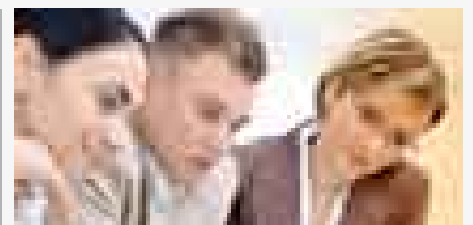


# LingCom

Translation & Interpretation







# Company Profile

## Our Mission

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Our mission is for your company to find in us a valuable partner who can assist you in your interactions with other languages and cultures. We know the importance of establishing fluid and accurate communication in your business. Misunderstandings hinder this communication with your clients and suppliers and thus prevent your company's development.

## Our People

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We work with prestigious Translators and Interpreters from Argentina and abroad. These linguists have wide experience in many areas and are recognized in the market. Their academic history, professional experience and membership of different national and international associations guarantee the quality of our service.



# .01 Services Translation

## Document Translation

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Some of our areas of expertise are:

### **Business, Management & Financial**

- Annual Reports
- Income Statements, Balance Sheets and Cash Flow Statements
- Bankruptcy Documents
- Insurance-related Documents
- Banking Documents
- Business Plans
- Private and Public Offerings
- Mergers & Acquisitions

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### **General**

- Letters
- E-mails
- Magazine & Newspaper Articles
- Websites

## **Human Resources**

- Employee Handbooks
  - Company Policies
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## **Legal**

- Contracts
  - Rulings
  - Court Documents
  - Deeds
  - Powers of Attorney
  - Summons
  - Complaints
  - Patent/Trademark/Copyright
  - Birth, Marriage, and Death Certificates
  - International Commercial Law
- 

## **Marketing**

- Advertising
  - Brochures
  - Websites
  - Press Release
  - Leaflets
  - Promotional Material
  - Catalogs
  - Newsletters
  - Digital Content
  - Multimedia Presentations
- 

## **Medical & Healthcare**

- Clinical Trial Reports
  - Patient Forms
  - Patient History Records
  - Medical Forms
  - Regulatory Documents
  - Registration Documents
- 

## **Software/Internet/E-commerce**

- Help Screens
- Instructions

- Menus
  - Shortcut Keys
  - License Agreements
  - Warranty Agreements
  - Legal and Information Security Disclaimers
  - Software Manuals
- 

### **Technical: Engineering, Electronics, Oil & Gas, Architecture, IT**

- User Manuals
  - Guides
  - Product Manuals
  - Instruction and Operating Manuals
  - Datasheets Labels
- 

### **Tourism & Travel**

- Tourist Guides
  - Geographical descriptions
  - Hotel/ Airline websites & marketing material
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### **As well as Social issues, Literature, TV & Entertainment**

If you need a Certified Translation in Argentina, the document will be translated by a Sworn Professional Translator registered at the “Colegio de Traductores Públicos de la Ciudad de Buenos Aires”.

# Proofreading

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Accurate Proofreading will enhance the effectiveness and presentation of your written communications, being either business, academic or personal. It will ensure that your message is expressed in a clear, concise, grammatically correct manner with appropriate style and format. Poor grammar cripples the performance of all documents. Copies that contain spelling errors, poor punctuation and awkward sentence structure limit the smooth flow of reading and can ultimately result in the loss of a client.

We are also able to proofread texts that have been translated by non-native speakers of the language. In these cases, we carefully review and refine the text to ensure that it reads as if it were originally written in the native language. Proofreading and language quality control are inexpensive compared with the benefits of a professional image for your business.

# Desktop Publishing Translating directly into your design

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Aside from our regular translation services, we also offer DTP. So, if you have a brochure designed in QuarkXpress, a leaflet or catalog in Adobe InDesign, a presentation in PowerPoint or a Flash animation for a demonstration, your translation will be delivered in the exact format you need.

Our teams of page layout specialists take your DTP files and put the translated copy into your layout.

We handle the following file formats: QuarkXpress | InDesign | Pagemaker | Framemaker |

Microsoft Publisher | Powerpoint | Illustrator | Photoshop | Adobe Flash

**Web Design:** Give your company a professional image with an attractive website. Our designers will develop an innovative design that will increase your company's prestige.



# .02 Services

## Interpretation

We are capable of offering you highly qualified simultaneous and consecutive interpreters for conferences, congresses, workshops or any other event requiring interpretation services, in any part of the world. We work with competent professionals, who have ample experience in diverse areas of knowledge as well as proven careers. We guarantee that our service will allow the audience to enjoy every speech in a clear and precise manner.

Hiring an Interpreter is no simple task! First, it is important to clearly understand the exact role of an Interpreter and know that the work entailed is not the same as a Translator's. The interpreting profession is based on vast general knowledge, university-level understanding of different areas, and above all, a passion for languages. We are supported by a great database of professional interpreters located in the world's most important cities, all of which are greatly recognized by globally important companies.

In addition to the interpretation service our fees include the coordination and supervision of a third person that will be present at the event to ensure that the service is provided in a fully efficient and professional way. \*

*\* This service depends on the location of the event, the number of hired interpreters and working days.*

## We provide interpretation services in events such as:

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- Conferences
- Congresses
- Business meetings
- Workshops
- State offices
- Notaries' offices

To see a full list of events where our interpreters have worked at, visit:

**[www.ling-com.blogspot.com](http://www.ling-com.blogspot.com)**

We also offer our clients, the technical equipment rental for simultaneous interpretation: booths, receivers and all the necessary technology.



