuarkXPress • EPS files
Howell & Hafferkamp	Patents	12 Languages	MS Word
Hughes Space	Satellite Brochures	Japanese	QuarkXPress • EPS files
Interex, Inc.	Bilingual Packaging	French • Spanish	Adobe Freehand
Johnson & Johnson	User Guides	11 Languages	QuarkXPress
Kingston Technologies	Product Catalogs	Spanish • Chinese	QuarkXPress • Photoshop
Knobbe, Martens, Olson & Bear	Technical Depositions	Japanese	Interpreting
Kraft Foods	Training Classes	Spanish	Interpreting
L. A. U. S. D.	Environmental Hearings	Spanish	Interpreting
Mannatech	Annual Conference	Spanish	Interpreting
Motorola	Corporate Projects	12 Languages	Rich Text Format (RTF)
National Display Systems	User Guides	8 Languages	MS Publisher
Obagi	Annual Conference	Japanese	Interpreting
Phelps Dodge Corporation	HR Newsletters	Spanish	QuarkXPress • MS Word
RiechesBaird	Product Marketing	17 Languages	QuarkXPress • EPS files
Seiko Instruments, USA	User Manuals	2 Languages	PageMaker
Seiko Instruments, USA	On-Line Help Files	5 Languages	RoboHELP • QuarkXPress
Soup 2000	Bilingual Package Design	Canadian French	CorelDRAW (Mac)
TRW	Service Brochures	Arabic • Chinese	Adobe Freehand
Universal Studios Pay TV	Marketing Material	20 Languages	MS Word
Virco Manufacturing	Human Resource Manuals	Spanish	Word Perfect
<i>Confidential</i>	Distributor/License Doc	64 Languages	MS Word
Williams Worldwide	Multilingual Package Design	6 Languages	QuarkXPress • Photoshop
Zebra Technologies	Quick Start & User Manuals	8 Languages	QuarkXPress

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