

HELPING  
COMPANIES with  
GLOBALIZATION



UNIVERSAL TRANSLATION SERVICES

Brochure **2015**





QUALITY IS NOT THE ONLY THING THAT MATTERS

## TRANSLATIONS

**Universal Translation Services is an international translation agency providing multilingual services including translation, typesetting, interpreting and localization.**

In today's global marketplace, communication with overseas customers, partners, suppliers and colleagues is essential. Universal Translation Services provides quality translations. We do not work with automated computer programs that can lead to mistranslations; all our translations are produced by human linguists and proofread by a second linguists.

All our translations are done by native linguists that only translate into their mother tongue. Before becoming a member of our translation team, all linguists are reviewed, undergo a rigorous selection procedure and are regularly assessed to ensure that their skills and knowledge are up to date.

*There is always a translator and an inde-*

*pendent proofreader working on your translation.*

We take our work seriously and know that deadlines can be crucial within a company. In order to control our workflow and our translators we have special project management software to keep control of every step within the translation process.



WE ARE WORKING INTERNATIONALLY

01

### The translation quote

When you deliver the documents for translation, we analyse the amount of words and specifications needed for your translation process. We will send the quote and deadline for your project.

02

### The assigning process

After agreeing to our quote we start with the assigning process and find the best translator and proofreader for your project. We inform you about the progress of your translation by email.



THE QA PROCESS IS ESSENTIAL IN DELIVERING A HIGH QUALITY TRANSLATION.

03

### Technical part and QA process

After your project has been translated, our special technical team will review technical parts regarding your project if needed and a special QA procedure will be conducted.

04

### Delivery of your project

If all these steps are successfully completed, we will deliver your project on the agreed deadline date.

"There is much **more than** only delivering a **perfect translation.**"

Efficient management of translation projects is **just a part** of  
THE TRANSLATION



# About Our SERVICES

**A**t Universal Translation Services we provide professional translation services for our clients. Our professional translators are assigned according to the nature of the task, matching mother tongue language skills, qualifications and subject expertise as closely as possible to your requirement.

We look at the whole picture to ensure the full impact of your message is captured and conveyed in your translations.

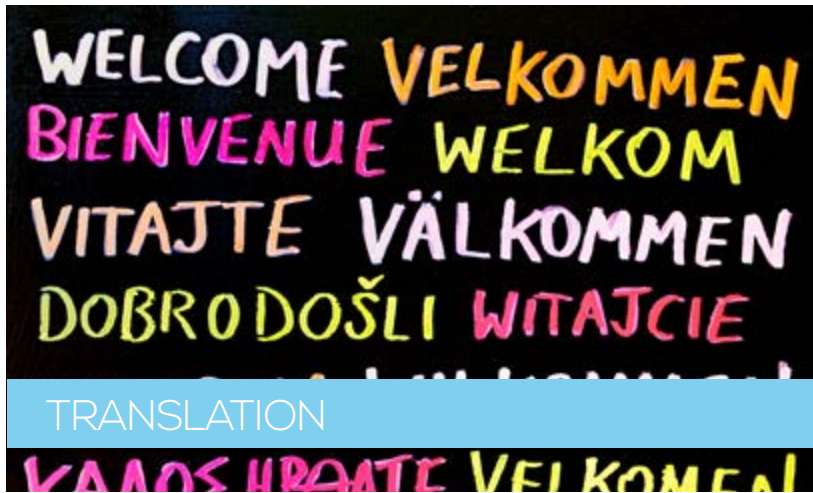
We have experts based around the world with a minimum of 5 years' professional experience in translating documents to an extremely high standard. We always seek to develop excellent on-going relationships with our clients, based on trust and professionalism. It is these relationships which are the backbone of our company.

We work to meet tight deadlines and require our translators to sign confidentiality agreements to give clients peace of mind.

We can help you with a lot of translation services in order to present your company

or your products in a different language to reach more overseas markets.





**Just translate** If your translation is not that important, you can choose understanding of the text and reduce the price of your translation by choosing for translate only!

**Change your translation** In cases when you have an existing translation but you need to make changes in the original text, we can help you with editing your translation.



**Proofreading only** If you have a translation and you want it double checked, you can contact us for proofreading only. There can be several reasons why you choose proofreading only.



**When text is not the case** For high quality voice over for your commercial or video you can contact us for voice overs in all languages.

**Word documents, Excel files...** We can deliver your documents in the same format as the source file. The translator will then work directly in this editable format.



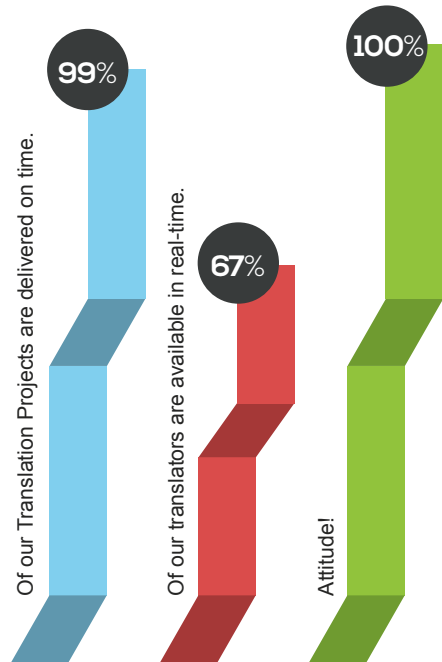
**Indesign, Illustrator .....** If your brochure needs to be translated, 9 out of 10 times the brochure is made in Indesign. We can use your original Indesign file to translate and deliver the Indesign file in the preferred language(s). DTP is needed to adjust the formatting.



