

# TRANSLATION BUREAU

Full language service provider



Established in 2002 our Translation Bureau provides comprehensive translation services to Russian and foreign companies, financial institutions, law firms, international organizations, educational institutions, health care facilities, and other translation companies.



We treat every customer with utmost consideration, assuring confidentiality of any information obtained. Our Core Formula is excellence, hard work, and personalized service to meet our clients' needs. It is this approach that has made possible the long lasting relationships that we've enjoyed with our clients.

Our translators are professionals and natives of the target country with experience and expertise in our technical specialty. Each and every translation project involves:

- (1) Initial translator, chosen for his expertise and knowledge in the subject matter
- (2) Editing for accuracy and terminology by a second linguist
- (3) Proofreading for grammatical and spelling excellence

**The list of languages we work with (in pair with Russian):**

- Arabic
- Armenian
- Azerbaijani
- Byelorussian
- Bulgarian
- Czech
- Dutch
- English
- Finnish
- French
- Georgian
- German
- Hungarian
- Italian
- Kazakh
- Lithuanian
- Latvian
- Macedonian
- Polish
- Romanian
- Serbian-Croatian
- Slovak
- Slovenian
- Spanish
- Swedish
- Turkish
- Uzbek
- Ukrainian

We utilize the latest technology to provide consistent translation and costs savings for our customers. Our translators work with translation memory software (TRADOS and Wordfast) to store and retrieve translations for use in related documents. Our specialists will assist you in any DTP projects.

**Today Translation Bureau provides the following services:**

- Translations of manuals, specifications, reports, contracts, business plans, catalogues, etc.
- Literary translations of presentations, trade marks, slogans, advertising and PR texts
- Consecutive and simultaneous interpreting
- Localization, design and support of web sites
- Software localization, translations of help-files
- Translations with the application of Translation memory
- Express translations (done in an hour)
- Translations of audio, video and CD materials
- Editing and literary processing
- Notarial services for translated texts
- Text formatting in MS Word which is in compliance with the original format (hard copy or PDF)
- Scanning of client materials, image processing, and the translation of captions
- Formatting and desktop publishing with the use of PageMaker, FrameMaker, QuarkXPress etc.



We are open for cooperation. Do not hesitate to contact us with any question concerning Russian translation.

**TRANSLATION BUREAU**  
Russia, 305004 Kursk, ul. Dimitrova 71  
tel/fax: +7 (0712) 58 09 25  
e-mail: [buro@046.ru](mailto:buro@046.ru)  
[www.perevod.kursk.ru](http://www.perevod.kursk.ru)