

PROFESSIONAL TRANSLATION SERVICES

Corporate Brochure

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ISO 9001

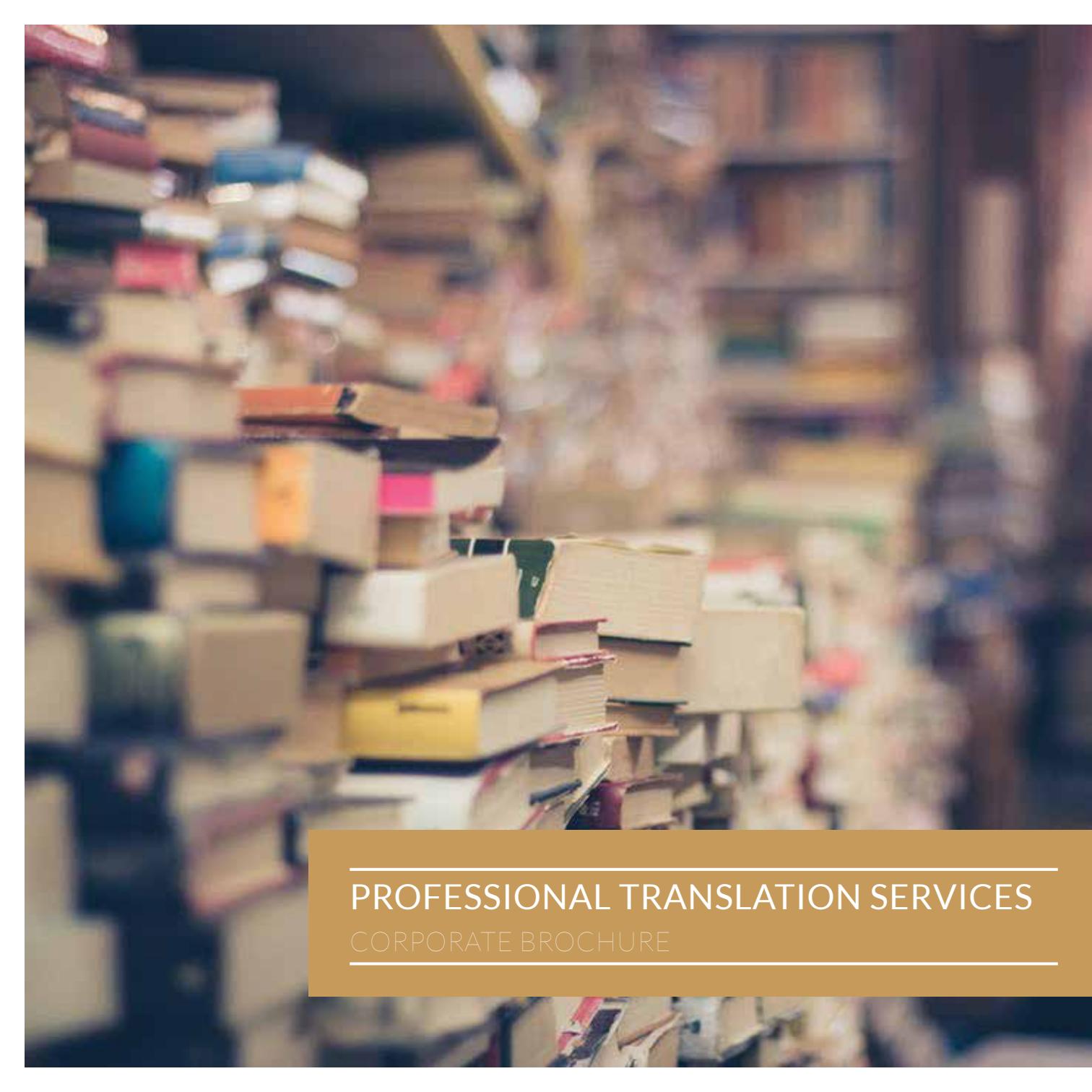
BUREAU VERITAS
Certification



ISO 17100

BUREAU VERITAS
Certification



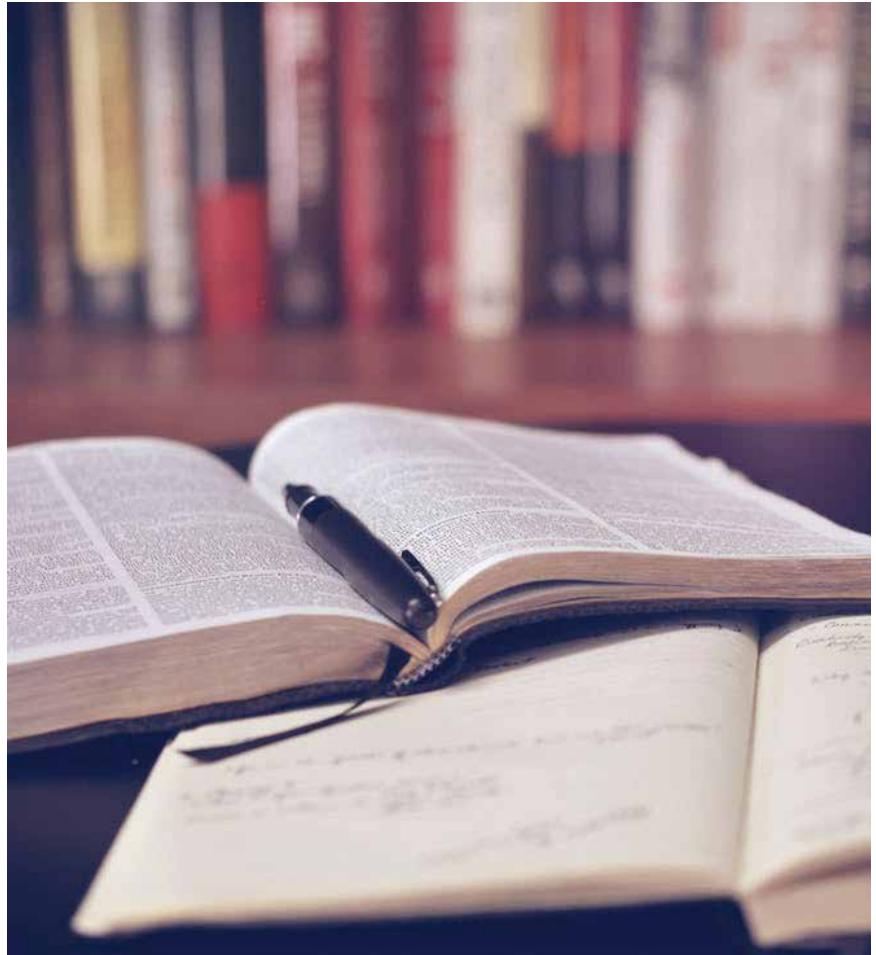


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CORPORATE BROCHURE

Corporate Summary

LTA LLC is a medium-size translation company registered as Limited Liability Corporation in Republic of Kosovo. LTA LLC was founded 2010 and has become a highly competitive document translation firm, catering to small and large corporations, organizations, and government agencies in EU, US, Canada, China and Worldwide. The company's administrative headquarters is located in Prishtina, Kosovo. To date, we have served more than 400 clients, providing translation services in more than 70 language pairs, using the linguistic and subject matter skills of more than 340 linguists. LTA LLC, is certified to conform to the requirements of the ISO17100:2015 and ISO9001:2015 quality standards.





LTIA

YOUR TRUSTED AND LONG TERM PARTNER

Our Services

When you work with LTA LLC, you can expect a full complement of services to support your translation and localization needs:

- » Document translation and editing
- » Translation certification
- » Website translation
- » Software localization
- » Desktop publishing
- » Cultural competency consulting
- » Foreign language copy editing



Should you use LTA LLC as your translation service provider, a designated project manager familiar with your project requirements and communication needs will shepherd your project from start to finish, ensuring high-quality document translation services and customer satisfaction.

About Our Services

At Language Translation Services - LTA LLC we provide professional translation services for our clients. Our professional translators are assigned according to the nature of the task, matching mother tongue language skills, qualifications and subject expertise as closely as possible to your requirement. We look at the whole picture to ensure the full impact of your message is captured and conveyed in your translations. We have experts based around the world with a minimum of 5 years' professional experience in translating documents to an extremely high standard. We always seek to develop excellent on-going relationships with our clients, based on trust and professionalism. It is these relationships which are the backbone of our company. We work to meet tight deadlines and require our translators to sign confidentiality agreements to give clients peace of mind.

