



Who is President Translation

The **Power** of

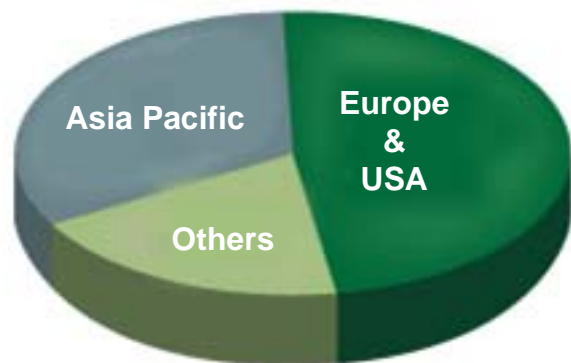


- Suzhou President Translation Co., Ltd. (PT) Established in 2002, is a professional translation agency. Our services cover the 23 languages in the world including Chinese, English, Japanese, Korean, German, French, Russian, Italian, Spanish, Arabic, Thai, Indonesian, Vietnamese, Greek, etc.
- Our Clients: Samsung, LG, Canon, Panasonic, EPSON, DAIKIN, AMD, Shell and BOSCH, etc.
- We support most commercial authoring and design applications on PC platform including but not limited to :InDesign, Acrobat, Illustrator, Photoshop, MS Office



Diverse Language Offering, Global Reach

The **Power** of





Chinese
English
Japanese
Korean
German
French

Spanish
Italian
Portuguese
Russian
Arabic
Indonesian

Malay
Vietnamese
Tai
Swedish
Dutch
Greek
.....

- Our services cover the 23 languages in the world.



Our Customers

Global Industry Leaders

The **Power** of

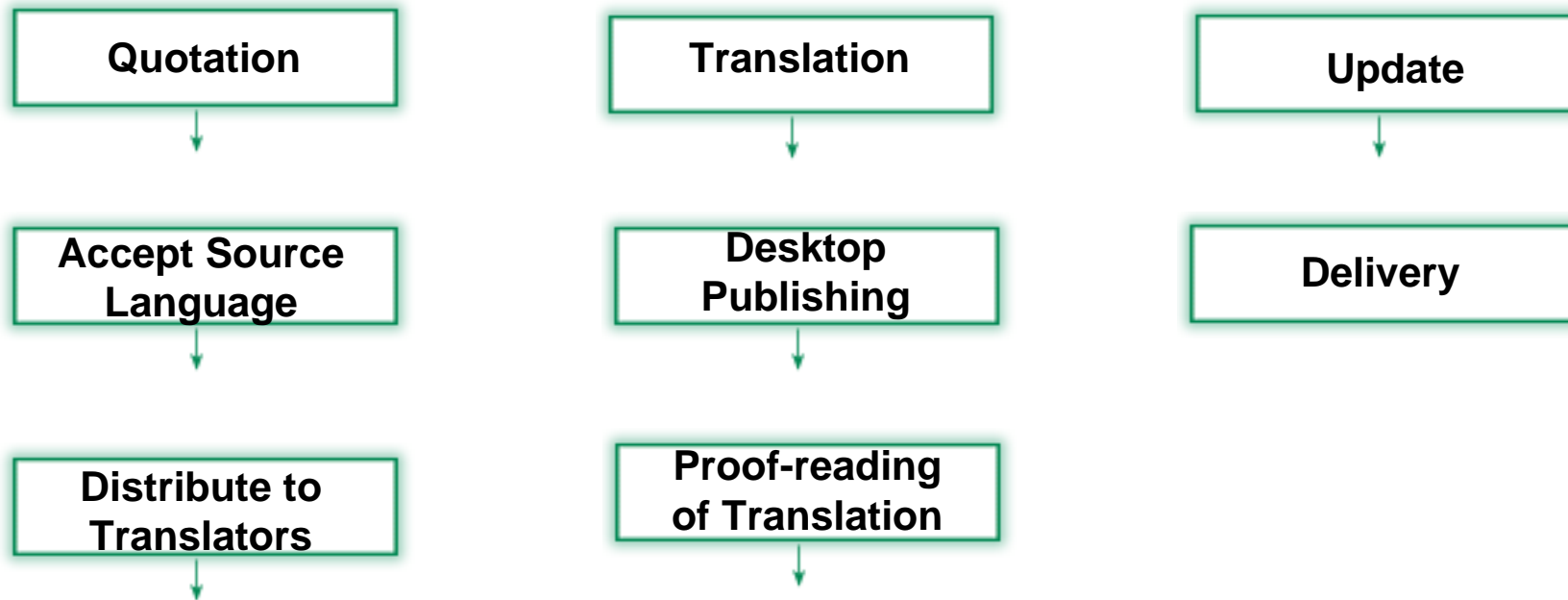


- The diversity of language and our customers enables us to better manage the ups and downs in our markets.



Translation Flow

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Software

Translation software and Tools

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DTP

InDesign(CS,CS2)

Adobe Acrobat(4.X or later)

Adobe Illustrator(9.0 or later)

PhotoShop(5.5 or later)

Corel DRAW(9.0 or later)

Page Maker(6.X ,7.X)

MS Office(2000 or later)

DreamWeaver(4.X or later)

Auto CAD(2005 or later)

Translation Tools

TRADOS





TRADOS

- A translation memory, or TM, is a software program designed as an aid for human translators. Translation memories are also known as translation memory managers (TMM).
- Translation memories are typically used in conjunction with a word processing program, a terminology management system, a multilingual dictionary, and even raw machine translation output.
- A translation memory consists of a database of text segments in a source language and their translations in one or more target languages. These segments can be individual words or multiword phrases.
- Research indicates that many companies producing multilingual documentation are using translation memory systems





Adobe® InDesign® cs

InDesign is available for the following languages:

- (Customers will not support with font files)
Chinese, English, German, French, Indonesian, Italian, Spanish, Portuguese, Japanese
- (Customers will support with font files)
All Languages





Translation

Desktop Publishing



- President translation' DTP department provides customers with a comprehensive range of services that enhance our translation services. We are capable of handling every type of popular software, including Microsoft Office, InDesign ,Illustrator, Acrobat, PageMaker, Corel Draw, Macromedia DreamWeaver, and Photoshop. Our DTP capabilities mean that we can satisfy both your most common needs and more special ones as part of our comprehensive services to you.





