

IQRA LINGUISTICS TRANSLATION SERVICES

Content-Writing, Translations, Document Developing, Desktop Publishing,
Web Developing, Proofreading, Editing, Typing.

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Company Profile

Iqra Linguistic Translation Services is a translation agency which has been working in this field since 2003, offering the top-quality translations in a range of Urdu, Punjabi (Shahmukhi script), Punjabi (Gurmukhi script), Sindhi, Siraiki, Hindi, Pashto, Arabic, Russian, Spanish, Dari, Balouchi and Persian languages. The agency is located in Karachi, Pakistan. Through linguistic excellence, high-quality project management and the most advanced translation technology, we help our clients deliver their international communications efficiently and rapidly.

Outstanding Features:

- ILTS provides all of its international standard services with very competitive rates. We guarantee that economical service charges won't affect the service quality.
- We offer quality translations performed by freelance translators with in depth-knowledge of the source and target languages (they translate only to their native language) and the subject matter.
- We anticipate your need for flexible and efficient service.
- ILTS offers fast service with guaranteed quality for translations in aforementioned languages.
- We conduct all business with discretion and confidentiality and handle your documents with the utmost propriety.
- Our translators are happily willing to do work even on weekends and public holidays (national and international). Therefore, professional services of ILTS will also be available to you on weekends and public holidays.
- To us, dead line is not less than a 'death line'. ILTS always seeks to complete its jobs 1 or 2 (or 3 to 4 hours, as the case may be) days before the original deadline, to ensure service punctuality.

Mission Statement: Your success is our pride.

Areas of Expertise:

Agriculture, Art, Business Administration and Management, Business Marketing, Child Care, Computer and Information Sciences, Design and Applied Arts, Education, Fire Protection, Food Sciences, Genealogy/Family History Research, General Health, Information Sciences and Systems, Journalism and Mass Communication, Law and Legal, Linguistics, Literature, Mathematics, Medicine – General, Medicine - Medical Technology, Medicine - Nursing, Medicine - Public Health Education and Promotion, Religion and Religious Studies, Science (General), Sport and Fitness, Theoretical and Mathematical Physics, Tourism and Travel, Transportation Environment, Advertising, Public Relation Contracts, Insurance, Political Issues/Material, Transport, Handbooks, Manuals, Leaflets, Tenders & Letters, Information Technology, Brochures, Children Books, Telecommunication, Ethical Material, History Related Articles Or Books, Immigration And Police, Press Releases, Customer Services, National Health Services.

Process / Workflow Description:

1. When a job is sent to ILTS, the project coordinator evaluates the job, calculates the number of words or characters and sends the quote to the client who then confirms the job.
2. The Project coordinator evaluates the job and assigns it to relevant translators by looking at the content of the translation, for example if it is a technical job they contact our technical translators or if it is a medical translation they contact the medical translators.
3. Translators confirm that they are able to do the job within the time frame given.
4. During the course of translation, the translator provides feedback regularly to inform the project coordinator of the progress of the translation and the project coordinator follows up on all translators to make sure that they will deliver the project before or by the deadline.
5. The finished translation is sent to proof-reader by the project coordinators for a final check.
6. When the work is finished and is to ILTS's satisfaction, the translation is then sent on to the client.

Quality process:

1. Text review
2. Copy Editing
3. Mechanics
4. Final review
5. Send to client
6. Implement Client's Edits
7. Draft Proof
8. Final Proof

Languages offered/supported:

Urdu, Punjabi (Shahmukhi script), Punjabi (Gurmukhi script), Sindhi, Siraiki, Hindi, Pashto, Arabic, Russian, Spanish, Dari, Balouchi and Persian languages.

Services/Products Offered:

Translation, Editing, Localization, Proofreading, Desktop publishing, Document Developing, Web Designing and Developing, Content-Writing, Original Writing, Transcription, Voice Over, Typing.

Translation:

Interpreting the meaning of a text and the subsequent production of an equivalent text, that communicates the same message in another language known as the translation. Translation must take into account constraints that include context, the rules of grammar of the two languages, their writing conventions, and their idioms.

ILTS's main objective is to interpret between source and target languages according to their modern scenario and made the translation as much easy as possible.

Editing:

Since 2003 ILTS have been successfully produced several editing projects regarding the preparation of languages through correction, condensation, organization, and other modifications in various format. We have creative skills, human relations, and a precise set of methods for editing process.