WHAT WE DO

We are a professional translation agency with a difference. For us, translation isn't simply about converting text from one language to another; it's about understanding and translating our clients' needs in order to best reflect your message, irrespective of the language it has been written in. Nevertheless, one can never be too careful when it comes to professional documents. We offer high quality, secure translation services in the following areas:

» Corporate Documentation

LTA LLC provides a wide range of corporate translation services including:

- » Marketing material
- » Financial reports
- » User guides
- » Business brochures and press communications
- » Product and services documentation
- » Websites and web translation
- » Corporate blogs



Legal Translations

LTA LLC is able to offer a pool of experienced translators with a legal background in various areas including:

- » Intellectual property texts
- » Tenders and public procurement documentation
- » EU documentation, legislation and regulations
- » Contracts
- » Court judgements
- » Wills, probate forms and trust deeds

Medical and Pharmaceutical Translation

Through its in-house and external medical language specialists, LTA is equipped to ensure high quality translations of all sorts of medical and pharmaceutical documentation including:

- » Medical trials documentation
- » Articles and journals
- » Packaging information and labelling
- » Patient reports
- » Treatment guidelines

IT and Technical Translation

We provide professional, accurate, and quality technical translations of all sorts of documentation in various technical fields across a vast array of language combinations. These include:

- » User guides and instructions
- » Technical specifications
- » Operating manuals
- » Technical patent documentation



INTERPRETATION SERVICES

LTA LLC is able to provide a team of professional simultaneous interpreters for international conferences, events or private functions in a variety of topics and in different language pairs. We can provide professional interpretation services and equipment and will handle the various organisational and logistical requirements in connection with rendering of our services. Please contact us for further details.



