



Rapid Translation Ltd.

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Profile

Overview

Dear Sir/Madam,

We would like to introduce you our company. Rapid Translation is one of the leading translation/interpreting companies in Azerbaijan that provides high quality professional translation services to businesses and organizations.

We are purely translation/interpreting company that is not involved in any other activity and offer full translation service. Our mission is to offer our Clients high quality translation, timely delivery, and a strong work ethic to help them understand their translation needs, to work with them to ensure they receive the best service at the most competitive price.

We follow our QA/QC procedures approved with the Certificate issued within ETDP (Enterprises Development & Training Programme) Programme sponsored by BP. The Programme is BP's initiative in support of local business development sponsored by BP and its co-ventures in Azerbaijan. The Programme is part of BP's effort to increase local content of their contracts in Azerbaijan and thereby contribute to the healthy and transparent development of the local economy

Response

Rapid Translation is very much focused on quality because we know how important for the Client to have technically correct and natural sounding translation. Please, see our approach that helps us to completely satisfy our Client:

Why choose our translation service?

- ❖ ***We are translators*** – Rapid Translation is a purely translation and interpreting services company that provides professional translation. We are not engaged in other activities.
- ❖ ***Quality Translations*** – We only work with translation experts that we trust who have minimum 5 years experience. Our Client can be assured of a quality end product as we adhere to a strict Code of Conduct. At Rapid Translation, we are dedicated to provide our Clients with the very best translation service. To achieve this we monitor quality in a number of ways such as proofreading, crosschecking, spell checking etc. We achieve high quality by following some procedures developed at the company:
- ✓ ***Accuracy*** - Accurately matching the original document as closely as possible, making sure the exact meaning is given
- ✓ ***Expressive*** - Using the full range of the target language to convey every little point in detail while ensuring that the essence of the source language is retained
- ✓ ***Complete*** - Capturing all the subtle and cultural nuances necessary to make an impact in your target language.
- ❖ ***Confidentiality Assured*** – We work with translation experts that we trust who have minimum 5 years experience while continuing to reject commonly used occasional, cheap, and inexperienced translators. At Rapid Translation, we take confidentiality very seriously. All our translators/interpreters are vetted and sign a Confidentiality Agreement and we ensure all references are verified. We have a professional team of translators who are used to handling sensitive information.

- ❖ ***First Class Customer Service*** - Our team of managers and translation experts guarantee a top-class service and on time delivery. At Rapid Translation, translations are performed not by translation programs, but only by professional translators using their natural creative efforts. Our company has successfully graduated from EDTP (Enterprises Development & Training Programme) Programme sponsored by BP. So, all the the work process meets BP standards.
- ❖ ***Competitive Translation Costs*** - Comprehensible, honest and competitive pricing

Below you will find information on services we offer in various fields of business.

Activities include but not limited to:

- Translation of various documentation including official letters, estimate proposals, drawings, technical manuals, guides, comprehensive guidelines, operating instructions for different types of devices and equipment, various reports, extracts from the Labor Code, forms, conceptual documentation, presentations, contracts, agreements, survey results, training documentation etc.
- Simultaneous/Consecutive interpreting;
- Translation equipment for conferences and meetings;
- Notary certification;
- Formatting/Editing;
- Voiceovers and other audio/video based work, etc.

Written and verbal translation provided to companies/agencies:

1. URS Corporation, Washington Defense Group EG&G
2. American Bureau of Shipping
3. American Councils for International Education: ACTR/ACCELS
4. BDO Azerbaijan LLC
5. SMITH International
6. Maersk Drilling
7. Bioworks Caspian
8. Hoffmann La Roche
9. SADE CGTH Azerbaijan
10. National Oilwell Varco
11. Emerson Process Management
12. Lancer
13. Aimroc
14. WILO Caspian
15. SWtravel
16. Kenwood
17. Alstom Grid
18. ALTEN GROUP - Alternative Energy Solutions
19. Wärtsilä Azerbaijan
20. Strabag Azerbaijan LLC
21. Renco S.p.a.
22. OSCA Azerbaijan Ltd
23. ASCO Holdings S. A.
24. AA Services
25. Geoservices SA
26. Rapid Solutions
27. Masterwatt S.r.l.
28. ILO
29. BOS
30. SGS
31. Procter & Gamble
32. Softline International
33. SOFTPROM LLC
34. Embassy of India
35. Embassy of Indonesia
36. Amadeus GDS

- 37. Petrochem LLC
- 38. GEN-SER LLC etc.

Rewards:

- ***ENTERPRISE DEVELOPMENT AND TRAINING PROGRAMME (EDTP)*** – June 26, 2010, BP initiative in support of local business development, AZERMS, Baku, Azerbaijan,
- ***SPECIAL AWARD FOR TEAM WORK TO WHOLE TEAM- 2008-2009***, URS EG&G Division. June 27, 2009. Baku, Azerbaijan;
- ***SPECIAL AWARD FOR TEAM WORK TO EACH TEAM MEMBER – 2008-2009***, URS EG&G Division. June 27, 2009. Baku, Azerbaijan;
- ***EMPLOYEES OF THE YEAR – 2006-2007***, For Outstanding performance and exceptional commitment to teamwork. Washington International, Inc., Azerbaijan Branch. August 27, 2007. Baku, Azerbaijan.
- ***APPRECIATION FOR TREMENDOUS SUPPORT PROVIDED FOR TRAINING DELIVERED IN MAY - JUNE, 2007, UNTECH training company***
- ***EMPLOYEES OF THE YEAR – 2005-2006***, For Outstanding performance and exceptional commitment to teamwork. Washington International, Inc., Azerbaijan Branch. August 26, 2006. Baku, Azerbaijan

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