

Written Translations

We Provide:

**Accurate translations -
proofreading included**

Prompt and personal service

Single point of contact for each project

Timely quotes for all translation services

Native-language translators

Culturally adept marketing messages

Desktop Publishing for translated document

**Meticulous quality assurance and
control of translated material**

Attestations for all translated materials

Confidentiality of all client data

Secure and confidential data transfer

Customized translation memory

Timely delivery

About Us

The Language Exchange, Inc. is a certified small business since 1986 providing professional and certified translation services for legal, technical, and industry specific documents.

Our established reputation, bi-lingual staff, and extensive experience in translation services have allowed us to develop loyal relationships with a client base composed of state and local government agencies, Universities, K-12 schools, community organizations, Fortune 500 and many small to medium companies.

We pride ourselves on our ability to deliver prompt and reliable service to maintain a long-term client partnership.

We offer comprehensive support services to client agencies by providing project management, consultation and desktop publishing and have an excellent reputation for prompt communication turn-around time. Our highly qualified bilingual staff and subcontracting translators are tested, experienced and successful professional people. We provide a pool of vetted and rated professionals from which to draw when we need freelancers with specific expertise and experience in any one specialty.

Our linguists are comprised of native-tongue sworn translators, certified technical and scientific translators, literary translators, copy-editors and proofreaders, language instructors, and linguist-consultants. These professionals have the capacity, training, education, experience and drive to deliver high quality, efficient, precise and timely translations.

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Our Areas of translation expertise:



- ❖ **Immigration** – Birth, Death, & Marriage certificates, divorce decrees, passports, & Licenses
- ❖ **Medical & Healthcare** - medical and physician articles, literature, forms, product manuals, brochures, catalogs & advertising
- ❖ **Hospitals** - signs, patient information brochures, disclaimer forms & miscellaneous forms
- ❖ **Braille &** transcription services
- ❖ **Education & Schools** - textbooks, ancillary materials, general communications, forms: elementary, secondary, college; Departments of Education information
- ❖ **Websites** - entire websites or selected segments
- ❖ **Advertising & Marketing** - ad campaigns, brochures, banners, trade-show literature & signs, websites
- ❖ **Restaurant & Food Industry** - online training modules, websites, employee guidelines, training materials
- ❖ **Human Resources** - employee handbooks & manuals, training materials, E-Learning, reports, general communications, forms
- ❖ **Business Documents** - forms, correspondence, communications, newsletters
- ❖ **Technical** - manuals, brochures, catalogs, labels & advertising in all disciplines
- ❖ **Government Agencies** - websites, procedures manuals and communications materials

Translation memory is an integral part of our translation process and all linguists working with **The Language Exchange, Inc.** utilizes translation memory software. This memory is stored and can be reused without cost when working with updates and or changes to previously translated material. If you have a glossary of translated terms that you prefer already, we are happy to work with it and/or help you create and develop one.

"Volume Discounts offered"

*We can start today
and we will work around the clock
to get your translations
back to you
in a timely manner.*

Since we understand that your goal is to reduce duplication, decrease costs and provide consistency of terms used, a glossary can be a very useful tool. When glossaries are used they are sent to both the translator and proofreader with every project for that client. Many times there are multiple ways to say the same thing in each language and using the glossary is a great way to ensure consistency. Translation memory software allows us to deliver precise translations quickly.

Translation Process & Quality Control

TLE utilizes the services of two language professionals at minimum for every project. An initial translator who is a Native speaker of the Target language is used, followed by a proofreader who is a Native speaker of the Source language.



Translations are given a final proof by translators that have studied or worked in the United States. It is important that a translator know the source language as well as the target language to understand the nuances and reproduce it in translation.

At **The Language Exchange, Inc.**, our attention to detail guarantees that every translation project is carefully brought through our extensive process of quality assurance. We use rigorous quality control standards for our translations. Our objective is to produce error-free, linguistically and semantically sound versions of the original material.

Request a Free Quote!



Asociación Internacional de Traductores y Redactores de Medicina y Ciencias Afines



The Association of
LANGUAGE COMPANIES



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