

Translation Agency Profile

Company ID no.:	10568824
Headquarters:	Kvitkova 4703, 760 01 Zlin, Czech Republic
Translation Coordinators:	Martina Skutkova, Lenka Bobalova, Martin Mikulka
Company telephone:	+420 577 144 669, 577 438 506, 577 431 689
Fax no.:	+420 577 144 669, 577 438 506, 577 431 689
Mobile + SMS:	+420 608 441 032
E-mail:	translations@zelenka.cz
URL:	www.czech-translations.com

We translate all regular types of documents:

audits, certificates, web pages, fiction, manuals, standards, newspaper articles, business correspondence, quality control documentation, software, software help, prospectuses, reference books, advertising copy, birth certificates, directives, contracts, balance sheets, criminal record extracts, annual reports, graduation certificates, and many others.

We have extensive translation experience in the following fields:

architecture, automation, automobile industry, banking, fiction, biology, botany, tourist industry, tax consultancy, databases, woodworking industry, environmental protection, economy, electronics, electro engineering, power engineering, pharmaceuticals, philosophy, finance, physics, gastronomy, geography, geology, rubber industry, hardware, history, economics, music, metallurgy, chemistry, information technology, nuclear power engineering, air conditioning, communications technology, cosmetics, leather tanning, arts and entertainment, horticulture, aviation, logistics, management, marketing, media, mathematics, medicine, business, shoemaking, plastics industry, politology, law, advertising, software, sport, civil engineering, mechanical engineering, textile industry, military, armament industry, agriculture, etc.

Translations possible from and into the following languages:

<i>Albanian</i>	<i>English</i>	<i>Indian languages</i>	<i>Polish</i>
<i>Arabic</i>	<i>Estonian</i>	<i>Italian</i>	<i>Romanian</i>
<i>Armenian</i>	<i>Finnish</i>	<i>Japanese</i>	<i>Russian</i>
<i>Azerbaijani</i>	<i>Flemish</i>	<i>Kazakh</i>	<i>Serbian</i>
<i>Bulgarian</i>	<i>French</i>	<i>Korean</i>	<i>Slovak</i>
<i>Byelorussian</i>	<i>German</i>	<i>Latvian</i>	<i>Slovenian</i>
<i>Croatian</i>	<i>Greek</i>	<i>Lithuanian</i>	<i>Swedish</i>
<i>Czech</i>	<i>Hebrew</i>	<i>Macedonian</i>	<i>Turkish</i>
<i>Danish</i>	<i>Hungarian</i>	<i>Moldavian</i>	<i>Ukrainian</i>
<i>Dutch</i>	<i>Chinese</i>	<i>Norwegian</i>	<i>Vietnamese</i>

Price List

Minimum invoiced rate is 500 words.

RATES for languages in combination with Czech: 0.053 EUR per word		
English into Czech Czech into English French into Czech Czech into French German into Czech Czech into German Hungarian into Czech Czech into Hungarian	Italian into Czech Czech into Italian Polish into Czech Czech into Polish Russian into Czech Czech into Russian	Ukrainian into Czech Czech into Ukrainian Spanish into Czech Czech into Spanish Slovak into Czech Czech into Slovak

RATES for other language combinations: 0.089 EUR per word			
English into French English into German English into Italian English into Polish English into Russian English into Slovak English into Spanish	Polish into English Polish into French Polish into German Polish into Italian Polish into Russian Polish into Slovak Polish into Spanish	French into English French into German French into Italian French into Polish French into Russian French into Slovak French into Spanish	Spanish into English Spanish into French Spanish into German Spanish into Italian Spanish into Polish Spanish into Russian Spanish into Slovak
German into English German into French German into Italian German into Polish German into Russian German into Slovak German into Spanish	Russian into English Russian into French Russian into German Russian into Italian Russian into Polish Russian into Slovak Russian into Spanish	Italian into English Italian into French Italian into German Italian into Polish Italian into Russian Italian into Slovak Italian into Spanish	Slovak into English Slovak into French Slovak into German Slovak into Italian Slovak into Polish Slovak into Russian Slovak into Spanish

RATES for other language combinations: 0.114 EUR per word
Bulgarian, Croatian, Serbo-Croatian, Slovenian, Portuguese, Norwegian, Swedish, Greek.

Prices for exotic languages are set by mutual agreement.
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For the estimation the price of translating text please fill out the **Translation – estimation** form on the adress www.czech-translations.com.

Recommended manner for completing the translation and submission of the initial order:

In the event you want to be informed about the overall price and the next available completion date and if you have the texts in an electronic format, you can do the following:

- Click on www.czech-translations.com and complete the form **Translation – estimation**,
- Attach the file you want an estimate on, as well as the completion date and confirm,
- The agency will immediately process the order and will revert back to you with a price quote and completion date,
- If you decide to order the translation, complete the page **Translation - order form** and click on send. The agency will confirm the order.

References

Our permanent clients include various manufacturing and trade companies, district and municipal offices, banks, attorney's offices, advertising and translating agencies, insurance companies, research institutes, police, hotels and restaurants, studios, construction companies and others. E.g.:

Adams Translations	FRANK GmbH	GDX Automotive s.r.o.
Ahlborn GmbH	Commercial Intertech s.a.	GILDEMEISTER Italiana, s.r.o.
Allianz	COMTECH, spol. s r.o.	Impromat International, s.r.o.
Astron Buildings s.r.o.	Conta s.r.o.	LAUDMANN Germany GmbH
Autocont CZ a.s.	Cosmomédias, France	Maier GmbH
Barum Continental spol. s r.o.	Czech football association	s.a. Translate International
Blonde, Belgium	EHR Ingenieurgesellschaft mbH	Slavis S.C. Translations
BYK Chemie GmbH.	ENGLASS DISPENSERS, England	Universal Media, s.r.o.
CANDY	Eurotel Praha, spol. s r.o.	Zumtobel Staff Österreich

Translating Capacity

- More than 500 full-time and external translators
- The general time limit per one translator is 1500 words per working day
- We are also able to create special teams of translators for larger projects.

Quality of our Translations

is mainly assured:

- By a very strict selection of both full-time and external translators considering their technical and professional knowledge in the respective fields and long-term experience in translations,
- By checking for technical errors and proofreading by permanent staff-correctors,
- By an internal proofreading control system.

Securing Information from Leaks

Is assured as follows:

- Translations are made only by full-time or external translators in the Agency that are contractually bound by strict confidentiality (see the following text of Contract):

...A translator undertakes:
 - *to maintain infinite confidentiality about facts and matters which he (she) may have come to learn from clients or their partners (this concerns mostly the content of translated or interpreted texts, etc.)*
 - *not to misuse or make unauthorized use of thus obtained information and contacts entered into during his/her work in the Agency for own use or for the use of a third party.*
 - *The above-mentioned provisions are in effect for the entire term of the contract and for two years afterwards...*
- Only proven permanent employees have access to materials in the Agency
- Data are backed up in one PC in the Agency, using a password security
- Back-up copies are stored on CD carriers safely locked in an archive file
- In-company PC network is secured against any access from outside (firewall)

Our clients are guaranteed perfect security of their data and information obtained therefrom

Equipment

Hardware: PC & MAC (AMD Athlon, Intel Pentium IV and other); NEC, EPSON laser and HP DeskJet printers, scanners, etc.

Software: Transit, Trados, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Outlook, Microsoft Front Page, Adobe Acrobat, Frame Maker, Photo Draw 2, Corel Draw 9.0, Macromedia Flash, various dictionaries, etc.