



***Technical and Creative Writing – Top Quality Translations –
Communication Services***

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Corporate profile

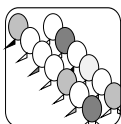
AlfaBeta

AlfaBeta, founded in 1989, is a translation and communication company based in Rome, Italy.

AlfaBeta specialises in translations from and into Italian in a wide range of technical fields. The company handles all types of translation and interpreting jobs for foreign businesses wishing to approach the Italian market and for Italian businesses with an eye to Europe:

- High quality technical manuals and documentation (translation, DTP, typesetting)
- Copywriting and technical marketing translations (press releases, advertisements, company brochures, catalogues, magazines, etc.)
- Business and conference interpreters in Italy
- Software localisation
- Web authoring / multilingual Web sites
- E-learning and educational packages
- Business letters and direct mailing

Translators and interpreters



AlfaBeta has a database containing about 200 qualified freelance translators and interpreters which enables us to select the most suitable candidate for each particular job.

Following selection by means of rigorous language tests, all free-lance translators work exclusively within their own specialist fields.

Quality assurance



All translations are carried out by professional mother-tongue translators and revised in-house by bilingual editors on spelling, style, grammar and technical terminology.

Estimated working times are always respected: we take all necessary precautions to guarantee that the jobs are delivered to the client within the agreed deadline.

The company is a member of the Italian Association for Technical Communication (tekomp) and a Proz.com corporate member.

AlfaBeta is currently working towards ISO 9001 quality certification.

Dictionaries, glossaries, reference materials

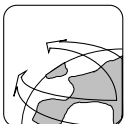


AlfaBeta uses technical and specialist dictionaries covering a wide range of areas, from computer science and information technology to medicine, from the social sciences to engineering.

Glossaries are prepared for new technical and scientific sectors. When necessary, before producing the final output we consult an expert in the sector and/or request client's approval.

Other frequently used reference materials include Internet, CD-ROMs, catalogues, magazines, norms and standards and other technical publications.

Delivery



Jobs are usually delivered via e-mail, fax, FTP.

If the final output is to be delivered as hard copy or on other media, a national or international courier may be used, thus ensuring delivery of the final product within one or two days (within the European Union.)

Hardware and software



The company makes use of the following software packages:

Word 97/2003	Excel 97/2000
PowerPoint 97/2003	Pagemaker 6.5
Access 97/2000	Quark Xpress (Mac/Windows)
Trados Workbench	Trados MultiTerm 95
Trados WinAlign	Dreamweaver
WordFast	

Our hardware facilities include:

IBM-compatibles Intel Pentium IV (corporate network)
(up to 1 GB of RAM)
Laser Hewlett Packard printers
Scanners
ADSL internet connection

Client base



AlfaBeta works for small and large companies and bodies within the private and public sectors, as well as for many translation agencies in the European Union and worldwide. Among our main clients are the following:

- **Censis**
 - **Assilea**
 - **Rai Fiction**
 - **Rai Cinema**
 - **Kyknet**
 - **Böwe Systec**
 - **Alitalia**
 - **FILAS spa**
 - **Agenzia del Demanio**
 - **Rocco Forte**
 - **ENAMA**
 - **Confcommercio**
 - **Semeion**
 - **CB Richard Ellis**
 - **Litorale SpA**
 - **Micron Technology**
 - **Wokita**
 - **Pricewaterhouse Coopers**
 - **Roncaglia & Wijkander**
 - **Stretto di Messina SpA**
 - **SDA Express Courier**
 - **Telecom Italia**
 - **TNT Italia**
 - **ANCI**
 - **Associazione Produttori Televisivi**
 - **Valter Casini & Partners**
 - **Fondo Est**
 - **Knight UK Ltd**
 - **TIBCO Software**
 - **Aon Nikols**
 - **Adhoc Culture**
 - **Air BP Italia**
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On behalf of other translation companies, we translate technical documentation and marketing material for many multinational groups such as:

Philips	Nike
Trust	Canon
Polaroid	Visa
IBM	Seiko
Tektronix	Intel
Omnitel	Ericsson

Main fields of expertise

Computers/IT	Advertising/PR/Marketing
Agriculture/Environment	Internet/Web
Financial/Banking	Legal
Real estate	Science
Energy/Power generation	Tourism/Travel
Cooking/Food/Wine	Telecommunications
Human and social sciences	Manufacturing
Media/Multimedia	Business