



Translation & Localization Services

Our services range from simple document translation to business interpreting, multilingual research and website localization. With our network of qualified and experienced translators, interpreters, proofreaders and researchers, we are able to provide you with quick and accurate results for all your translation needs. All of our jobs are handled by professional translators who are native speakers of the target language. Through working closely and forming long-term relationships with our translators, we are able to get the best out of them.



Translation & Interpretation services:

General Translation: We are able to translate to and from almost any language thanks to our bank of highly qualified translators.

Technical Translation: We provide expert translation of even the most complex technical documents. We are able to work in any language, as we have access to thousands of professional translators. When you send your project to us, it is specifically assigned to a translator who has made your industry's technical terminology his professional life's work.

Marketing Translation: Our marketing translators are selected not only for their linguistic skills, but also for their technical expertise. Our team guarantees accurate, well-written translations of marketing, advertising, PR and other promotional documents, brochures and flyers.

Literary translation: Literary translators translate novels, short stories, plays, poems and the like; encompassing both classical and contemporary works. In recent years, the literary translation field has regularly included the film and theatre industries, adding film and theatre subtitling and dubbing to their repertoire.

Certified Translation Service: An official, certified translation is one that has been verified formally so that it can be used as an official document. Items that often require certified translation include birth, death, marriage, divorce and adoption certificates, academic diplomas or credentials, work medical and academic transcripts, contracts and other legally binding documents.



Scientific Translation: When it comes to translating scientific documents, it is of the utmost importance that your translation is completed with accuracy and speed, and is fully comprehensible by the scientific professionals who will rely on it. Medical and pharmaceutical texts are processed not only technically and stylistically sound, but most importantly wholly intelligible to a native speaker.

Audio and video Translation: Our experts can translate audio and video material with ease, including: documentaries, reports, conversations and presentations. Your audio/video file will be transcribed by a qualified translator who is a native speaker of the source language to guarantee perfect comprehension of the original file. Then, the transcribed document will be translated by a qualified and experienced translator, who will render the document into his/her mother tongue.



Legal Translation: Our legal translators are fully capable of handling all kinds of legal documents including contracts, wills, marriage, birth and death certificates, divorce decrees, home leases, patent applications, court petitions, and more. Once your translated document is complete, it can then be formally legalized for national and international use. Upon completion of the translation, the finished document is signed and notarized by a registered notary public.



Multilingual Research Services: Thanks to our international network of qualified linguists and researchers, we are able to use their experience and varied backgrounds to carry out market research in many different languages.

Website Translation Service: We can take care of the entire process of translating and localizing your website – with no need to hire a separate web development team – and can then follow up with an SEO campaign to get your site ranking highly in all the major search engines. Thanks to our 'all-in-one' method of project management for website translations, we can provide you with a quote for the entire job, and communicate with you on all fronts throughout the course of the project.

Our services in this field include:

- Website Translation- Website Design/Programming.
- Website Foreign SEO -Website Proofreading.



Proofreading Services: Proofreading is a necessary for effective written communication. Proofreading is especially important in reviewing translated documents, where many errors can easily arise. Our proofreading and editing services can provide the competitive advantage for you. Our services are fast, accurate, affordable and easy to use. We provide proofreading services for all major languages. Our linguists are native speakers, professionally-trained, translators and editors located in their country.

Interpretation services

Business Interpreting is the perfect solution for small groups, in which the interpreter listens to the speaker and translates face-to-face, after a short interval of time. The business interpreter acts as an intermediary between the speaker and the listener. He/she is required to translate to and from both languages. Business Interpreting is widely used for commercial negotiations (meetings, business lunch/breakfast, etc.), factory tours, international Exhibitions. In addition to medical interpreting, legal interpreting that takes place in a legal setting such as a courtroom or an attorney's office and whispering interpreting or chuchotage.

Telephone Translation & Interpretation: We have developed this service for those who need emergency interpretation or advice. We have trained professional interpreters who are now standing by to assist you in making that special phone call. Emergency telephone interpretation will be provided by our multi-lingual staff and international correspondents. Our teamwork is able to provide emergency online language interpretation services 24 hours a day, 7 days a week in more than twenty (20) languages.



