

The Process

Quality is always in the details.

We believe in the huge value of native translators.

They provide regional nuances and an understanding of the idioms associated with the sectors in which they work locally.

We constantly update and refresh our pool of translators and are always on the lookout for new talent and we insist on adherence to our core values of quality, security, efficiency and outstanding customer service.

Unsurprisingly, this helps us to assure repeat business and to ensure excellent references.



In-house supervision from experienced PMs.

A translator, editor, and proofreader are assigned to create each translation. Following consultation with you, before the work begins, we compile a “Brief” to ensure that our linguists receive detailed instructions from the outset about any specific translation requirements.

All translators and proofreaders are supervised and tasks are overviewed by our in-house team of experienced project managers (PMs). We assign a project manager that is focused solely on providing assistance to your company.

The communication will be directly with him.



We understand your audience very well.

More than just checking the format of your files and the number of words they contain, we evaluate the project individually. For more complicated or ongoing projects, we use our processes to better understand the needs of your target audience and discuss your preferred terminology and style. We will request reference material or glossaries to further understand your company, and your requirements.

Then, one translator will be responsible for translations and a second one for proofreading. So, two suitably qualified and experienced professional translators will have worked on your text before the final translation is delivered to you.



Experts always work with state of the art technology.

Our translation process is shaped around quality people using the latest in technology for professional quoting, translation placement and verification.

Done right, quality translations are a complex type of work and 70% of any successful translation is actually due to the quality of project management involved.

We accept all kinds of file formats.



We have experience in translating materials from all formats but we are also translating medical records for insurance companies that send us scanned documents of hand-written medication and diagnosis from doctors all around the world.

We also use Translation Memory (TM) Tools.

They work as a kind of terminology database and are extremely useful when translating large-volume documentation containing a high level of repetition.



Best practices library of methods and procedures.

We have developed a best practices library of methods and procedures that we have used successfully in previous projects. These procedures can be tailored for any project based on size, complexity, team structure and the project objectives. By leveraging past experiences we bring value to all our clients.

Once we deliver a translation there's still more to do.

We perform checks on our linguists' work at all stages during the process against key quality assurance criteria (even after completion).



DTP experts make sure the design and layout is perfect in any language.

We can desktop publish over 100 language combinations, including those which use different character sets to English such as Russian, Chinese and Bengali and languages which read right to left including Arabic, Urdu and Farsi. Expert DTP operators ensure that no character corruption occurs.

Our team has been trained to always exceed the customer's expectations in quality and to strive to reduce costs. If you want to know more about our processes please contact your account manager.



Wordfast

SDL Trados Studio 2011

memoQ

ATRIL
déjàvu*Transit NXT
STAR

Using modern TMT's for streamline process.

Translation Memories Tools(TMT's) enable us to accept files in most formats whilst building specific Translation Memories, offering you consistency, increased efficiency, reduced turnaround time and simplified updating.

The fact that us and all our collaborators are actively using TM tools (translation memory tools), such as SDL Trados, Wordfast, MemQ, Transit NXT, Déjà Vu and others, assures us that our customer will receive translations that will be consistent throughout our entire collaboration.

Become part of Talkbridge's extended family, a family that misses any member who does not call back. We have had a great chat with you on the phone and would love to hear back so that you can experience our way of doing business.

We have the phone
at our elbow, call us.

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We will answer you personally,
every time.

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