

## COMPANY PRESENTATION

### Introduction

#### The Beginning

Evaluating the expected expanding of EU towards East and including of new Central and East-European languages into the list of official EU languages and with respect to the advantageous location of the Czech Republic where the East and West meet, in 1998 was established the translation agency A-Z Lingua.

#### Location

It is a private company registered in Prague, Czech Republic with headquarters situated in the business centre of city – the Wenceslas square. The modern office centre ensures next to all basic business facilities also a good atmosphere for both employees and clients of the company.

#### Trade Name

From A to Z languages talks for itself.

### Sources

One of our main principles is that the target language is to be a mother language of the translator/proof-reader. That is why the initial team of translators had been chosen among:

- foreign students and lecturers of the language departments of Charles University in Prague
- communication department of the Czech President Office
- court interpreters
- bilingual freelancers living in Prague

This allowed is to provide high-quality translations already from the very beginning of the company existence.

The number and volume of orders, language combinations and special demands of the clients constantly grew, so the need of further and more diversified sources appeared. Next to the keeping up the core team, we have widen our source base up to 500 freelance translators. Recruiting of new courses is a constant process which includes:

- evaluation of background
- completing of test translation
- evaluation of test translation quality by company's proof-reader
- basic instruction on company's demands and practices
- regular checking or proof-reading of completed jobs, including immediate feedback

## COMPANY PRESENTATION

### Services

During the first two years of its existence, A-Z Lingua conducted two main services: *Translation* and *Language Training*.

#### Translation Services

Based on an experienced and proved team of in-house employees and freelancers and our translation services include:

- Translation
- Proof-reading
- Court verification
- Graphic processing and layout setting
- Interpreting
- Multilanguage projects management

#### *Translations*

Translation of hardcopy or e-format text with the use of Windows and all main text and data processing programs and TM tools.

Almost any filed, mainly legal, technical, politics, economics, publishing, advertising, automotive etc.

Individual approach and adapting to the clients demands and terms.

Large list of clients, partial list of the Czech companies can be found on our web-page.

#### *Proof-reading*

Basic proof-reading of all completed jobs by the in-house controller and poof-reading by a native speaker in case of translation provided by non-native speaking source – both included in the translation service.

Paid proof-reading on order provided by third (independent) proof-reader.

#### *Court verification*

Court or notary verification of any personal or company document for the purposes of submitting to any authority (courts, police departments, embassies, consulates, chambers, tax authorities, registries, customs etc.) in Czech Republic and all European countries. Preparing documents for Prague Companies Register, Czech Criminal Register, Registries of Births, Marriages and Deaths, Czech Foreign Police on a daily base.

## COMPANY PRESENTATION

### *Graphic processing and layout setting*

Use of all well-known DTP programs running on Windows platform – Adobe programs, Corel, etc.

Layout setting in both QuarkXPress and PageMaker, including pre-print processing and delivery of films.

### *Interpreting*

On order according to client's demands.

### *Multilanguage projects management*

Mainly for translations into Central and East-European languages but with experience with almost all West-European ones; active use of CAT tools; over 3.000.000 words translated – see list of clients on [www.azlingua.cz](http://www.azlingua.cz).

### **Language Training**

It was provided in our own classroom in the same modern centre in the downtown Prague. Trying to escape from the traditional image of classroom and to make the atmosphere spontaneous, the students sat at a round table, talking with the teacher at a cup of coffee, tea or soft drink.

The groups consisted of 4 to 6 student as the larger numbers decrease the time individual student talk or are active.

The teachers were chosen on the base of not only excellent language skills, but in-country stays, communicative and improvising skills and good style.

We also organised in-company fitting to the client's demands on field, level and time schedule.

The courses were very successful; most of the students attend next levels, many new students came by word of mouth.

However the translation service was our main activity, on which we decided to put the stress and to enlarge its scope. For this reason, in year 2000 stopped organising new language courses and gradually cease the language training activity (last training completed at the end of 2001).

### **Spreading and Development**

Taking into consideration of the new market realities (some new legal rules in the Czech Republic, globalisation, spread of Internet and e-services etc.) the company owner decided to put the emphasis of company's future development on:

- Transfer from personal into maximal possible electronic way of communication, marketing and service offering

## COMPANY PRESENTATION

- Spreading from mainly Czech client base to all-European one
- Focusing on larger clients (direct clients or translation companies), including undertaking of multilanguage projects
- Spreading from mainly Prague source base to all-Czech and all-European one by also contracting with foreign vendor companies

In 2000 A-Z Lingua registered a branch office in Hungary. It has been providing a support activity to the main office for the multilanguage projects as well as acting on the Hungarian translation market.

For the purposes of spreading of source base, quality of delivered services, keeping of advantageous price rates, meeting of demands of multinational clients and multilanguage projects, A-Z Lingua collaborates actively with vendor companies in Slovakia, Hungary, Romania, Bulgaria and Russia.

Currently more than 90% of company's clients order in electronic way and over 80% of communication with the sources flows via Internet.

## Company's data

### Official data

Trade Name:	A-Z Lingua
Legal Status:	Private company
Date of Foundation:	1998, City Court of Prague
Registration in Companies Register:	April 9, 1998
Company Number:	67 80 84 25
Address:	Politických vězňů 14, 110 00 Prague, CZ
Telephone number:	+420-224-234-893
Fax number:	+420-224-237-551
e-mail:	<a href="mailto:azlingua@azlingua.cz">azlingua@azlingua.cz</a>
ICQ:	95720623
www:	<a href="http://www.azlingua.cz">www.azlingua.cz</a>
Branch Office Registration:	2000, Companies Court in Miskolc, Hungary
Address:	Poprád 5, Miskolc, Hungary
Telephone number:	+36-20-980-58-62
e-mail:	<a href="mailto:hungary@azlingua.cz">hungary@azlingua.cz</a>
ICQ:	123670607

### Equipment

Full office equipment

## COMPANY PRESENTATION

Large library of dictionaries and language tools

Text, DTP and graphic processing programs and TM tools running on Windows platform

Regularly updated antivirus protection on all PC with continuous e-mail protection

### **Internet**

Non-stop 128 Kbps Internet connection in both company offices with 24 hour-a-day help desk of the provider for the headquarters

Active use of internet communication and services: e-mail, ICQ, SMS, FTP, www, e-banking, on-line dictionaries and treasures

Round-a-clock receiving of e-mails and SMS copy of e-mails

E-fax

### **Backup**

Copy of all data between the main and branch office.

Saving of all source and translated texts in electronic or hardcopy format. Regular storing on CD.

For any further information, please, visit our [www.azlingua.cz](http://www.azlingua.cz) or contact one of our offices.

Hoping you will be our next satisfied partner,

Sincerely yours,



Toli Simeon  
Owner of A-Z Lingua