



NotaBene

translation agency

INTERNATIONAL TRANSLATION AGENCY

est. in 2001



NotabenePolska.pl

NOTA BENE TRANSLATION AGENCY: facts & figures

In-house specialists

32

Regular freelancers

160

Customers over 20 years

1 300+

Agencies we've worked with over 20 years

114

Average words translated per month

1 300 000

THE ORDER FULFILLMENT PROCESS

- Nota Bene's **five** project managers operate a comprehensive ISO-certified management process.
- A project manager receives a request by email.
- The manager gets back to the customer with project details within 15 minutes of receipt.
- The manager outlines the volumes and timeframes.
- The customer confirms the volumes, costs, timeframes, as well as technicalities.
- Where necessary, the manager in collaboration with the editor builds up a glossary, which is approved by the customer.
- The project is handed over to one or several translators who specialize in this area.

THE ORDER FULFILLMENT PROCESS

- The translator delivers their work to the editor in phases; the editor makes corrections and shares them with the translator in order to make relevant changes to the remaining portions of the project.
- As soon as translation and editing have been completed, the text is submitted to a proofreader.
- The proofread text and TM are delivered to the customer.
- Relevant documents are executed, and the customer makes the payment.
- The customer's comments and corrections, if any, are shared with the translator and editor, thoroughly analyzed, and kept together with completed projects.



ALL OF OUR PROJECTS ARE MANAGED IN THE SPECIALIZED PROTEMOS TRANSLATION MANAGEMENT SYSTEM.

The system rules out technical errors and unintentionally missed deadlines while maintaining close control of all project phases.

THERE ARE NO ‘UNWORKABLE’ FILE FORMATS.

We translate using any software environment — AutoCad, InDesign, Adobe, Excel, PowerPoint, AutoCAD, FrameMaker, PageMaker, QuarkXPress, CorelDraw, etc.



WE WORK WITH ALL OF THE POPULAR CAT TOOLS, SUCH AS:

Trados Studio 2011, 2015, 2017

MemoQ

Memsources

XTM

Passolo

Smartling

Wordfast

Wordbee

SDLX

QT Linguist

We perform translations on our customers' proprietary online platforms on a regular basis, and we are always happy to embrace new software.



All of our translations are performed exclusively by professionals specializing in certain areas, and many of them have respective degrees in medicine, engineering, etc.

All translations are edited by our full-time editors — remarkable linguists with a wealth of experience.

We engage a full-time designer to finalize your project in any format.

Each customer benefits from a dedicated project manager responsible for maintaining the customer's case file, projects, glossaries, etc.



WE ARE WELL AWARE THAT THE CONFIDENTIALITY OF THE DOCUMENTS THAT WE HANDLE IS CRUCIAL

All information is stored on our own local secure server.

Access to our offices is restricted; we have security and video surveillance.

Wherever necessary, we sign an NDA with a customer and comply with all of its provisions.

Whenever we sign an NDA with a customer, we have all parties involved in the project sign relevant NDAs.



