



Language Translation Agency

# Company Profile



## Welcome!

LTA is a full-service Translation Agency which is registered at Ministry of Trade and Industry of Kosovo with the Business Number 70277643 in Prishtina, Kosovo which specializes in language translations for different businesses. Our team consists of educated and experienced translators with a solid professional translation background and skills.

Our agency provides translation services to clients from: South Eastern European Countries, EU Countries and else. If you need a quality translation for a great price, you have reached to the right place. We are glad to help you!

## Our mission

To provide high-quality translation services by native and non-native speaker translators on a timely basis and at reasonable rates.

## Our priorities

### Superior Quality.

Professional and competent editors thoroughly check every translation work to achieve the highest quality possible. We are dedicated to high quality translation. No students, no rookies, no outsiders - we employ only professional and experienced translators with extensive knowledge of relevant businesses and terminology. Moreover, our bank of translation memories and real-word term glossaries makes it possible to maximize terminology consistency and translation adequacy.

### Availability.

If you use Internet, you can contact us through e-mail. This is a very fast and convenient way to do business with us. Reliability. We always meet deadlines for all orders from our clients.

### Competitive Rates.

Our rates are the most affordable among translation agencies worldwide. We use many techniques that help us to reduce cost of a translation without decrease in quality. Save more on interpretation through the Internet and our agency!

**We translate in more than 10 languages!**



## Areas of translation expertise:

Legal, Technical, Telecommunications, User guides and Operating instructions, IT, Engineering, Mechanical Engineering, Household appliances, Computer Engineering, Data Communications, Automotive field (Cars/Trucks/Buses/Bikes), Medicine, Heating Air Condition and Refrigeration, Economics

(Entrepreneurship, Business General, Banking and Financial, Business Administration and Management, Marketing), Entertainment, Tourism and travel, education, publications, brochures, manuals etc.

## LTA translators, editors, and reviewers?

In addition to being a native speaker of the target language and a certified language translation professional, LTA translators, editors, and reviewers have the following:

- A university degree in language translation, linguistics, or a technology related field. Many have master's or doctorate degrees, as well as scientific and/or technical backgrounds.
- Background knowledge in the client's industry.
- Several years of experience in the translation industry (seven years on average), including experience translating technology-related terminology and working with computer software.

**We repeatedly check our work to make sure you're getting the quality you deserve - and more.**



## What process does LTA use to localize each project?

Our localization process is stable yet flexible enough to address your individual needs. The following is an example of our software localization process:

### A) Assign a project manager

The project manager oversees your project from beginning to end. He or she also communicates with you throughout the process, so you're aware of what's going on every step of the way. His or her responsibilities include:

1. Establish a production schedule and process catered to meet your specific needs.
2. Allocate the necessary resources.
3. Manage each phase of development and follow-up with involved personnel.
4. Implement quality assurance checks.
5. Report progress to you.
6. Solicit and incorporate your feedback.
7. Deliver the final product.

# Project managers make sure you're comfortable and satisfied every step of the way.

### B) Select team members

In addition to a project manager, the team assigned to your project may include the following:

- Terminologists — ensure that translated terminology is accurate, and that it's consistent with industry standards and previous translations.
- Translators — translate online text and hardcopy documents from the source language to the target language(s).
- Editors — review text and make sure it conveys the text's original meaning; ensure that text is grammatically and structurally correct, and that it complies with rhetorical standards in the target language.
- Desktop publishing specialists — ensure that the final product has the same look and feel as the original; help access graphic-embedded text so it can be translated; ensure that graphics are appropriate, accurate, and complete.
- Software engineers — ensure that code is maintained properly and that it's appropriate for the new location (e.g., double-byte enabling); compile localized software components if necessary.
- Quality assurance specialists — monitor each phase of the process to ensure that the end product works properly and that it will accommodate the target market. Once selected, team members take time to learn about you and your product as necessary, so they know exactly what you want and how to create it.

### C) Prepare your files

Once we receive the necessary files from you, we do the following:

1. Confirm which target language(s) you want your product translated into, including, if applicable, which variation of the language(s) — for example, English into Serbian (latin or cyrilic), English into Albanian (Kosovo or Albanian dialect) and so on.
2. Check the integrity of each file. Confirm the file type and make sure we can access it.
3. Create a glossary.
4. Create a translation memory in TRADOS using previously translated company materials (when available).

### D) Translate accompanying support literature

Once the software and online help are complete, we translate the corresponding documentation. Then we:

1. Confirm the accuracy of the translation and adjust the text if necessary.
2. Make sure the text is consistent with the software and the help system.
3. Re-check the graphics. Make sure they correlate with the newly translated software and help system.
4. Finalize the layout. Confirm that the layout is consistent with the original document.
5. Confirm the quality of the finished product. Make sure everything is accurate, consistent, and attractive.
6. Solicit and incorporate client feedback.
7. Check the quality of the new version again.
8. If requested, prepare computer files to go to the printer (output to postscript).
9. Deliver the final product.





## References

- UNMIK
- KFOR
- OSCE
- GOVERNMENT OF KOSOVO
- GOVERNMENT OF SERBIA
- GOVERNMENT OF CANADA
- GOVERNMENT OF ALBERTA (CANADA)
- EUROPEAN UNION
- EUROPEAN COMMISSION
- SAMSUNG (KOREA)
- NOKIA (JAPAN)
- SONY ERICSSON (SWEDEN)
- MICROSOFT INTERNET EXPLORER 8.0 (U.S.A)
- THE BIG WORD (UK)
- FOX SERVICE (SLOVAKIA)
- GIOVANNI TRANSLATION AND INTERPRETATION (CANADA)
- ABLETRANSLATIONS - TORONTO (WORLD HEADQUARTERS): (CANADA)
- INTERLINGUA LANGUAGE SERVICES D.O.O. (CROATIA)
- SPECTA, S.R.O. (CZECK REPUBLIC)
- CONTINUUM D.O.O (CROATIA)
- EUROTEXT TRANSLATIONS (SPAIN)
- E-WORD TRANSLATIONS (HUNGARY)
- SKRIVANEK S.R.O (SLOVAKIA)
- PRESTO TRANSLATIONS (SLOVAKIA)
- CONTEXT (EUROPEAN TRANSLATION SERVICES) (SPAIN)
- GLOBAL SUPPORT, LLC (U.S.A.)
- INPRINTING TRANSLATION AGENCY, GLOBAL COMMUNICATION (U.S.A.)
- IPKO NET (MOBILE AND LANDLINE TELEPHONY OPERATOR IN KOSOVO)
- SAJAN INC. (WORLD No.1 TRANSLATION PROVIDER)
- AXIS TRANSLATIONS (U.K.)
- And many others...

LTA Team

Only Professional Translation Service!

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