Audiovisual services

We provide customers with a high end, quality voice over of their original material using an artist of their choice. This service produces material that is ideal for TV broadcasting, training videos and courses, website content and interactive marketing collateral. Subtitling Adding subtitles to video content remains the most cost effective way of reaching audiences in other languages and it is still a popular route taken by production companies when creating training material, e-learning content and other online video content. And of course it's still widely used in television programmes across the world. We have an experienced team with in-depth knowledge of the subtitling process that chooses the most appropriate styles to fit the brief. They ensure that subtitles are incorporated according to industry standards and that relevant 'safe area' margins are maintained. We are also heavily involved with a number of e-learning organisations that need to provide audiovisual materials for staff training, or perhaps to reinforce quality, health and safety standards. We provide the localisation needed to ensure that a whole suite of materials, including audiovisual aids, can be translated and provided worldwide with confidence.

Transcription services from recorded statements by medical insurance claimants to police interviews, our transcription services provide a vital link in the communication chain in both the public and private sectors. Accuracy is essential. We recognise that our transcribers often deal with life-changing information and cannot afford to make mistakes.

We pride ourselves on the professionalism of the people providing this service and the quality assurance controls we put in place to ensure they get it right. In many cases, we first have to translate the recording before we can transcribe it. Once again, we're able to supply the best level of service, drawing on our extensive pool of translators to provide the right person, with the right sector knowledge to meet diverse needs. We are adept at working with each customer to build a service that exactly fits their existing processes and ways of working to ensure a 'hassle free' transcription is delivered at all times. Our rigorous processes ensure that integrity and security are consistently maintained, from initial request through to final delivery.



Special project management software

Besides using our latest translation memory tools to provide consistent and accurate translations, we use special project management with which we manage to control 100 percent of the translation projects. All our translators have a live connection with us so we can ask them any question at any time and solve problems easily. The complete project management process of translation projects are controlled, managed and handled with care. We are convinced that good communication between you as the customer, our project manager and the translator and proofreader is essential for translation projects. This also means that, during the translation and proofreading phase, our translator and proofreader for your project can ask you questions directly, to which you can respond.

Languages

African, Albanian, Amharic, Arabic, Armenian, Assamese, Assyrian, Azeri, Bahian, Bosnian, Brunei, Bulgarian, Burmese, Byelorussian, Chinese, Chinese Mandarin, Creole, Croatian, Czech, Danish, Dari, Dutch, English, Estonian, Farsi, Fijian, Filipino, Finnish, French, German, Greek, Gujarati, Hebrew, Hindi, Hungarian, Irish, Italian, Japanese, Korean, Kurdish, Latvian, Lithuanian, Macedonian, Malay, Maltese, Nepali, Norwegian, Pashtu, Persian, Polish, Portuguese, Punjabi, Romanian, Russian, Samoan, Serbian, Sindhi, Sinhalese, Slovak, Slovenian, Somali, Spanish, Sudanese, Swahili, Swedish, Tagalog, Tamil, Thai, Tigrigna, Tongan, Turkish, Turkmen, Ukrainian, Urdu, Uzbek, Vietnamese

Request a quote now to info@lta-ks.com,
we take care of your translation.
Contact us: **+377 44 164 027**

Our Quality Commitment

LTA LLC, is certified to conform to the requirements of the ISO17100:2015 & ISO9001:2015 quality standards. These Quality Management Systems provide us with a formal framework for managing and improving our processes, reinforcing our commitment to our focus on customers. Our Customer Satisfaction Score Pricing, translation and formatting quality, customer support, and client-vendor interaction are your essential concerns as well as ours. This framework comprises the basic building blocks of Quality Assurance, Quality Control, and Quality Verification – all of which are bound together by the concept of „continuous improvement“.

Our Customer Satisfaction Score

In order to quantify our level of customer satisfaction, we conduct 2 independent client and translators feedback surveys, which collects regular reviews generated by our clients. The reviews we have obtained via Monkey Survey have consistently resulted in an overall rating of „Excellent“

List of end clients...



Pall Corporation



International
Labour
Organization



Edwards
LIFESCIENCES



International Organization for Migration (IOM)
Organisation internationale pour les migrations (OIM)
Organización Internacional para las Migraciones (OIM)





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