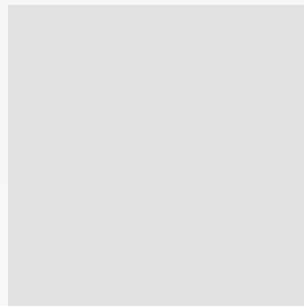
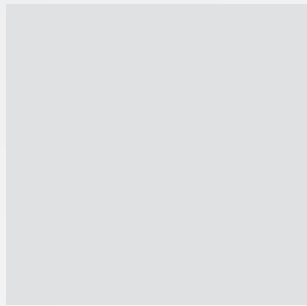
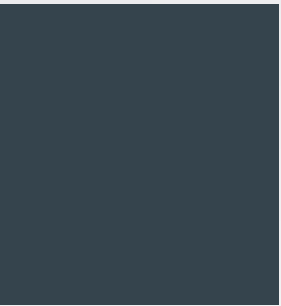
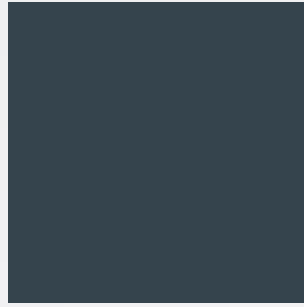
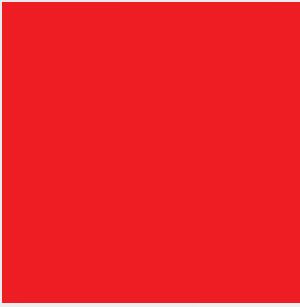




tongue tied

bridging the language barrier

Professional Translations & Interpreting Services



www.tongue-tied-nw.co.uk

Your Trusted Partner in Translation and Proud Supporter of



TONGUE TIED TRANSLATIONS

Tongue Tied now has more than 6500 translators, based all over the world, who can work between any language or discipline.

Our translators are:

- Professionally qualified to degree level or local equivalent
- Mother-tongue speakers only
- Based in the country where the translated material will be used
- Members of local professional bodies
- Industrial, technical, commercial and professional experience
- Familiar with contemporary market sector terminology

ACCURATE - We provide accurate translations that can be published and used immediately. Our translators aim to retain the style and spirit of your original document.

All of our translations are proofread by a suitably qualified native translator.

EFFICIENT - Using the latest industry software we build a unique translation memory for each client to increase efficiency - and we pass this saving on to you.

COMPREHENSIVE - Our DTP team will return your translation in the same layout and format as the original document and we can provide a full printing facility.

CONFIDENTIAL - All translators sign a non-disclosure agreement with Tongue Tied.

OUR LANGUAGE SERVICES INCLUDE

Translation - Interpreting - Proof Reading - DTP/Typesetting -
Website Translation - Voice Overs - Technical Authoring -
Printing - Telephone Interpreting - Braille

WE ARE SPECIALISTS IN

Commercial - Medical / Pharmaceutical - Financial - Legal
- Chemical - Engineering - IT - Software - Publishing -
Localisation

Our Clients Include:



“Just a quick note to thank you and the team at Tongue Tied for the translation services and enthusiasm provided to London 2012 over the course of our successful bid to bring the Olympic and Paralympic Games to London in 2012”

Cathy Gibbon,
Head of Web Development,
London 2012 Ltd.

EXAMPLE TRANSLATION QUOTATION

DETAILS & PRICE

Translations are priced based on the language and the number of words translated. The price for a translation into German, for example, is £109 per 1000 words translated and into Russian it is £120 per 1000 words translated.

We offer discounts depending on the size and scope of work, and also for any repeated text, so please forward any documents for translation to us, or contact us for a quotation for a specific piece of work.

As an example, to translate the text in a 1,500 word document from English into German & Russian the prices would be:

Target Language	Word Count	Price Per 1000 Words	Total Price
German	1,500	£109	£163.50
Russian	1,500	£120	£180.00

The translated text would also be proofread by a native specialist translator, before delivery, at no extra cost.

