Service Outline
Japanese-to-English Translation Services

SunLeaf
Established in 2009

SunLeaf brings together experienced translators, editors, and project managers who are committed to high-quality translation, professional customer service, and good value.

Japanese-to-English Translation Services

With a focus on one language combination, SunLeaf strives to meet all requirements for subject matter, turnaround time, and project size.

Commonly handled subject matter and document types include:

- Life sciences – Medical, pharmaceutical, chemical (clinical trials, medical equipment, journal articles, Japanese Pharmacopoeia-related content)
- Legal – Lease agreements, NDAs and other contracts, ministerial ordinances, lawsuits, etc.
- Energy and environment-related reports and articles
- Computer and IT (manuals, software, GUIs, etc.)
- Patents, technical specifications, JIS standards
- Surveys and questionnaires
- Websites, marketing material, tourism content
- Emails, reports, presentations, and press releases

The SunLeaf team handles all project sizes. A turnaround of up to 4,000 Japanese characters or 2,000 English words can usually be achieved in two business days. Daily capacity for ongoing projects can exceed 10,000 characters per day.

Common file types handled include MS Word, Excel, PowerPoint, PDF, HTML, and JPEG. For greater efficiency, consistency, and quality, SunLeaf uses CAT tools such as SDL Trados Studio and handles XLIFF files.

In addition to translation, editing and proofing, SunLeaf also offers related services such as MTPE (Machine Translation Post-Editing) and transcription of Japanese audio/video files.

Quality Assurance

SunLeaf follows language industry best practices and uses current technology in its approach to translation quality management. Quality assurance is achieved through a documented system of procedures and guidelines. Some key aspects to our approach are:

- Translators and editors are native speakers of the target language (English) who adhere to SunLeaf's quality assurance procedures.
- Translators and editors are carefully tested and qualified based on experience and subject matter expertise.
- Translators receive ongoing evaluation and support with feedback from each project.
- Each project is handled by an experienced and bilingual project manager who can advise on issues unique to Japanese/English translation projects.
- Computer-Assisted Translation (CAT) tools such as SDL Trados Studio are used when practical and beneficial to efficiency and quality.
- QA software tools such as QA Distiller are used.
- Client documents and information are handled with the utmost care and confidentiality.
- A second linguist revises (edits) translation to ensure accuracy and quality of writing.
- Prior to delivery, a third linguist reviews (proofs) the translation as a final check.

Contact Information:

SunLeaf Language Services, Inc.

W: www.sunleaf.ca | E: info@sunleaf.ca

T: 647-221-1112 (Country Code: 1)