



Universal Lingua

Universal Lingua LLP.

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Universal Lingua LLP.

Indian & Foreign Language Translation

Universal Lingua LLP is a Delhi & Mumbai based startup dedicated to providing excellent language translation, Interpretation, DTP, Language Localization, Editing & Proofreading, Subtitling & Transcription services All Indian & foreign Language throughout the globe since 2011. Our team is backed by experienced translators who are holding the highest degree from premier institutes in their concerned languages and native speakers throughout the country which provides quality, precise and accurate translation to our clients. We are focused on providing 100 % satisfaction and great value for money to our clients with our positive work practices which helped us to grow as a market leader in recent past.

We service large corporations and small business, government departments, exporters, advertising agencies, publishing houses, printing companies, law firms and individuals. Our team are highly accredited. A dedicated project manager will co-ordinate every aspect of your project and ensures delivery of your services On Time, On Brief and On Budget.

We at Universal Lingua, completely care about the confidentiality of documents of our clients through our core ethical values which are deeply embedded in the work culture of our translators and company. We use state of the art modern technology to manage our project which enhances our efficiency and provides on time services to our clients with zero delay policy. Presently, we provide translation services in all Indian and foreign languages providing a translation of legal documents, website, mobile and computer applications etc.

With our objective to deliver phenomenal services, we provide 24x7 customer support which makes us capable of communicating with all our global clients in their respective local time. We constantly seek feedback from our clients which help us to intensify our services.

Our translation clients are mostly government agencies, large enterprises, PR & Event Company, small and medium sized businesses, non-profit organization and individuals.

We constantly work on standing a step ahead of the client expectation ensuring strong and long-lasting relationship which encourages them to develop repeated business with us for their future endeavours.

We offer the following services:

Technical Translation	Proofreading and Editing
Financial Translation	Linguistic testing
Legal Translation	Desktop Publishing
Medical Translation	Typesetting & Graphic Service
Patent Translation	Transcription Service



Medical Translation	On-site Interpreting
Software localization	Consecutive Interpreting
Website localization	Simultaneous Interpreting

Indian Languages Translation:

Indian Language Translations only use native speakers and only those who are highly experienced in translation. Our professional native speaking translators will translate your documents between any of the following languages:

English	Hindi	Marathi	Tamil
Telugu	Malayalam	Kannada	Punjabi
Bengali	Gujarati	Oriya	Assamese
Urdu	Kashmiri	Sanskrit	Maithili
Bhili/Bhilodi	Konkani	Sindhi	Santhali
Dogri	Bodo	Awadhi	Bagheli
Bundeli	Bhojpuri	Chhattisgarhi	Dakhini
Dhundhari	Garhwali	Bagri (India)	Harauti
Haryanvi	Hiligaynon	Kumaoni	Lambadi
Malvi	Marwari	Nimadi	Sadri
Varhadi	Mewari	Sylheti	Surjapuri
Nepali	Manipuri	Buginese	Tulu

Foreign Languages Translation:

At Universal Lingua, New Delhi & Mumbai Foreign translation is done at its best form. We offer quality Foreign Language translation with the help of a wide range of experienced multilingual native Foreign Language translators. We assure you that after final translation your document will read perfectly to a native Foreign Language speaker. Our strong network of translators can translate from and into many Asian, European and African languages, like Chinese, Japanese, Korean, French, Greek, German, Afrikaans and Albanian etc.

Japanese	Basque	French	Galician
Bulgarian	Farsi (Persian)	Thai	German
Burmese	Polish	Turkish	Greek
Cambodian	Mongolian	Lithuanian	Slovenian
Cantonese	Korean	Malaysian	Spanish
Catalan	Norwegian	Mandarin	Swedish
Chinese	Arabic	Dari	Tagalong
Vietnamese	Hungarian	Singhalese	Tajik
Croatian	Hebrew, Biblical	Czech	Danish
Dutch	Vietnamese	Italian	Pashto
Indonesian	Russian	Portuguese	Latin
Gari	Indonesian	Czech	Ukrainian



We are particularly experienced in the following specialties:

- | | |
|----------------------------|--|
| Automotive | Internet/E-commerce |
| Banking/Finance | IT |
| Construction/Manufacturing | Legal |
| Consumer Product | Marketing & Communications |
| Education/Training | Medical / Pharmaceutical / Health Services |
| Energy/Utilities | Networking |
| Entertainment/Recreation | Packaging & Distribution |
| Graphic Arts | Software |
| Hospitality/Tourism | Telecommunication |

DTP Tools

SDL TRADOS	SDLX
Adobe PageMaker	Adobe Frame Maker
Adobe In Design	Adobe Illustrator
Freehand	CorelDraw
Adobe Photoshop	Dreamweaver

Our Advantages

- 1) For all target languages we work with native speakers only, because we believe that the art of translation implies not only fluency in the respective language but knowledge of the country, its features, as well as an understanding of its people.
- 2) Our translators and project managers are highly experienced and qualified. Although we do not yet hold EN ISO certification, we apply a strict quality control system while recruiting new translators and throughout the entire course of the projects.
- 3) Our rates and prices schemes we offer are flexible and customer-oriented. believes in dedicated customers and long-term business relationships, because only in this way can valuable relationships be built, with the knowledge that you'll receive a secure and fast service, time after time.
- 4) Our use of Trados applications and other TM tools saves time and money, particularly to the customer. Furthermore, TM tools guarantee excellent consistency between source and target documents every time. Your work becomes more organized and more easily managed.
- 5) Last, but definitely not least, our worldwide team around the world is strongly united and committed to the work we do, which has a positive impact on you, our customer. With our excellent team communication, you can be sure that you will receive an immediate



response to any requests.

- 6) Our professional network of specialists places us at the forefront of the translation business.

Work Flow

Universal Lingua has developed a six-step project process for translation. The translation process is implemented in accordance with the following steps:

Step 1: Project Kick-off

The project manager goes over the client's requirements regarding document content, workload, turn-around time, formatting, and layout, confirms the translation rates and gets a formal Purchase Order from the client.

Step 2: Project Preparation

The project manager appoints a project team, prepares a project kit/glossary and provides technical training for team members if necessary. The project manager also foresees potential problems and finds feasible solutions to avoid any unexpected setbacks.

Step 3: TEP Processes (TEP=Translation, Editing and Proofreading)

Translations are carried out by translators who are native speakers of the target languages and have related background experience. Query reports and regular meetings are used to solve problems and share information promptly. Editors review 100% of the translations by comparing the target language against the source language. Accuracy, grammar, spelling, and writing style are checked thoroughly. Proofreaders simulate the experience of the end user by proofreading the text without referring to the source documents.

Step 4: Quality Assurance (QA)

A separate QA process is executed to randomly check 10% of the translated and reviewed files. Project instructions and our internal quality standards are referred to when checking the translation quality.

Step 5: Project Sign-off

A sign-off meeting is held among the project team members and the QA manager to perform a final review of the project to make sure all the requirements have been satisfied with high quality. The finished files are submitted to clients using the designated method.

Step 6: Project Summary

The project manager and QA manager internally evaluate the project quality and team members' performance. The translation memory and glossary are maintained for the next release and all the related files are backed up.