



MIGAL
TRANSLATIONS



Background

MIGAL TRANSLATIONS is available at your service since 2000. During these years, we have faced and learnt both the expectations of customers and the needs of translators. Every member of the Migal team is striving to continuously meet both side's requirements.

MIGAL TRANSLATIONS is determined to establish a network of translation agencies on the international market based on a Hungarian headquarters with an internationally approved quality assurance system, and a licence to prepare certified translations, relying on the expertise of carefully selected translators, the flexibility and several years of experience of our staff and an understanding of the sector.

We share our advantages with clients in the long run, and offer clients up-to-date services at an affordable price.



Services

- 1. Activities prior to translation:** Preparation of incoming materials for the translation process:
 - **Format conversions**
 - **Preparation of terminology**
- 2. Translation:** Our main activity, covering all Central European languages and all fields of expertise.
 - **Basic translation:** Technical text of medium complexity, without proofreading, 1300 words per workday, with a deadline of at least 1 day.
 - **Urgent translation:** Translation of at least 2600 words per day (including weekends), on conditions otherwise identical with those in the basic service.
 - **Personalised categories:** In case of conditions not fitting into the above categories, all conditions are subject to individual agreements. In such cases the following solutions are applied:
 - **"Online" translation:** using a translators' team, consisting of a suitable number of expert translators, supervised directly by a project manager.
- 3. Activities following translation:** The translations received are subjected to our quality assurance tests, necessary amendments, conversions are carried out:
 - **Harmonisation of terminology**
 - **File conversion to the original format**
- 4. Interpreting** is done primarily in English, German, French and Russian, but if required we arrange interpreting in rarer languages as well. We offer the following services in this category:
 - Consecutive (specialist) interpreting.
 - Simultaneous interpreting.
 - Escort interpreting.
- 5. Apart from an extensive circle of translation services, we offer interpreting editing, preparation for printing (DTP), translation memory (use of CAT tools) and authentication services as well.**

In case of extremely urgent commissions, we may provide you 10.000 words daily output without any quality compromise.



Quality assurance

For a long time we have applied our own quality assurance system, with the approval of our clients. This fully complies with the DIN EN 15038 Terminology Standards. We have obtained this Certificate on 3rd May, 2006, and it is available in English or German language upon request.

Prices

The fee of translation is calculated by the number of words in the original document, if possible, thus you may get an accurate price before finalizing your order.

	Deadline exceeding 1 workday		Large texts
	Basic	Urgent	Discount offered
Translation from major European language (En, Ge, Ru) into Hungarian	EUR 0.07 /word	EUR 0.8 /word	Between 3-40 %, depending on the project's volume
Translation from Hungarian into major European language(En, Ge, Ru)	EUR 0.08 /word	EUR 0.09 /word	Between 3-40 %, depending on the project's volume
Other language pairs The Agency accepts assignments into all European language pairs	Between 0.08 – 0.15 EUR /source word, depending on amount, deadline and language pair		
Proofreading	50% of translation rate (subject also to language pair and deadline)		
Editing	Starting from EUR 35 / hour		
Terminology standardisation	Starting from EUR 35 / hour (subject also to language pair and deadline)		

Discounts

It is our general practice to offer a special, tailor-made and discounted quote for fellow agencies who employ us for large-scale projects. You may find out more about our actual discounts by visiting our website or contacting our project managers directly regarding any of your upcoming projects.

Confidentiality

We understand how important confidentiality is for our partners. We are honoured by your trust and believe it is a natural obligation to keep all business secrets we may come to know in the course of performing the work. We are familiar with and accept the relevant legal regulations, and undertake to refrain from sharing any information concerning the tasks performed with any third party. The documents submitted for translations as well as the final product and all other materials are strictly confidential, and we shall not reveal them to any party other than the customer. This is, however, not enough: Migal actively protects the confidential documents of its partners: the internal processing and submission of the

Internal processing of documents is performed through secure channels.

materials are performed through secure channels, the archive we keep for our own purposes is inaccessible by third parties. If required so by your agency, we are ready to enter a confidentiality agreement regarding the order. Our server and documents are located in a facility guarded by appropriate security equipment. Upon request, we are ready to delete any material permanently from our archives. All

translators, interpreters, editors and other subcontractors are bound by the expressed confidentiality conditions of our contracts. The conditions specified on our website also apply to all of our subcontractors.

Migal Translation Agency declares that it assumes full responsibility – including financial liability for damages – for compliance with the above, including its employees and subcontractors, and will cause the same to be accepted by the latter. The Agency will oblige any subcontractor who may get hold of such materials to guarantee comprehensive confidentiality.

Technical background

We have placed great emphasis on the extensive usage of information technology from the very beginning. The utilization of the most modern Internet and translation support applications enable us to secure that our employees, although working in various offices, will still form a team and can provide high-quality services to our customers.

Our computer background comprises of high-value, up-to-date stations: this is the backbone of our infrastructure. The average age of our computers and peripherals is less than 1 year and represent the highest technological standards. Being an Internet-based company, our broadband, high-speed Internet access is also supported by a microwave network in order to serve for any breakdown. In close cooperation with the providers, we secure continuous Internet connection. Our secure mailing system is accessible to our staff from any part of the world. Our Internet

We employ the latest developments of translation support in our work,

activities are based on the solid background provided by our server and Internet connections. Most of our subcontractors and several customers also avail of the advantages of using **their own, secure e-mail account on the Migal server**, which greatly enhances the effectiveness and security of our exchange of information.

Although the e-mail accounts have an almost infinite storage capacity, we are also prepared to manage extra large files by utilizing **our own ftp service**. This enables the password-protected download of large materials directly from our server, avoiding the limitations of e-mail attachments. Our ftp availability is: <ftp://migal.ath.cx/> .

Translation memory: As a new service to regular customers, we offer to set up a translation memory-bank. All you have to do is tell us your request, the rest is up to us. We are ready to set up translation memories free of charge, in the case of documents in Word, PowerPoint and HTML and many other formats, in any language combination. This means that in the course of new assignments we apply material previously translated, ensuring uniform terminology even if various translators work on the texts.

Contact

The MIGAL team:

dr. Gábor Patay	Managing Director	+36 (70) 383-4000	gabor.patay@migal.hu
dr. Judit Demeter	Deputy Managing Director	+36 (70) 319-3663	judit.demeter@migal.hu
Izabella Tóth	International Relations	+36 (70) 319-3669	izabella.toth@migal.hu
Márton Tolnai	Head of Office	+36 (70) 319-3668	marton.tolnai@migal.hu
Ádám Brenyó	Administrator	+36 (70) 383-4018	adam.brenyo@migal.hu

Availabilities:

H-1147 Budapest, Kerékgyártó utca 15/C

Phone: (+36) 1 / 321-2932

(+36) 1 / 273-0620

Fax: : (+36) 1 / 273-0621

Office hours:

Mondays to Thursdays: 09.00 - 17.00

Fridays: 09.00 – 15.00