Translation Services Co., Ltd.

Add: Xihang Industrial Zone, Shuangliu, Chengdu, Sichuan Province, China

Web: www.langwise.com   Tel: + 86 028 8572 6407

Contact Details	
Name of Company	Langwise Translation Services Co., Ltd.
Full Address	Xihang Industrial Zone, Shuangliu, Chengdu
Country	China
Email address(es)	info@langwise.com
Tel No.	+ 86 028 8572 6407
Skype	langwise.info
Website	www.langwise.com
Office Hours	09:00-18:00 GMT+8
Translation Information	
Language Pairs	English-Chinese Spanish-Chinese Japanese-Chinese Korean-Chinese French-Chinese German-Chinese Russian-Chinese Italian-Chinese
CAT Tools	Trados, Locstudio, SDLX
Translation Capacity	3000 words/day/ translator

Softwares	AutoCAD FrameMaker PageMaker InDesign Illustrator FreeHand Office Photoshop CorelDraw Corel Ventura PowerPoint PDF Dreamweaver ABBYY Finereader
Types of files we can handle	Word Excel Power Point HTML XML XLIFF Trados PDF DWG Jpeg.

Company	
Size of company **E.g. Number of employees**	10 permanent translators 30 contract translators 3 editors
Experience **No. of years and type of projects undertaken**	8 years in Chinese, English, Spanish, Japanese, Korean, French, German, Russian, Italian
Our Services	1- Document Translation 2- Certificate Translation 3- Website Translation 4- Software Localization 5- Audio & Video Translation

Specialist areas and preferred subjects	1-Technical Manual 2- Engineering 3- Construction 4- Mechanic 5- Law 6- Contract 7- Software Localization 8- Bidding Letter 9- Web and Internet-based Technologies10- Scientific and Medical field

Standard Translation Procedures

The Standard Process Flow we follow for the projects	After receiving the files from clients, we will set up a project team, the project manager will pick up the proper nouns, translate them based on specific dictionaries, finally select the most accurate proper nouns. Project manager then assigns the files to corresponding translators in accordance with the amounts of files and their consumption time, and give the translators the proper nouns which have been checked. Translators start to translate the files. When completing, our translators submit the work to Proofreading Department.
Our Quality Management Procedures	Manager of Proofreading Department arranges qualified proofreader for the proofreading and polishing. The translations will be sent back to Project Manager, who then will send them to Client Service Specialist. Client Service Specialist will transmit the translations to our clients, then, perform the tracking services.

Project Management

Translation Process	1- define the field of the work 2- set up a project team 3- arrange corresponding translators to do the job 4- proofread the translations 5- submit to our clients
Our project management approach and processes.	After receiving the files from clients, we will set up a project team, the project manager will pick up the proper nouns, translate them based on specific dictionaries, finally select the most accurate proper nouns. Project manager then assigns the files to corresponding translators in accordance with the amounts of files and their consumption time, and give the translators the proper nouns which have been checked. Translators start to translate the files. When completing, our translators submit the work to Proofreading Department. Manager of Proofreading Department arranges qualified proofreader for the proofreading and polishing. The translations will be sent back to Project Manager, who then will send them to Client Service Specialist. Client Service Specialist will transmit the translations to our clients, then, perform the tracking services.

| How is our project management team structured? | The project manager must have been with the related experience with the project.
The project manager does not share other tasks. We have proofreading department charge for all proofread works. |