Localization:

As the world has now become a global village, multinational industries / corporations have employed peoples of several regions & their products are now being globally produced. Localization of their product is essential for their business to boom up. ILTS is quite confident to the process of translating a product into different languages.

Proofreading:

Our team of proof readers has eagle sharpness to quickly remove the documents errors either subtle or major. We use all the modern tools of proof reading manuscript, typescripts etc. Our Proofreading tactics also consists of reviewing any text, either hard copy on paper or electronic copy on a computer, and checking for typos and formatting errors.

Desktop publishing:

Professional-looking newsletters, magazines, brochures, promotional items, trade show exhibits, retail package designs and outdoor signs etc with pictures, diagrams, colour and many more are the outcomes of Desktop Publishing (DTP) software which have become the need of an individual to an industry. ILTS is fully equipped to serve its customers for modern DTP needs with all standard DTP tools like:

- Adobe InDesign
- Adobe Frame Maker
- Adobe PageMaker
- CorelDraw
- Microsoft Office Publisher
- QuarkXPress etc.

Document Developing:

Whether it is a small organization or a business giant (multi-national organization), requirement for business documents is inevitable. Our developers ensure that you have all your documents up to the standard levels.

Web Designing and Development:

The process of designing Web pages, Web sites, Web applications or multimedia for the Web utilize multiple disciplines, such as animation, authoring, communication design, corporate identity, graphic design, human-computer interaction, information architecture, interaction design, marketing, photography, search engine optimization and typography. ILTS have experienced web developers to provide the customers with all such requirements with their complete satisfaction.

Regarding website development ILTS can facilitate you with:

1. Client Side Coding

- JavaScript
- PHP
- Adobe Flash Player
- Microsoft Silverlight

2. Server Side Coding

- ASP
- ColdFusion
- Java
- PHP

3. Database Technology

- Microsoft SQL Server
- MySQL
- Oracle

4. Designing Site

- Adobe Flash
- Adobe Fireworks
- Corel Draw Graphics Suite
- Adobe Photoshop

Besides abovementioned softwares and languages we always stay up to date with new products

Content Writing:

The spirit of the website is its 'content'. We have well experienced professional content writers who understand your needs as well as market strategies. ILTS is a solution to all your content writing problems.

Original Writing:

ILTS has performed several tasks of converting hand written (often in poor hand writings) documents into word document.

Transcription:

We have performed several tasks of Transcription regarding the conversion into written, typewritten or printed form, from spoken-language source, like court hearing etc.

Voice Over:

Conversion of written or typed documents into audio format is something which is not so easy. But ILTS still maintains its repute in performing such tasks. Our studios are competent enough to provide superb quality sound audios.

Typing:

Typing is an art, proper formatting and use of suitable symbols in such a way that creates a mirror image of source document is its essence. ILTS is well aware of this essence of typing and its typist are competent enough to produce excellent results in accordance with given instructions.

Job / document types:

Articles, Audio, Books, Brochures, Business cards, Catalogs, Certificates, Contracts and agreements, Corporate letters, E-Learning Courses, Economic/Trade materials, Educational records/documents, Help files, Illustrations, Immigration documents, Legal content, Legal documents, Letters/Emails, Medical records/documents, Newsletters, Presentations, User guides, Web sites.

Confidentiality:

Translators have commonality with doctors, lawyers and even psychologists. They have to deal with the documents of confidential nature.

It is a matter of trust. We can be trusted for sharing yours private business before assigning translation of confidential documents, you are supposed to mention earlier for non-disclosure.

You may provide your own or suggested agreement by your legal advisor. We ensure security and confidentiality of the matter dealt with by translator or translators.

We know it is a matter of trust and we respect and value it. It is good that you mention yours consent for a signed legal document for non-disclosure. We take your privacy as our own with quality of translation.

Capacity:

The optimum time frame in days for us to complete a translation can be expressed as 25,000 words per week.

Quoting:

We try to provide the services at lower prices. To maintain this, we have reduced our overheads to minimum. In this way we can pay high percentage to our translators for what we charge less to our customers.

For general translation, our prices are based on the number of words in the source document. Please ask for a **free quote** for your specific project.

Currencies accepted:

Euro (EUR), Pounds sterling (GBP), U. S. dollars (USD), Rupee (PKR)

Payment Method:

We accept payment via:

- ✓ Moneybookers
- ✓ Bank transfers
- ✓ Western Union-Money Transfer.
- ✓ Dollar East Exchange Company
- ✓ PayPal

