



# **CORPORATE TRANSLATIONS**

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**[www.CorporateTranslations.com](http://www.CorporateTranslations.com)**

*“Expertly moving information, from one language to another”<sup>sm</sup>*

# COMPANY OVERVIEW

*"Expertly moving information, from one language to another"*

**Corporate Translations, Inc.** is a growing 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, oil & gas, clinical trials, bioscience, medical, legal, human resources, market research, government and many 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 Translation

The core of Corporate Translations' business is language translation. 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](mailto:Projects@CorporateTranslations.com)**  
Tel.: 310-376-1400 or 866-376-1400  
**[www.CorporateTranslations.com](http://www.CorporateTranslations.com)**

[info@CorporateTranslations.com](mailto: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.*

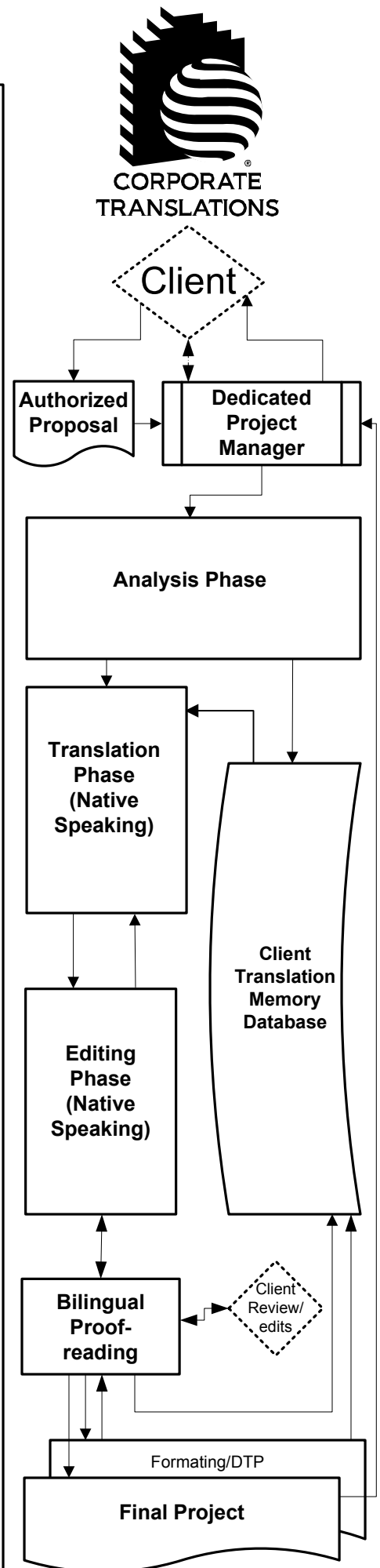
After working side-by-side with you during the analysis phase to resolve all linguistic and technical issues, your project manager will begin the **TRANSLATION PHASE** and the **EDITING PHASE** by selecting a translator and editor especially suited to your needs. **Translator and Editor qualifications** 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)**.





# LANGUAGE TRANSLATION AND CERTIFIED INTERPRETING FOR THE LEGAL INDUSTRY

<i>Clients</i>	<i>Service</i>	<i>Language</i>	<i>Application</i>
Arnold & Porter	Deposition Interpreting	German	On-site
Arnold & Porter	Litigation Support	German	MS Word
Arter & Hadden	Patents	Japanese	MS Word
Avery Dennison	Patents	German	MS Word
Crosby, Heafey, Roach & May	Interpretation • Translation	Traditional Chinese	On-Site • MS Word
Department of Homeland Security	Transcription • Translation	Cebuano	VHS • MS Word
Department of Homeland Security	Over the Phone Interpreting	Multilingual	VHS • MS Word
DLAPiper	Taiwanese Court Filings	Traditional Chinese	MS Word
DLAPiper	Litigation Support	German	MS Word
Federal Aviation Administration	Interpretation	Spanish	On-site
Gateway Computers	Stock Purchase Plan	5 Languages	QuarkXPress
Gibson, Dunn & Crutcher	Litigation Material	Japanese	MS Word
Gray Cary	Patents	Japanese	MS Word
Heller, Ehrman, White & McAuliffe	Citations	Japanese • Russian	MS Word
Heller, Ehrman, White & McAuliffe	Biotechnology Patents	Japanese	MS Word
Howell & Hafferkamp	Biopharmaceutical Patents	12 Languages	MS Word
Jeffer, Mangels, Butler & Marmaro	Legal Documents	11 Languages	QuarkXPress
Kleinberg & Lerner	Litigation materials	8 Languages	MS Word
Kleinberg & Lerner	Trademark conflict research	14 Languages	MS Word
Klein & Szekeres	Patents	6 Languages	WordPerfect
Knobbe, Martens, Olson & Bear	Patents	9 Languages	MS Word
Knobbe, Martens, Olson & Bear	Interpretation	Japanese • Swedish	On-site
Latham & Watkins	Corporate Material	Spanish	MS Word
Latham & Watkins	Interpretation	Thai <> English	On-site
Lukens & Drummond	Correspondence	4 Languages	QuarkXPress
Manatt, Phelps & Phillips	Litigation Material	Chinese	MS Word
Morrison & Foerster	Interpretation	Japanese	On-site
Morrison & Foerster	Interpretation	Chinese	On-site
Motorola	Corporate Presentations	12 Languages	Rich Text Format
Oppenheimer, Wolff & Donnelly	Litigation Documents	Japanese	MS Word
ReedSmith	Litigation Documents	Swedish	MS Word w/pdf
Sears Holdings	Code of Conduct	26 Languages	MS Word w/pdf
Sheldon & Mak	Patents	3 Languages	MS Word
Skadden, Arps, Slate, Meagher & Flom	Patent Material	Indonesian	MS Word
U. S. Department of Justice	Warrants and Extradition	French	WordPerfect
Wilkie, Farr & Gallagher	Litigation Material	Japanese	MS Word
<i>Confidential</i>	Code of Conduct	62 Languages	MS Word w/pdfs
<i>Confidential</i>	Distributor Agreements	24 Languages	MS Word w/pdfs

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