

Breaking the Language Barriers

With



Language is perhaps one of the most underrated human discoveries, simple and unassuming as it may seem, language has helped to connect people and to establish cultural identities across the globe.

Internet is another medium which has helped connect people, individuals and businesses alike, from various corners of the world. Companies have leveraged the Internet and language to their advantage to sell their products and services to a global, multicultural audience.

An important element of translation involves taking into account the cultural and linguistic characteristics of the country for which a text is intended. The process of customizing a text according to these characteristics is known as "localization". Above all localization applies to aspects of content and style which could be considered incorrect or inappropriate to the TARGET LANGUAGE, and so might lead to misunderstandings.

Though it is widely accepted that the world is getting smaller, the fact is that only about 10% of the global population use English as the main language of communication. This doesn't augur with the premise that English is the most common language for business communication. Likewise, other languages too have concentrations in specific geographical regions. This poses an implausible if not an impossible barrier to effective global communication.

How Translation Services Help Businesses?

While machine and online translation services have surely helped the general web population to a fair extent, the accuracy and the context of the translated text with these services remain far from perfect. Organizations still rely on native speakers to translate from one language to another. Furthermore, every document that is being translated is distinct from another and may require domain-specific knowledge apart from just linguistic skills.

With most businesses going online, translation services have assumed a far more important role than before. Iservice Translation has been and is helping individuals and companies to reach varied global markets by enabling them to speak to a particular target audience in their own tongue. Reaching a wide audience is a direct benefit that translation services bring, here are a few other advantages:

- Iservice Translation plays a prominent role in boosting the travel / tourism industry revenues.
- Helping industrialization through technical translation across geographies and industries.
- Iservice Translation helps in understanding cultures and attitudes of another country / culture.
- Many historical literary works wouldn't have become popular if they were not translated into many languages.
- Iservice Translation has helped companies by providing opportunities in varied industries.
- Translation services continue to help companies across multiple geographies communicate and implement project goals without much hassle.

These are just a few benefits that Iservice translation brings to the table. Translation services continue to break language and cultural barriers by enabling people to communicate and adapt to various cultures.

Document Translation Services

Whether you have a business letter to be translated or a financial statement that needs to be translated from Portuguese to English or vice versa, we can help you. The team at Iservice Translation has a rich experience of providing document translation services to several companies around South Africa.

With the growing use of the internet for international trade and business, there is an increasing demand for vendors and buyers from different cultural and linguistic backgrounds to communicate with each other effectively. Our document translation services play a pivotal role in such cases.

Our Document Translation Services

At Iservice Translation, we provide professional and certified document translation services, which include translation of the following:

- Employee handbooks
- Business plans
- Website content
- Brochures and catalogs
- Software content

- Handbooks
- Marketing brochures
- Instruction manuals
- Technical manuals
- Project reports
- All other types of other documents

You can send us your documents in any format such as MS Word, Excel, PowerPoint, RTF or PDF. We will translate it into the target language and format of your choice and send it back to you within a quick turnaround time. Our translators also have the relevant experience in the subject matter of translation so as to render accurate translation of your documents.

Features of Our Official Document Translation Services

- Customized translation of the customer's documents, keeping in mind the style and tone of the content of the document
- Delivering the finished output within a quick turnaround time
- Competitive prices
- Stringent quality measures to ensure accurate services
- Confidentiality of your documents

Selecting Us as Your Translation Partner

In order to be successful in the market, detailed knowledge of local conditions is needed. At least on the linguistic level, you have found the ideal partner in us because we will ensure that your text is smoothly customized to the culture-specific characteristics so that you are guaranteed to strike the right note across the borders.

We translate your documents in such a manner that they are simple and easy to read in the target language. The translated version of your original document matches the original document in terms of meaning and tone. Our team is native speakers, in which they can translate with ease. We ensure that you receive the best translation services at any given point of time. The translation team at Iservice Translation has rendered document translation services to Government, Companies and private businesses, in subject matters such as business manual, plans, presentation, proposals, insurance, advertising, legal, software, literature and education amongst others. We specialize in providing document translation services for Portuguese to English and vice versa. We are well-equipped to help you with all aspects of your document translation project.

Translation Cost

The flat rates charged for document translations are agreed on at the beginning of a specified project. Depending on the client's needs, the same flat rates can apply across many different projects. Should the scope of a project change, we will work with you to agree on new pricing

rates that are more appropriate for the new project or scope. When you request a free, no-obligation quote, we will provide you with a detailed pricing quote.

