

COMPREHENSIVE LANGUAGE COVERAGE

We provide translation services
for a wide range of languages, including:

Arabic	Hindi	Romanian
Bulgarian	Hebrew	Russian
Chinese	Hungarian	Serbian
Croatian	Indonesian	Slovak
Czech	Italian	Slovene
Danish	Japanese	Spanish
Dutch	Korean	Swedish
Estonian	Latvian	Thai
Finnish	Malay	Turkish
French	Norwegian	Ukrainian
German	Polish	Vietnamese
Greek	Portuguese	

Contacts:

Translation Agency ALPHABET

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Ukraine, Business center PANORAMA

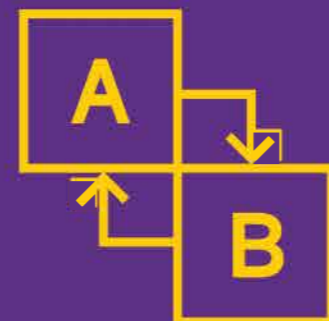
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Our translation services

Quality. Speed. Professionalism.



Three words sum up our
Linguistic Services team:
quality, speed,
professionalism



I Our profile

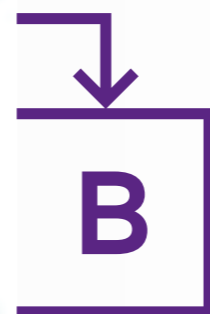
With over 50 professionals, Translation agency Alphabet is one of the largest translation team in Kiev, Ukraine and, for more than 5 years, has built a name for delivering quality work with quick turnarounds that satisfy market imperatives. Our translators fully understand the need for confidentiality and, like all Alphabet professionals, adhere to the firm's high standards of independence. Thanks to our stringent quality control process, commitment to meeting deadlines, and relentless focus on quality, our team delivers a turnkey service at competitive quality-to-price rates. Our fees are based on our degree of responsibility, and the experience level of the professionals assigned to the mandates. Upon request, price estimates can be prepared for every new mandate.

If you are to meet those deadlines and avoid extra costs, planning for the translation and related linguistic work becomes essential at the very outset of your project.

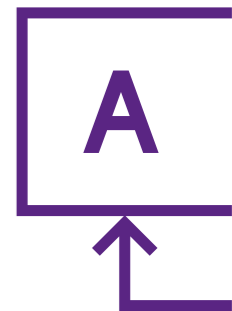
I Our services

We primarily translate financial reporting documents such as financial statements, MD&As, quarterly and annual reports, economic analyses and prospectuses. We also translate websites, training manuals, employee directives, brochures, human resources documentation and economic bulletins for a variety of clients. Finally, we translate training materials for both our internal auditors and external clients, governance documentation for corporate directors, and programs and tools used by our public accountants.

I The main types of documents we translate:



- Financial statements and MD&As
- Annual and quarterly reports
- Annual information forms and information circulars
- Management reports on fund performance
- Takeover bids
- Prospectuses
- Press releases
- Economic analyses
- Standard-setting activities digests
- Administrative procedures manuals
- Contracts
- Legal documents
- Brochures and newsletters
- Training materials
- HR documentation
- Governance documents for corporate directors



I The steps to a quality translation



Coordination

A team of coordinators receives your requests, prepares estimates and strategically allocates the work based on the type of text and desired deadline.



Translation

Our translators work with the latest tools and resources needed to produce quality translations and can also turn to in-house terminologists for more specialized research.



Linguistic revision

Translations are revised by experienced revisers who ensure that your intended message is properly conveyed to the target audience.



Technical review

Audited financial statements are reviewed by a technical reviewer (auditor or quality control reviewer) who confirms the technical accuracy of the accounting standards and concepts.



Proofreading

Language specialists proofread all documents and also validate the exactitude of numbers, factual information and page layout.