Voice over, Dubbing & Subtitling-Your One-stop Vendor: Voice acting is the art of providing voices for animated characters, doing voice-overs in radio and television commercials, audio dramas, dubbed foreign language films, video games, puppet shows, and amusement rides. An individual who performs such voice-only roles is known as a voice actor or actress or as a voice artist. We provide voice actors which can provide voice-overs in all major languages. Our voice actors are native speakers, professionally-trained, translators and editors located in their country.



We've developed translation style guides, terminology databases and detailed processes to ensure that our translation projects consistently deliver high quality results. We provide outstanding voice talent from all over the world and offer only the highest quality voice actors in whichever language you need. Thanks to our experienced multilingual subtitling team and the cutting edge applications, we are able to provide world wide clients with top quality subtitling services. We handle the major European and Asian languages.

Multilingual Desktop Publishing Service:

We offer DTP services to smarten up your document and give it a more skilled appearance. Once your translation is complete, you might want to make the document look as good as it can. Perhaps you want to improve the layout, have a more elegant font or introduce a livelier color scheme. You might even want to add graphics or change the graphics to freshen up your document or give it a more contemporary feel. Our comprehensive multilingual graphic design service can help you with all your artwork and typesetting. We handle image files, brochures, flyers or marketing literature.

Areas we specialize in include:

- Advertisements
- Multilingual newsletters
- Brochures
- Packaging
- Corporate multimedia and slide presentations
- Business stationery
- Foreign language business cards



Transcription

This kind of work can be very time consuming, after all we do generally speak faster than anyone can type. For this reason getting the spoken word onto paper can take up to four hours for every hour of recording. Factors such as background noise, number of speakers and sound quality can all make a difference to the quality of the recording and the time taken to produce the transcription. The transcription can be used to produce subtitles or you can use the translated transcription as a script for a voiceover. Or you may just require the copy for your own records or for use in a court proceeding for instance. We can use formats such as CD, DVD, audio cassette tape, vinyl records and VHS video cassettes.

Software & Website Localization Services

Software and website localization is a cost-effective way to bring your products to a foreign audience. We provide software localization services for all major languages. Our experienced team of linguists and software engineers can translate your products into over 30 languages, and can handle every aspect from the software files to your support documentation. Our translators are native-speakers, professionally-trained translators and editors located abroad.



They have translation degrees and years of hands-on experience in their particular language. We've developed translation style guides, terminology databases, and detailed procedures to ensure that our translation projects consistently deliver high-quality results.

Technologies and file types we support include:

- Extracting the user interface elements
- Rebuilding the original interface
- Building a pseudo-translated application
- Preparing the translation kit
- Translating the user interface
- Resizing the dialog boxes and other U.I. elements
- Building and testing the localized application
- Delivering the localized application



Our teamwork:

Translators

All our translators must pass rigorous testing procedures before they can join our teamwork. We only choose those who score well above average on our stringent exams. Generally we require two years practical experience as a translator unless we identify that a young translator is exceptionally talented. When translators start working with us, they receive a Translator's Guide and sign a declaration that they will follow our procedures and checklists. They also receive a checklist that must be completed before the translation is sent back to us (including a spell check, completion check, and grammar check). Our translators' progress is monitored and evaluated on a regular basis.

Proofreaders, Editors, QA

These linguists have to undergo the same tests as translators. The difference is that these linguists have at least 5 years of experience. Often our senior linguists bring real-world experience to the job, which is very important for the end-user. These employees are highly detail-oriented and meticulous. Our linguists are crucial to our QA process. It is their experience that makes the difference in the linguistic quality of our projects. Since every word translated at our "Arabia Group Languages Services" goes through one of our in-house linguists, we rely on them to keep our clients satisfied with the quality of our translations.

Confidentiality & Privacy of Oral or Written Information

All our translators and interpreters must agree to our terms and conditions before undertaking any job. By doing so, they automatically agree to honor our confidentiality clauses involving non-disclosure of client information. For projects involving extremely sensitive information, translators/interpreters will be required to sign ad hoc confidentiality and non-disclosure agreements.



Best Regards,

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