

SunLeaf brings together experienced Translators, Revisers and Project Managers who are committed to high quality translation, professional customer service and good value.

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## Japanese to English Translation

With a focus on one language combination, SunLeaf strives to meet all your requirements for subject matter, turnaround time and project size. Commonly handled subject matter and document types include:

- Environment, energy and electronics
- Legal and financial
- Chemical, medical, and bio-tech
- Computer and IT
- Patents and technical specifications
- Surveys and questionnaires
- Websites and marketing material
- Emails, reports and presentations

The SunLeaf team handles all project sizes. Turnaround of up to 4000 Japanese characters or 2000 English words can usually be achieved in two business days. Daily capacity for ongoing projects may exceed 10,000 characters per day.

Common file types handled include MS Word, Excel, PowerPoint, PDF, HTML, and JPEG.

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## Quality Assurance

SunLeaf follows language industry best practices and uses current technology in its approach to translation quality management. Quality assurance is achieved through a documented system of procedures and guidelines. Some key aspects to our approach are:

- Translators are native speakers of the target language (English).
- Translators are carefully tested and qualified based on experience and subject matter expertise.
- Translators receive ongoing evaluation and support with feedback from each project.
- Each project has a designated Project Manager. Project Managers are bilingual and experienced in translation and issues related to the Japanese-English language combination.
- Computer Assisted Translation (CAT) tools are used when practical and beneficial to efficiency and quality.
- Client documents and information are handled with care and confidentiality.
- A second linguist revises translations.
- Translations are reviewed again by the Project Manager prior to delivery.
- Client receipt of delivery is confirmed and feedback is requested.

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## Other Language Services

Inquire with SunLeaf about other translation and language services such as DTP/formatting and English to Japanese translation. SunLeaf's mission is to support client operations and we strive to meet all your Japanese language service requirements.

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### Contact Information:

**SunLeaf Language Services, Inc.**

info@sunleaf.ca

647-221-1112 (Country Code: 1)

www.sunleaf.ca

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### Office Hours:

Monday to Friday, 9:00 am to 5:00 pm Eastern Time  
(Eastern Standard Time: GMT-5, Daylight-Saving Time: GMT-4)

*Please prearrange for contact outside regular business hours*