### SPECIAL PROJECT MANAGEMENT SOFTWARE



### PROJECTS & DEADLINES



**B**esides using our latest translation memory tools to provide consistent and accurate translations, we have developed special project management with which we manage to control 100 percent of the translation projects.

All our translators have a live connection with us so we can ask them any question at any time and solve problems easily.

The complete project management process of translation projects are controlled, managed and handled with care.

Our clients have access to the client

version where you can see all your translation projects and the documents translated, even from years ago.

You can ask our project managers any question you may have live online.

We are convinced that good communication between you as the customer, our project manager and the translator and proofreader is essential for translation projects.

This also means that, during the translation and proofreading phase, our translator and proofreader for your project can ask you questions directly, to which you can respond.



### OPEN 24 HOURS

“The fact that this translation company is open 24 hours a day is really great as even late in the evening I am able to get my documents translated and delivered the next morning”



Looking ahead to

## TRANSLATION FUTURE

**W**ith the continuation of global communication and travel, more and more companies are shifting from just targeting their local markets to targeting the international market. However, if you are marketing your products globally you have to be cautious and aware of the differences in language and culture. A word in English might have a completely different meaning in Spanish that could be harmful to your company's reputation.

### World wide web

**Your internet message:** It is important to present your products on the internet in different languages. This will give the option to reach different target groups.

### Manuals

**Your products:** Not only your website but also your products needs to be available in different languages.

### Brochures

**Brochures are important:** A brochure for future reference needs to be available on the web for online view or downloading to be reviewed later.

### Correspondence

**Communicate:** Communicating with your new target group in their language will give you a step forward.....



### Important reference

#### Some tips regarding globalization

- Take notice of local sites  
Really understand the different markets that you're trying to reach. It helps to have a design that can appeal to various cultural backgrounds and is accessible to (almost) everyone that visits your site, so follow the lead of Facebook or Amazon when it comes to creating an all-encompassing approach to your website.

- Become local  
One thing you can easily do to appeal to a specific overseas market is to create a localized Top Level Domain (TLD) for each country or language.

- Ponder your keyword selection  
You need to be sure that your SEO and PPC keywords that you use in copy and tags are properly researched for each target market. Also, it would help you to know what the successful keywords of their local competition are, as well as maybe using some specific, local terms along with your more generic words. And, please, make sure you test and analyze your selected keywords. You won't be sorry.

- Start small  
To see both how well your translating skills are working and how your e-commerce business is going over in a new market, start by just offering a limited (and targeted) range of products when first launching your site overseas.

- Human translators work best  
We've all seen the hours of mindless fun that can be had copy and pasting between various online translators, but I think you may want a bit more security when translating for your business. Poor grammar and awkward phrasing are off-putting for anyone, so make sure that you're content is translated, or at the very least checked, by a professional, HUMAN translator before your site goes live.

GLOBALIZATION is extremely important for your company to expand and to reach other markets.



# WE LOVE OUR LANGUAGES



Can't find the language?... contact us

- |                  |           |            |           |            |
|------------------|-----------|------------|-----------|------------|
| African          | Danish    | Korean     | Punjabi   | Tongan     |
| Akan             | Dari      | Kurdish    | Pushtu    | Turkish    |
| Albanian         | Dutch     | Laotian    | Romanian  | Turkmani   |
| Amharic          | English   | Latvian    | Russian   | Ukrainian  |
| Arabic           | Estonian  | Lezgin     | Samo      | Urdu       |
| Armenian         | Farsi     | Lithuanian | Serbian   | Uzbeki     |
| Assamese         | Fijan     | Macedonian | Shone     | Vietnamese |
| Assyrian         | Filippino | Madurese   | Sindhi    |            |
| Azeri            | Finnish   | Malay      | Sinhalese |            |
| Bahasa           | French    | Malayam    | Slovak    |            |
| Baluchi          | German    | Maltese    | Slovene   |            |
| Bengali          | Greek     | Mainpari   | Slovenian |            |
| Bislama          | Guarani   | Massai     | Somali    |            |
| Bosnian          | Greek     | Nauruan    | Spanish   |            |
| Brunei           | Guajarati | Nepali     | Sudanese  |            |
| Bulgarian        | Hebrew    | Niuen      | Swahili   |            |
| Burmese          | Hindi     | Norwegian  | Swedish   |            |
| Byerlorussian    | Hungarian | Nuristani  | Taglog    |            |
| Chaklean         | Ikiribati | Pasha      | Tamil     |            |
| Chinese          | Irish     | Pashtu     | Tavuluan  |            |
| Chinese Mandarin | Italian   | Persian    | Teo Chiew |            |
| Cook Maori       | Japanese  | Pidgin     | Tetum     |            |
| Creole           | Javanese  | Polish     | Thai      |            |
| Croatian         | Kannada   | Portugese  | Tigrigna  |            |
| Szech            |           |            |           |            |



Our office is open **24 hours** a day

**Same day delivery:**  
We know that letters and/or documents for translation can be in urgent need for your company. European Translate can deliver the same day without charging extra costs.

**We don't charge extra for weekend translations or urgent translations**

Impossible deadline?  
**WE CAN HELP**

By assigning several translators to your projects, we can help you with the translation of your urgent documents.





Universal Translation Services  
www.universal-translation-services.com



# CONTACT US

request a quote now  
1-844-wetranslate

WE CAN TAKE CARE OF  
YOUR TRANSLATION

info@universal-translation--services.com  
www.universal-translation-services.com



Calle Buenos Aires no 3,  
35002 Las Palmas,  
Gran Canaria Spain  
Phone: +34-951-406-815



*Office Europe*



20801 Biscane Blvd, Suite 403  
Aventura Florida 33180  
USA  
Phone: +1-786-233-7232



*Office USA*

