

The **One-Stop-Solution** for all your **translation** and **localization** projects


www.ideatranslations.com



Business & Marketing Documents

You want to make sure your company's communication reaches its target accurately and with the sense of urgency you intended. We are experts translating, localizing and typesetting your internal and external communications. Regardless if it's a new employee manual, your new brochures or the new slogan for your ad campaign, our team can help you make sure that your target audience gets it.

Some examples of multilingual communication we can help you with include:

- Employee notifications
- Employee, sales, marketing and other internal manuals
- Newsletters
- Flyers
- Emails
- Proposals
- RFPs
- Marketing campaign ads and collateral
- Press releases
- White papers
- Briefings
- Minutes
- Reports

We are strategic communication partners to over 100 global companies through speedy, confidential and accurate translation services that will help your company interact beyond language barriers. Don't hesitate to contact us for a free quote or to learn more about our corporate partnership opportunities.

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ABOUT US

At Idea Language Services we provide our clients with tailor-made solutions for their English to Spanish and Spanish to English translation and localization needs.

Our goal is to promote your success in today's global market by optimizing your communication and providing customized solutions for your specific needs. We rely on our wide range of resources, including the latest technology in translation and localization tools (CAT tools), a detailed 3-step project management process and top professionals in the field, in order to provide you with the highest quality language solutions at the most competitive rates in the industry.

Idea Language Services can make all the difference when venturing into a new market. Our localization services will enable you to communicate effectively and our quality guarantee will ensure that your needs are fulfilled, working within your deadlines and budget.

OUR SERVICES

Translation: Even the smallest of mistakes can alter the outcome of an otherwise great project. We have adopted a 3-step process of Translation, Edition and Proofreading (TEP) so that each project is viewed by three different sets of eyes, to ensure consistent quality on each and every project.

Editing: You may have a translated document in need of an in-depth review or localization for a specific dialect (i.e. from Mexican Spanish to Argentine Spanish). Edition is a two-step process where one person will implement all the necessary changes and a second person will proofread the document as a final quality assurance procedure, to ensure the content is accurate for the target audience.

Proofreading: This is the final step in the translation or localization process, to ensure the quality and the content of your document. We guarantee that a native speaker of the dialect that you have chosen will review the document.

Desktop Publishing (DTP): For English to Spanish translations, there is usually a 20% text expansion, so our graphic designers will take care of all the formatting to ensure that the layout of your translated document stays true to the source format.

Tools: Whether your documents were created on a PC or a Mac, our resources will manage either platform using the appropriate graphic design programs, such as Adobe Frame Maker, Page Maker, Illustrator, PhotoShop and QuarkXpress, among others. Additionally, we rely on the latest technology in CAT tools such as Trados, SDLX, Wordfast, etc, enabling us to provide accurate, consistent and timely translation/localization services.