# Languages

- Arabian
- Armenian
- Chinese
- Croatian
- Czech
- English (USA/UK)
- Finnish
- French (FR/CAN)
- German
- Greek
- Italian
- Japanese
- Korean
- Polish
- Portuguese (BR/PT)
- Russian
- Spanish
- Swedish
- Turkish
- Ukrainian

*We are currently in the process of adding more language combinations.*



# Working Methodology for the Translation Process

## Quality Assurance

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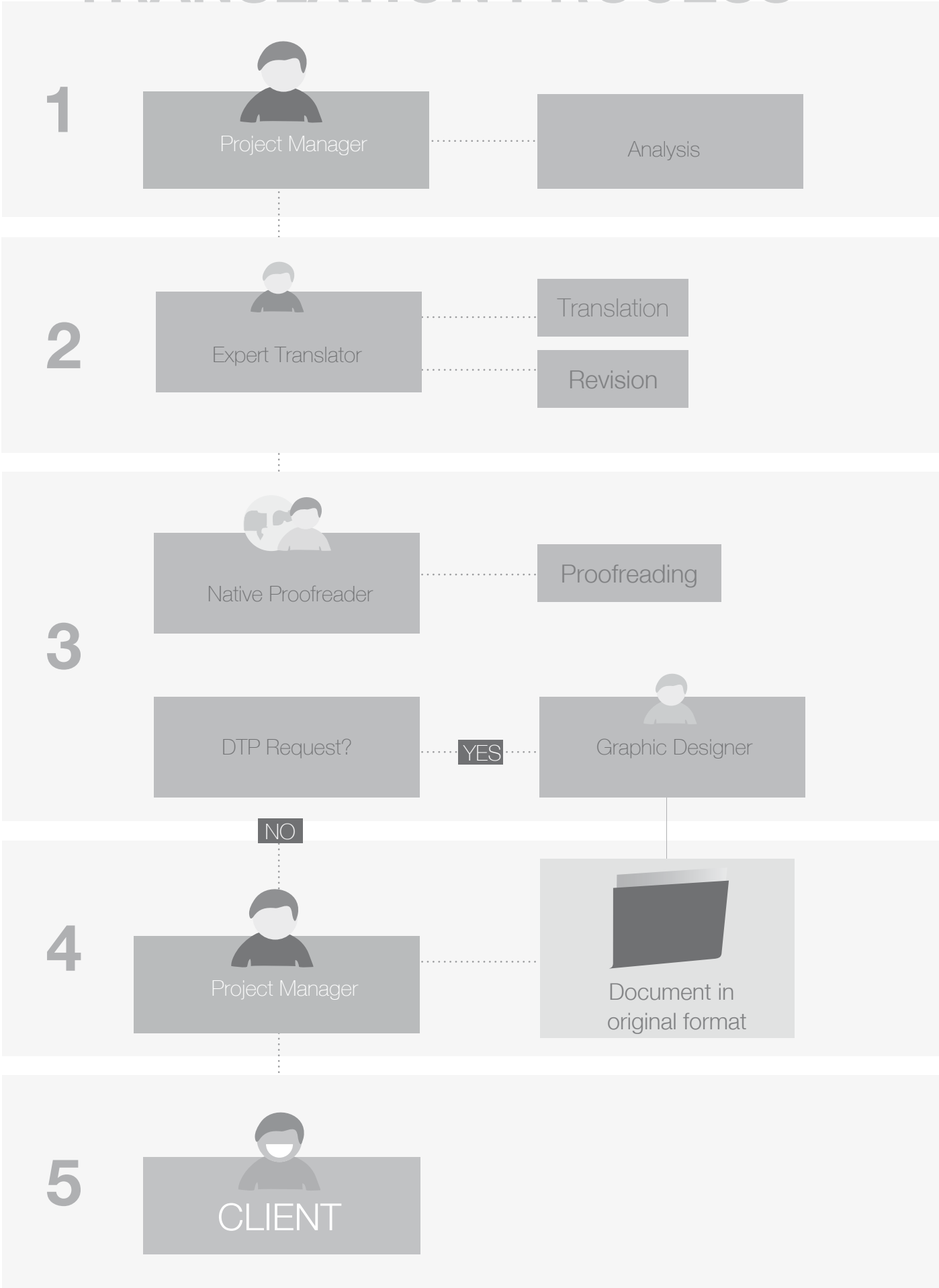
Upon receipt of the document, it is assigned to a Specialized Translator having the necessary expertise in the subject. This is achieved thanks to our large and up-to-date database which is organized by languages and fields of expertise.

Each Translator has his/her own working tools which include: CAT tools, dictionaries, glossaries (in electronic and paper format), relevant texts relating to the subject and the necessary technology. They also possess excellent research skills which enable them to deal with any text no matter how difficult or technical it may be.

When the work is finished, which includes the translation and revision performed by the Translator in charge, the document is assigned to a native Proofreader of the target language who checks grammatical and stylistic issues. Our staff is perfectly qualified to translate from and into the required foreign language; however, it is clear that a native speaker will ensure the text remains entirely natural.

If no DTP services are required, the translated document is returned to the Project Manager who ensures that all steps have been followed.

# TRANSLATION PROCESS



# OUR CLIENTS

## Europe

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## United States

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## Latin America

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Do not allow languages to be an obstacle. We are ready to help you cross this linguistic barrier. We have already been hired by important companies which have proved our excellent quality of service. Please contact us and request a free quote.

**Website:** [www.ling-com.com](http://www.ling-com.com)

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**Cell:** 54911 5020 4172 | **Skype:** lctraducciones

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