



Surrey
Translation
Bureau

WHO ARE WE?

GIVING YOUR BUSINESS A GLOBAL VOICE

At Surrey Translation Bureau, we are committed to providing professional translations for a wide range of clients around the world. No matter what the document type or subject matter, our aim is always to meet our clients' exact requirements.

Quality is our priority.

WHY USE US?

35 years of experience

Multi-award winning

Client-centered solutions

Confidentiality

Dedicated project managers

Quality control assurance

Qualified native translators

Translation software expertise



ANY BUSINESS | ANY LANGUAGE | ANY SECTOR



SERVICES WE OFFER

We understand that every customer has different translation needs in terms of timescale, cost and purpose.

Translation and related services

Desktop publishing

Localisation

Subtitling

Post-editing machine translation

Notarisation and legalisation



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www.surreytranslation.co.uk

STB Ltd, Victoria House, South Street, GU9 7QU, Farnham, UK



Translation and related services

Core translation and other services depending on the timescale, cost and end purpose.

Desktop publishing (DTP)

Our Computer-Assisted Translation (CAT) software can extract text from popular file types, including Word, Excel and InDesign, and then reinsert the translated text back into the original format. However, sometimes you may require a separate DTP service to insert the text manually into their required format, or check the final document if they have done the formatting themselves.

Localisation

We can adapt your text for a country or region where there are significant differences in vocabulary and grammar, for example US English to UK English. When we localise your text, we also consider cultural sensitivities, currencies, date format, addresses and phone numbers, plus any idiomatic and slang expressions.

This service is often requested to ensure that the language used is completely suited to the target audience.



Notarisation and legalisation

We can supply hard copies of your translations and arrange for them to be notarised and have an FCO apostille applied, as required for them to be officially recognised in the UK or overseas.

Post-editing machine translation (PEMT)

If you have had your document machine translated and are confident of its overall quality, then we can offer 'light' post-editing to make sure it is clear and accurate. This will check that no text has been left untranslated, added or omitted, that the translation accurately conveys the original meaning, and that any terminology provided has been correctly applied.

Subtitling

We offer three options – subtitles for the original language, remaining as faithful to the original as possible; subtitles for the deaf and hard of hearing; and subtitles into different language(s). For the best results, we require the original video file and a script if available, or we can produce our own transcript.



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DIRECTOR

CAMERA



Core translation

Our standard service performed by a qualified native linguist specialising in the subject matter. Automated verification checks are run on the translation before delivery, and if potential errors are identified the file is amended accordingly. It is intended for texts for information purposes where style is not a priority, such as technical manuals, internal documentation and inbound correspondence.

Revision

After translation, the text is fully revised by a second translator against the original document to ensure its accuracy, suitability for the agreed purpose, consistency and use of appropriate terminology. The reviser reads the source document and translation in full. This service is mainly for documents where technical accuracy is key, such as tender submissions and legal documents.

Editing

After translation, the text is edited by a second professional to fine-tune the style, register and terminology and ensure it reads as though it were originally written in that language. Unlike revision, the editor reads the translation but not the source document. This service is designed for content where the style, flow and impact of the final text are key, such as publications, marketing material, presentations and other creative content.



Website and SEO translation

First, we translate your website content, using conventional file formats or directly through a web portal. At the same time, if you want to optimise the foreign language version for search engines in the target market, we will research the top keywords and include them within the page content, meta descriptions, page titles and image alt descriptions. Then of course, as you make changes we can update the different language versions.

Transcreation

If you have taken great care putting together your advertising or marketing copy, and want it to have the same impact in all languages, then transcreation is the best option.

The original text is not translated literally, but instead recreated in different languages considering local culture, humour, context and dialects.



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