



TIMES TRANSLATION LIMITED

11/F, AXA Centre,
151 Gloucester Road,
Wanchai, Hong Kong
Tel : 2504 2255
Fax: 2504 2352



Translation First

www.translationfirst.com

A Company of Times Translation Group

COMPANY PROFILE & MISSION

Times Translation is a professional translation house offering you top-quality, speedy and cost-effective English / Chinese translation services.

We specialize in a wide range of English / Chinese translation services including translation of commercial, legal and financial documents, company prospectuses documents, annual reports, China-trade related documents, building and construction specifications, promotions, sales literature and press releases, etc.

STAFF EXPERTISE

We now have a strong team of local university professors, qualified lawyers and legal translators in China and Hong Kong. They all have accredited linguistic proficiency and have a minimum of three years translation experiences as professional translators. They have been screened, selected and recruited by our senior Project Managers who have many years of experience in the translation industry.

TIMELY DELIVERY

Our stringent quality control and efficient project management ensure that the necessary time requirements are met for a high quality translation of your documents.

FLEXIBLE DELIVERY METHOD

We can receive and send work via email, fax and express mail.

CONFIDENTIALITY GUARANTEED

We sign confidentiality contracts with all our translators to ensure that all documents we translate remain strictly confident.



TIMES TRANSLATION LIMITED

11/F, AXA Centre,
151 Gloucester Road,
Wanchai, Hong Kong
Tel : 2504 2255
Fax: 2504 2352



Translation First

www.translationfirst.com

A Company of Times Translation Group

TRANSLATION WORK FLOW

Project commencement (Stage 1)

Project assigned to an Account Manager / Project Coordinator
Objective of localization
Targeted audience
Delivery format (E.g. SGML, HTML, TEXT etc.)

Document Analysis (Stage 2)

Study of source text, glossaries and previous translations .
Drafting out detailed schedules & deliverables for each team member .
Delegation of responsibilities to various members in the team.

Technicality Research (Stage 3)

Research on our technical glossaries to ensure terminology consistencies .

Actual Translation (Stage 4)

Localization by Professional Human Translators .
Review for terminology consistency and fluency of text.

Layout Editing (Stage 5)

Typesetting will be carried out simultaneously with translation.
Information provided by client on corporate publishing guidelines .

Layout Editing (Stage 6)

Proofreaders to review the meticulous details for quality assurance.
Details like consistency of terminology and quality of typesetting will be reviewed.

Layout Editing (Stage 7)

Project will be delivered to the client for review .

Layout Editing (Stage 8)

In order to improve on our services, we provide a FREE session of feedback and amendments.



TIMES TRANSLATION LIMITED

11/F, AXA Centre,
151 Gloucester Road,
Wanchai, Hong Kong
Tel : 2504 2255
Fax: 2504 2352



Translation First

www.translationfirst.com

A Company of Times Translation Group

CLIENT REFERENCE

MANUFACTURING

AIE Holding Ltd.
Beauti-Gear International Ltd
Boots Retail Buying Ltd
Checkpoint Syetems ,Inc
Coca-Cola
Clariant(China) Ltd
EganaGoldpfeil (Holding) Ltd
Flextronics Mfg. Ltd
Fountain Set(Holding)Ltd
Gold York Enterprise Ltd
Intex Development Company Ltd
Kee Tat Mfy Hldgs Ltd
Legrand
Magna Industrial Co Limited
OSIM
Paka Preschool Products Ltd
Pan Pacific Development Limited
QMT Industrial and Safety Pte. Ltd
S.M.T
Sefar (International) AG
Sun Lok Wah Intel Co., Ltd.
Techronic Industries Co. Ltd
Weathernews
Wing Wah Food Manufactory Limited

GOVERNMENT

Education Bureau
Labour Department
Rade and Industry Department
Food and Environmental Hygiene Department
Department of the Health
Home Affairs Department
Student Financial Assistance Agency
Equal Opportunities Commission
HK Science Museum
Census and Statistics Department
Agriculture, Fisheries & Conservation Depart.
Leisure and Cultural Services Department
Marine Department
Social Welfare Department

ELECTRONICS

Bergner
CEI
Five Stars
Foster Electric
Gamze
Hideki Electronics
Intercoop
Intertek
Johnson Electric
Legrand
OSIM
Point to Point
Qualitec

LEGAL

Aptus Law Corporation
Asia Legal LLC
Colin Ng & Partners
DLA
Harry Elias Partnership
Huen & Partners, Solicitors
Johnson Stokes & Master
Khattar Wong
Michael Wilson & Partners
Mayer Brown LLP

MEDICAL

BUPA
CMS Life Technology
Fu Lin Tang
Hygeia Medical
Lee's Pharmaceutical
Pfizer Corporation
Roche
St.Jude Medical



TIMES TRANSLATION LIMITED

11/F, AXA Centre,
151 Gloucester Road,
Wanchai, Hong Kong
Tel : 2504 2255
Fax: 2504 2352



Translation First

www.translationfirst.com

A Company of Times Translation Group

FINANCIAL

AEON
China Financial Industry Investment Fund
Deutsche Bank AG
Financial Asia
GE Money
iFAST Financial
ING
JP Morgan
MasterCard
The Royal Bank of Scotland
UBI Banca

INSURANCE

ACE Insurance
Aviva Life Insurance
Bupa Health Insurance
Cunningham Lindsey
ING
Mass Mutual
New York Life Insurance
PingAn Insurance
PMI Mortgage Insurance
Sun Alliance & London Insurance
The Prudential Assurance

MEDIA

Abacus
Asian Investor
Delon Ad
Design Unlimited
Haymarket Media
MediTech Media
Moni Media
Red Phoenix Group

COMMERICAL

Air Plus
Cathay Pacific
Chanel
Escada
Fedex
Financial Times
Gucci
Hugo Boss
Impact
O.R.Time
Research
Rolex
Shell

IT

CPCNet
Creative
IBM
LG
Microsoft
Motorola
NEC
Samsung
Seapoint
Sony
Vodatel Networks

HOTEL

Four Seasons Hotel
Goodwood Park Hotel
Grand Emperor Hotel
Langham Hotels
Raffles Hotel
Regal Hotels International
Ritz-Carlton Hotel

**TIMES TRANSLATION LIMITED**

11/F, AXA Centre,
151 Gloucester Road,
Wanchai, Hong Kong
Tel : 2504 2255
Fax: 2504 2352

**Translation First**www.translationfirst.com**A Company of Times Translation Group****PRICING**

Type Of Documents	English <-> Chinese	Chinese <-> Japanese	(All Others Languages <-> Chinese	All Other Languages <-> English
	Per word			
Commercials	HK\$0.65 - 0.75	HK\$1.00 – 1.20	HK\$1.50 - 1.80	HK\$1.20 - 1.80
Legal	HK\$0.75 - 0.85	HK\$1.20 – 1.30	HK\$1.60 - 1.90	HK\$1.30 - 1.80
Technical	HK\$0.75 - 0.85	HK\$1.20 – 1.30	HK\$1.60 - 1.90	HK\$1.30 - 1.80

LEADING TIME

No. of words	< 1,000	1,000-5,000	5,000-10,000	10,000-15,000	> 15,000
Standard leading time (working days)	1 – 2	3 – 4	5 – 9	10 – 15	>15

Remarks:

- Rate will be doubled for “Rush Job” to be finished within 24 hours.
- Further discount rate will be offered to corporate clients, please contact our customer service officer for details.