



## LANGUAGE SERVICES TRANSLATION

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### **Translation Services**

Our staff, with dedicated expert linguists certified by the American Translator's Association, is very capable of adapting or creating "in language" campaigns for client's products and communications to reflect the unique linguistic and cultural characteristics of their target markets. Clients rely on La Fuente Consulting to deliver on time communications that will be effective and produce their desired results.

***Translation/Localization*** – La Fuente has the capability to produce multi-lingual, multi-cultural versions of our clients' documents, marketing/communications and training materials, websites and other materials that will assist the client increase communication with its employees, customers and the marketplace.

### **Translation Process**

Translation is much more than just taking words and putting them into another language. It's about understanding the essence of what is being said and selecting the most appropriate language vocabulary, juggling two different grammatical systems and providing an accurate representation – translation (target language) of the original (source language). The art and technique of a well worded and natural sounding document that bridges the communication gap, is a task for the language professional.

Translation Service follows this five step process:

1. Receive the source document; review it quickly to gain understanding of the project, requirement and timelines.
2. The project is then assigned to a translator expert and experienced in the subject matter, who reviews it for understanding, concept and content. If questions arise, the translator will raise them and they will be resolved between the client and project manager, the translator may be a participant in the conversation, but only when the material is of a highly technical nature.
3. The translation is completed and assigned to a proofreader/editor to assure that nothing has been missed and that the translation honors and

is accurate with the source document. If requirement and depending on the scope, complexity and technical nature of the document, it may be sent for legal review.

4. Translation is edited and if necessary, an additional review is conducted by our quality committee.
5. The document is sent to the client as indicated and in the format requested. LFC contact the customer for confirmation of receipt. If the document requires printing, LFC highly recommends that the press proof be reviewed as the possibility exist that in the transfer content may have been lost, deleted or not completely transferred.
6. LFC provides DTP services and we work in both PC & MAC platforms; with skills in Illustrator, In design, Quark, and other print and multi-media software programs. Other activities as requested by the client such as formatting, layout, and file generation, and file specification are outside of the scope of the translation process. These activities will be discussed individually with client to assure delivery of specific graphic design requirements.

## **Translator's Qualifications**

La Fuente translation quality, service and on time delivery everyone are critical to the success of our company, therefore selecting the best qualified translators is critically important.

Selection Criteria:

1. Translation candidates must be certified by the American Translator's Association in at one language combination, but prefer two. For example must be certified to translate from English into Spanish and/or Spanish to English.
2. Must be a native speaker a language other than English
3. Must have a university degree if not in translation, in the specific area of expertise, for example science, engineering, business, medicine etc.
4. Must have at minimum 10 years of translation experience in a wide range of topics and depth of industry knowledge
5. Must have excellent computer skills particularly mastery of MS Word and other word-processing software
6. Translators with Trados are given special consideration as this is indicative of exceptional computer and translation tool mastery.
7. Must be able to manage multiple projects and demonstrate flexibility with timeliness and client demands

## **Cost Estimates**

Cost estimates are provided upon review of the document. Costs are generally provided on a per word charge, per page or project basis. Price is dependent on technical difficulty, number of revisions requested by the customer, and rush charges.

We are a member of the American Translators Association and have certified translators that allow us to provide the highest level of quality language services.

We are a member of the American Translators Association and MITIN. We utilize certified translators and interpreters which allow us to provide the highest level of quality language services.

## **Additional Services**

- Website translation and localization
- Script writing and translation
- Subtitling
- Voice over narration
- PPT in any language
- Training and product manuals
- Post production
- DVD & CD authoring. Editing and duplication



## **Languages Served**

Below is our most current list of the languages served. The highest demand languages are:

Bosnian  
Chinese (Cantonese/Mandarin)  
Croatian  
French (Euro)  
French (Canadian)  
Japanese  
Korean  
Serbian  
Spanish (Latin American)  
Spanish (Spain/Iberian)  
Vietnamese

## **Partial List of Language Served**

Albanian	Icelandic
Arabic	Kazakh
Bahasa (Indonesian and Malaysian)	Latvian
Brazilian	Lithuanian
Bulgarian	Norwegian
Catalan	Polish
Czech	Portuguese
Danish	Romanian
Dutch	Russian
Estonian	Slovak
Euro English	Slovene
Finnish	Swedish
German	Tagalog
Greek	Thai
Haitian Creole	Turkish
Hebrew	Ukrainian

Hindi  
Hungarian

La Fuente has the capability to service ANY language world wide, please call if language you need does not appear on this list.