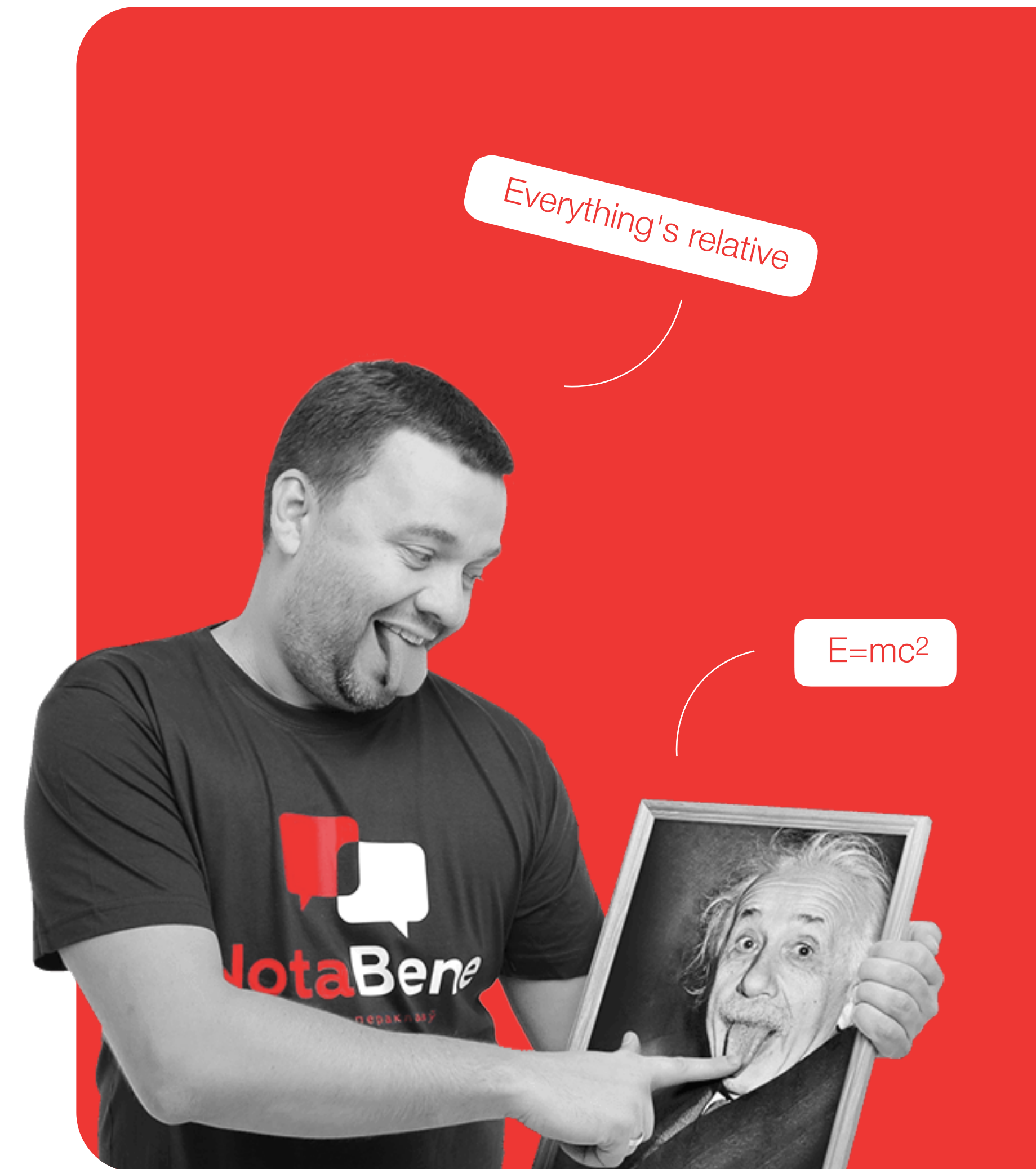
Technical translations

All of our technical translators have specialized technical education in addition to their linguistic qualifications.

We work with an extensive network of freelance specialists capable of maintaining standards required in a specific industry.

Our customers include:

Stadler, Kapsch, Michelin, Peugeot, Citroën, Kalenborn, Cytec, Einhell, EIZO, Dell, DÜRR, etc.



Medicine and pharmaceuticals

We only engage highly qualified translators and editors with medical degrees and significant experience when dealing with medical translations. They are familiar with terminology and aware of standards for executing documents in various countries, as well as pharmacopoeian peculiarities.

We translate research articles, documents required to register drugs and certify foreign medical equipment and appliances, as well as to market generics and proprietary products.

Confidentiality is critical in this industry; therefore, we consistently enter into NDAs with our customers. Their critical data will never leave the close circle of specialists directly involved in the translation process.

Our customers: Abbot, GlaxoSmithKline, AOC, Johnson & Johnson, Cellgen, Comaco, Flo, NanoEntek, etc.



Localization of IT products

Localization calls for intimate knowledge of local culture and perfect ability to describe a customer's product in terms that are clear and familiar to the target audience. Our specialists will adapt your website having analyzed marketing patterns and trends of a respective destination.

Proper localization is instrumental to successful sales in a foreign market. The perception of the customer's UI and technical descriptions will be checked by native speakers residing in the target market.

Gaming content localization is the most exciting type of the artistic source text adaptation. We will thoroughly preserve the unique ambience of your world. Where necessary, we will organize focus groups of gamers in a respective country to test the perception of the product by the future consumer.

Our satisfied customers: Google, Linux, McAfee.



SPECIAL TERMS FOR TRANSLATION AGENCIES

Agencies account for up to 40% of all orders that we handle. We are happy to collaborate with our counterparts on preferential terms.

- We have slashed our standard rates for partner agencies by 20-30%.
- Our accounting, reporting and document flow meet European standards.
- We share the same processes, software, values with you and are always on the same page.

We have a successful track record of cooperation with numerous translation agencies: Pactera, Lionbridge, VistaTec, Moravia, Skrivanek, Amplexor, Ubiquis, Aspena, Logrus and 50+ more.



BENEFITS

- We have sufficient resources to handle large volumes of translations while on a very tight schedule.
- All translations are performed exclusively by humans and edited by designated specialists.
- Our multi-phase ISO-certified QA system effectively rules out errors at any stage.
- A designated account manager maintains the entire history of cooperation, ensures the consistency of materials and terminology, and proposes the most efficient solutions.
- Completed translations and glossaries are stored on a secure server and can always be used again.
We operate the latest versions of CAT tools.
- We provide all related services: editing of third-party translations, DTP, makeup, linguistic analysis, etc.






CONTACTS



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