DELIVERY OF TRANSLATION

The translations would be written in the same layout as the source text to give an exact copy of the document in your chosen language.

TURNAROUND TIME OF TRANSLATION

As we have such a large pool of specialist translators and proofreaders we would be able to place the work with a suitable translator as soon as we have received the full and final version of the text and written order confirmation.

A translator can translate, accurately and to the best of their ability, between 1800 and 2200 words per day.

Therefore, the translations in the above 1,500 word example would be returned to you within approximately 1 working day.

All of the Tongue Tied translators, proofreaders and interpreters work into their native tongue and belong to the Institute of Translators and Interpreters.

PAYMENT TERMS

Prices are exclusive of VAT and payment terms are 30 days from invoice date.



“We have, since August 2008, used the services of Tongue Tied. We have found them to be extremely efficient, working exactly to contracted specifications and returning all projects well within the time constraints placed upon them. We would not hesitate in recommending this company for any translation or interpretation projects” **Jennie King - The Football Association**

ADDITIONAL TONGUE TIED SERVICES

WEBSITE TRANSLATION

We can translate and localise your website into any language, adapting it wherever necessary to bridge any cultural divide so that it communicates effectively with any target audience. Website translations are priced in the same way as any other translation (per 1000 words). There are no additional charges. All we would need from you in order to translate your website would be the text to be translated in either Word or HTML format.

TRANSCRIPTIONS

Our UK based quality assured transcriptionists all have significant experience. Tongue Tied has the capacity and experience to effectively deal with all transcription projects, including in-depth interviews / idi's, focus groups, breakouts, podcasts, telephone interviews and much more. Once the files have been transcribed, all transcription work is subject to a further quality assurance process. This also allows us to provide feedback and improve the abilities of our own staff constantly.

INTERPRETING

Tongue Tied interpreters can work between most world languages and are available to work all over the UK or overseas. Our interpreters are numerous but in great demand. Their prices vary from between £50 to £65 per hour + expenses (less for a daily rate). We can usually (with a bit of notice!) get a skilled and experienced native interpreter to you who is local to your area, thus minimising the need for costly and unnecessary travel and overnight expenses.

We can cater for:

- Consecutive or Simultaneous Interpreting
- One to One meeting
- Research Discussion / Focus groups
- Interpreting to a conference with 100+ delegates
- Long or short term bilingual employee placement

DESK TOP PUBLISHING & TYPESETTING

Tongue Tied can also complete the translation layout to your specification, DTP the job and, if required, return as bromide or full colour / text-only film ready for printing. We can transfer via e-mail the finished work to you in a number of software formats including InDesign, Quark Xpress, EPS, Pagemaker, Framemaker, Ventura, etc...

PRINTING

We can also offer you a print service supplying you with finished printed documents (brochures, manuals, data sheets, folders etc) efficiently and cost effectively in any language.

MORE INFORMATION

For further information about these services, or all of our other languages services listed, please contact us or view our website at www.tongue-tied-nw.co.uk

TONGUE TIED QUALITY

Formed in 1989, Tongue Tied Ltd. now has more than 6,500 translators and interpreters who can work between any world language.

We carefully match each project to suitably qualified and experienced professionals and provide high quality translations at very competitive prices.

Accredited to the ATC (Association of Translation Companies) Tongue Tied adheres to its strict code of professional and ethical conduct and provides a fast and accurate service across all subject areas for more than 1000 clients and some of the best known companies and global brands.

Tongue Tied is accredited by the Department of Trade & Industry (DTI) National Training Organisation (NCO) National Council as well as by the Association of Translation Companies (ATC).

With regard to our reliability, efficiency, speed of delivery and quality, this can be reflected in our impressive client list and the fact that we boast over 95% client retention.

Contact

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