The primary factor in determining pricing is based on a computer word count system of the original document. A source language refers to the document's original language and the target language refers to the language into which the document will be translated. As a general rule at Iservice Translation, a **Rate of R0.50 cents per computer word count of the original document** (Source Language), when translating to a language (Portuguese) from English, the target word count will normally be about 20% higher than the source word count. Since we charge for the source words, you will have an accurate cost estimate at the beginning of each project, as opposed to if you were charged by target words.

The pricing for translation projects is done on a flat fee basis, such as price per page or hourly rate. However, this is not an industry standard nor is it recommended for many reasons. First, as every document is different, the number of words per page can vary significantly. Also, many Companies or individuals use different sizes of paper or fonts. As for hourly rates, each translator has his or her own pace. More experienced translators tend to translate faster, while less experienced translators take longer. For the sake of transparency and budgeting, a price per word methodology is a much more reliable and predictable way to ensure fair and accurate pricing.

Our normal per word pricing for a fully translated text includes translation, editing and proofreading (TEP) by separate qualified linguists.

Translation Rate per Complexity of the Source (Original Document)

At Iservice Translation we charge a flat rate pricing (price per word) on all level of complexity of each document. For example, a general business letter (with non-technical terms), technical patent, medical text, complex legal contract, pharmaceuticals related document or software manual all a **Rate of R0.50 cents per word**.

Translation Emergency Rush Rates

Emergency translation project that needs to be delivered in a shorter time frame may carry up to a 25% charge above our regular rates. Despite this potential surcharge, Iservice Translation will always help you out by providing you with the staff and resources to accommodate your rush projects. The schedule is one of the first elements discussed prior to quoting your project. Iservice Translation will work with your team to structure a delivery schedule that will maximize quality and minimize rush costs. If need be, we will deliver projects on a rolling basis with the most important documents being delivered first.

Transcription Service

We offer both a standard and urgent service. Transcripts are emailed as a Microsoft Word document unless otherwise specified.

Understandably, the urgent transcription service costs more than our standard transcription service, because it is undertaken on a high priority basis, often requiring transcribers to work overtime and outside of normal business hours

Transcription Service Rates

Standard Transcription Service: (3-4 days per hour of audio): R8.00 per audio minute. Rush service (1-2 days per hour of audio): R 8.50 per audio minute.

Urgent Transcription Service: (Within 24 hours): R10.50 per audio minute.

Medical Transcription Service: Medical or scientific terminology may require the transcriber to research names, acronyms etc., so an additional R1.40 per audio minute on the above rates is charged on medical transcription. Industry-specific technical terms and jargon: The above additional charge also applies to non-standard technical terms and jargon

Transcribing Poor Quality Audio takes up to eight times longer: Rates vary from R13.00 per minute for poor audio to R35.00 per minute for very poor, barely audible audio as it takes 5 to 8 times longer to transcribe. This includes loud foreground hum, excessive noises and poor recording

Editing and Proofreading Prices

Editing and proofreading are related services and can be priced separately in specific cases. In particular, if you had a translation performed by another company or person, we can provide you with an editing and proofreading rate that is lower than the one for full rate translation. Normally, the cost to edit and proofread is 50% less than fully translating the text.

High Court of South Africa (Western Cape High Court) Sworn Portuguese Translation Services - Certified Translation Services.

Legal documents and formal letters require the expertise of a sworn translator when being translated into a foreign language. Sworn translations are essential for all legal documents undergoing translation if they are to be accepted according to local laws. Each translated document is formatted based on the requirements of the country concerned. Examples of legal documents, requiring a certified translation service, include court decisions, certificates, diplomas, licenses or permits, statements, company registration certificates and letters of lawyers or law mandates.

A sworn translation bears the signature and valid stamp of an authorized legal translator. This certification guarantees that it is an official translation, requiring our certified translation service, which cannot be sent by fax or e-mail, as doing so will void the certification. Only hard copies can be sent as the stamp and signature of the sworn translator are required to verify authenticity.

Sworn translations are required for both business and individual purposes. Our professional sworn Portuguese translator is highly qualified to undertake any sworn translation project, providing accurate translations and an excellent certified translation service.

OUR SERVICES:

- Portuguese Translation from English to Portuguese and vice versa.
- Certify Document Translations from English to Portuguese and vice versa.

SPECIALIZATION:

Advertising, Automotive, Business Administration and Management, Business General, Environmental, Marketing, Medical, Engineering, General, Water Solution, Building, Constriction, Tourism and Legal.

SOFTWARE:

Word Count, Cat workbench, Trados, SDLX, MemoQ, Corel Draw Suit, Photo Shop, 20-20 Tech, MS Office, Nitro PDF Pro, Adobe Pro, CAD.

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