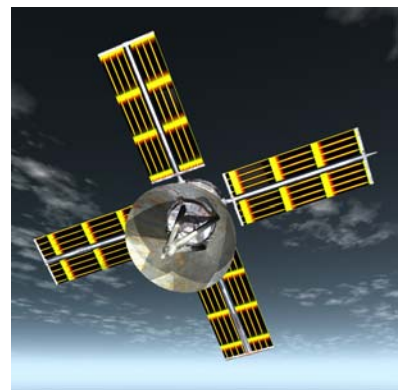


# Falcon Translations



***At the heart of business***

***Falcon delivers high quality translations to a wide range of business sectors***

Management team  
of  
highly experienced  
professionals  
with many years  
in  
language services

Established  
and well respected  
company  
based in  
Central London  
for over 30 years

***City***

Law

Patents & IP

Finance

Extensive pool  
of translators  
giving access to  
a wealth of  
diversified specialists  
around the globe



***Industry***

Engineering

Manufacturing

Chemicals &  
pharmaceuticals

Close  
project management  
and  
rigorous QA systems  
ensure a  
high quality  
finished product

Global  
range of languages  
for  
multinational clients  
covering  
a broad spectrum  
of business

***High-Tech***

Electronics

Telecoms

IT & Internet Services

***Genuine Customer Service based on knowledge,  
experience and integrity***

## ***Full range of language services***

<b>Translation</b>	<b>Over 70 world languages Specialist in-country translators who translate only into their mother tongue</b>
<b>Desktop Publishing</b>	<b>All major DTP and graphics packages Seamless foreign language production</b>
<b>Localisation</b>	<b>Website translation to ensure your global message is localised for the target market</b>
<b>Interpreting</b>	<b>Ad-hoc interpreters for business meetings, site visits and court appearances</b>
<b>Legal Services</b>	<b>Certification by the Translator or by a Notary Public for official purposes Legalisation for use overseas</b>
<b>Semi-Automatic Translation</b>	<b>Translation Memory (TM) systems for re-use of previously translated text ensuring greater consistency Savings in time and costs fed back to our Clients</b>

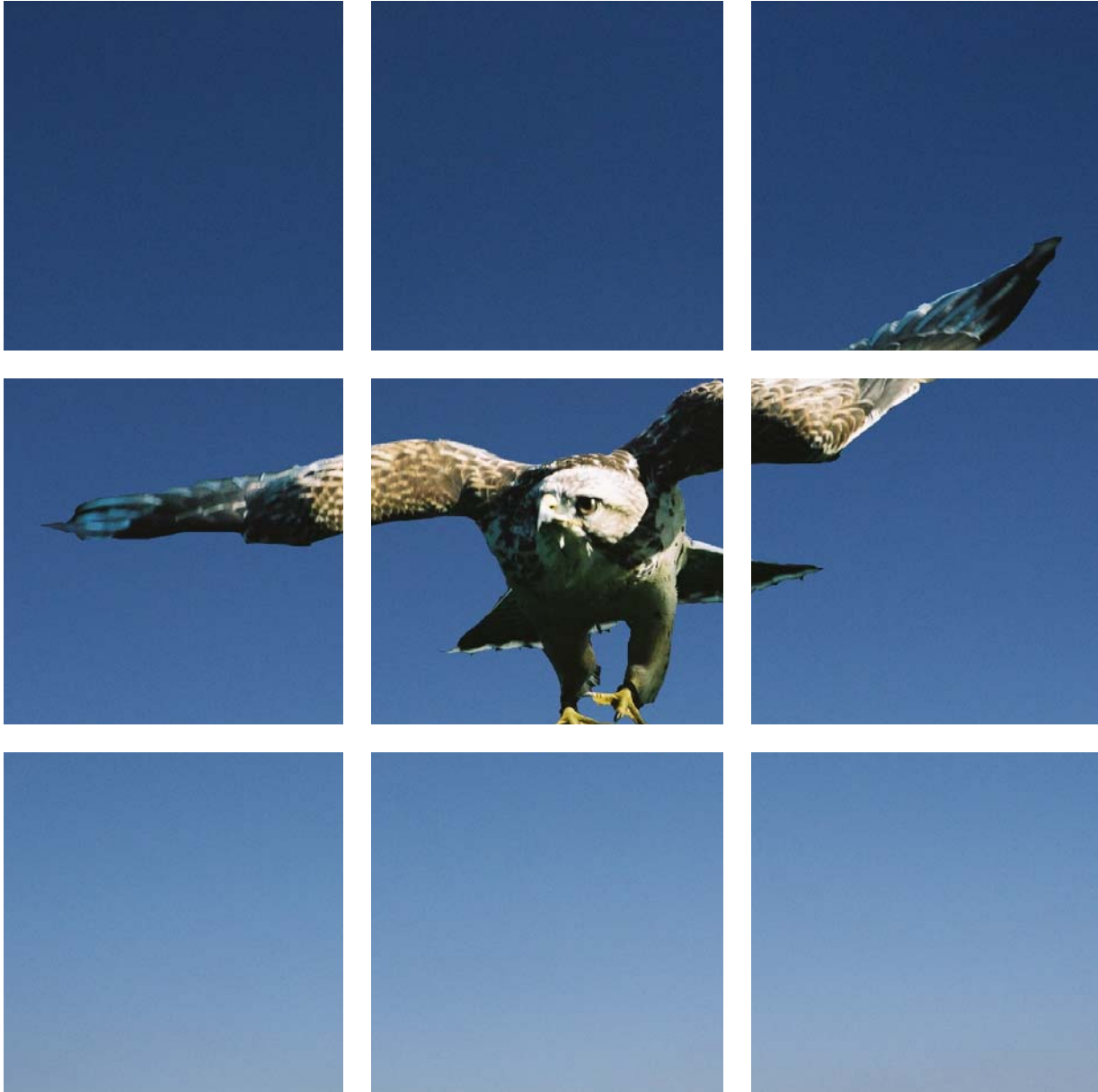
***Customer Service is central to everything we do***

## *Quality is paramount*

<b>Evaluation</b>	Having established the nature, content and complexity of the text, we consult the Client on issues such as preferred format, deadline, intended purpose of the translation, and any other requirements
<b>Resource selection</b>	Knowing the strengths & weaknesses of individual translators is paramount. We select translators working in their mother tongue, and ensure they are familiar with the subject matter
<b>Preparation</b>	Careful preparation can make all the difference, therefore we ensure the use of any specialist terminology (industry-related &/or Client-specific), and supply translators with any relevant reference materials
<b>Monitoring</b>	To ensure no unpleasant surprises, we pay close attention to progress, take corrective action where necessary, and notify the Client of any potential problems at the earliest opportunity
<b>Proofreading</b>	Allowing for human error, we apply three levels of checking, for: omissions & typographical errors, misunderstandings & grammatical errors, polishing & stylistic editing (if required)
<b>Layout check</b>	Foreign language desktop publishing can be complex, therefore we check for correct layout, word-breaks, pagination, table of contents, indexing, cross-references, etc
<b>Final QA</b>	Every text is reviewed to ensure that the Client's original instructions have been carried out, all amendments have been introduced error-free, and any relevant issues are drawn to the Client's attention

*Each order is processed according to a rigorous seven-step QA procedure*

*An experienced management team of  
professionals...*



*...who understand your language needs  
and how to meet them*

**Falcon Translations Limited**      [www.falcontranslations.com](http://www.falcontranslations.com)

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