- We plan for a project before we manage it. We provide our customer consulting before translation services to make sure every customer gets what they really need from us. Project planning ensures that adequate manpower and technical resources are available in a timely manner and that work is carried out according to the correct procedures.
- When one of our Project Managers undertakes one of your assignments, they immediately somewhat become Your Project Manager. They are responsible and fully empowered to communicate your needs to the rest of our organization so that we can all work towards your customer satisfaction.
- Integrating our process into yours. (Y)our Project Manager will act as your one-stop single window to minimize the occurrence of miscommunication. (Y)our Project Manager is responsible and fully empowered to communicate your needs to the rest of our organization so that we can all work towards your customer satisfaction. And because they know your requirements first hand, they are best suited to oversee all logistical and proofreading issues such as free pick-up and delivery, file transfers, formatting, translation memory maintenance, desktop publishing, printing, binding, file management and security. Moreover, they are trained to understand and successfully handle even the largest and most complex translation projects.





- Rigorous implementation of quality control standards means services that you can rely on. Our translators are experts in their field, native speakers and outstanding writers in the target language, who have a great deal of practical business experience and are backed by the most advanced technologies. This is why we can consistently offer quality translations that satisfy the requirements of our customers.
- We frequently handle documents in some 23 languages spanning across, but not limited to the following fields: electronics, communication, commerce, finance, information technology, engineering, law, medicine, advertising, etc. We are not experts at everything, yet our extensive resources and constant learning enable us to serve customers in most industries.
- We stress that we can accurately and promptly deliver translations for some of the most demanding areas including contracts and patent-related documents that require a proficient command of languages, presentation materials for which translators' business sense counts, as well as IT- and finance-related documents whose contents change at an incredibly fast pace.





- Our services include simultaneous, consecutive, escort, whispering and multilingual interpretation in the most frequently required languages in Suzhou. Our professional interpreters provide all kinds of on-site linguistic services in line with customers' needs. In addition to commerce-related events, PT also provides interpreting services for trade shows, large-scale conferences, training courses and technical exchange. For large-scale conferences and long-term assignments, PT can also arrange interviews, so that customers can choose the most suitable interpreter(s) for their specific needs.





- Whether as part of an ongoing long-term relationship or simply a one-off project, you may ask us to handle documents in a specific way such as filing them, handling them with added security through the use of password protection or even destroying them at a given time. Whichever way you request, we are happy to meet your demands. Moreover, we also offer services in knowledge management through the maintenance of translation memory databases.
- At President translation, we take confidentiality and copyrights protection issues very seriously. We protect your Intellectual Property Rights and know-how. We assume confidentiality from the very beginning of our communication with customers. We apply the utmost care to recruiting ethical personnel working full-time and mostly in-house for us. All our employees have signed confidentiality agreements and only staff required to work on a given translation project have access to related materials.



Translation in Teams

How our proven team concept works

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First, we would like to make clear that we are not a traditional translation agency, but a network of professional translators distributed around the world, who are accustomed to working both individually and in teams. Our commitment to our partners and customers is well known among those who know our work. Our vibrant translation network efficiently distributes translations according to the availability, specialization, expertise and resources of individual translators. Our geographical distribution allows us to take advantage of time zone differences to meet the tightest deadlines and requirements. We are highly flexible and we pride ourselves on working with partners who value quality, who choose to work in an environment of mutual respect, and who are willing to communicate openly.

- **How our proven team concept works**

A designated PT representative manages the customer relationship, defining the project requirements (deadline, style, terminology, target audience and other factors). Based on this information, a freelancer performs project administration, distributing files among all the translators involved, including the proofreader, who will make the final quality check. Every project has a dedicated technical assistant, accessible to all team members. The project manager verifies the final translation and delivers it to the customer. Some related tasks are creating a bilingual glossary, and sourcing reference material or law excerpts. Google searching has become second nature for all our translators. This set of complementary skills promotes the smooth management of your translation project through effective team communication, and helps us maintain high quality standards while keeping in close touch with you, our customer.





- **Googling**

“Googling” is a neologism, or invented word, to describe the act of searching on Google for the bank of essential information PT translators use to give your translation greater relevance and authority.



Web Site

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- More information:

www.ptword.com

The screenshot shows the homepage of Suzhou PT Word. At the top, there is a navigation bar with language options: 简体中文, English, and 日本語. The main header features the company name in Chinese (苏州统一翻译有限公司) and English (Translation Service). Below the header, there are several sections: a green box on the left with news about the WHO Health City Alliance Conference; a central area with a photo of a person jumping and a sign that says 'This area is protected by'; a list of services and prices; a list of typical clients including HBM, Mitsubishi, and Mercedes-Benz; and a right-hand section with a world map and text about being a partner for 13 of the world's top 500 companies. At the bottom of the screenshot, there is a search bar and a 'Go' button.

苏州统一翻译有限公司



Language Service Provider

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Suzhou President Translation

- Fast turnaround delivery
- Professional quality guaranteed
- Small translation agency rates
- Large translation team
- Over 20 different languages

