

# TABLE OF CONTENTS

Who we are.....	2
Vision and mission.....	3
Why Kalite Tercume?.....	4
International quality standards.....	4
Information confidentiality and security.....	4
Elite clients.....	4
Three-step translation process.....	4
Qualified translators.....	4
Broad network of translators.....	4
Deep specialization.....	5
Performance follow-up for translators.....	5
High-volume projects.....	5
Client-specific translation memories.....	5
Client-specific glossaries.....	5
Working with any type of files.....	5
Broad network of editors.....	6
Accreditation of editors .....	6
Strict compliance with the deadlines.....	7
Always available.....	7
Project management system.....	7
Who do we like to work with?.....	7
Services	
Written translations	
Academical texts.....	8
Automotive.....	9
Commercial.....	10
Consumer goods.....	11
Education.....	12
Finance.....	13
Information Technology (IT).....	14
Legal.....	15
Logistics.....	16
Marketing.....	17
Medicine and pharmaceutical.....	18
Military.....	22
Patent.....	24
Public sector.....	25
Software.....	26
Subtitle.....	27
Sworn translations.....	28
Technical.....	29
Telecommunication.....	31
Tourism and hospitality.....	32
Website.....	34

Interpretation	
Whisper interpretation.....	35
Consecutive interpretation.....	35
Simultaneous interpretation.....	35
Sight translation.....	35
Court interpretation.....	35
Liaison interpretation.....	35
Editing/proofreading.....	36
Transcription.....	37
Desktop publishing.....	38
Brandname analysis.....	40
Translation process.....	42
Specialisms.....	43
Languages.....	43
Quality assurance policy.....	44
International certification.....	44
Quality control process.....	45
Coordination with the client.....	46
Utilization of technology.....	46
Client-specific termbases and style guides.....	46
Client feedback.....	46
Our certificates.....	47
CAT Tools & Technologies.....	48
Project management.....	48
Terminology management.....	48
Pricing.....	49
Testimonials.....	50
References.....	51
Translation organizations.....	52
Career.....	53
Contact.....	54



## Who we are?

Kalite Tercume is a leader in Turkey's translation industry. With our powerful network of translators and editors, we currently provide services in 40 language pairs to clients from 50 countries on 5 continents. We offer a wide range of linguistic services, ranging from translation, editing, proofreading and transcription to localization, subtitles and brandname analysis.

Kalite Tercume initially began in 1995 as an online translation group called Akademi Dil Hizmetleri. In 2012 Kalite Tercume was launched officially in Mersin. Our experience and our linguistic expertise enable us to meet the requirements of clients from all over the world. Kalite Tercume is one of Turkey's fastest growing translation companies, with a network currently staffed by 30 in-house employees and more than 1000 freelancers.

Our goal is to enable companies and organizations to optimize the communication of their ideas and visions to clients in foreign markets. We also strive to expand our business horizons by surpassing our clients' expectations in terms of quality, cost, and productivity.

- Founded: 1995
- Main Office: Mersin, Turkey
- Number of Employees: 1000+
- Ownership: Private
- CEO: Hasan FİLİK



## Vision and Mission

Kalite Tercume offers start to finish solutions for businesses' linguistic problems, so that they can offer products and services to their clients in a rapidly shifting global market. Our focus on client satisfaction means that we provide translation services with the awareness of addressing a worldwide client group. We aim not only for unparalleled excellence in translation services, but also to help you increase your market share and profitability from investments in Turkey and the world at large. In line with our principles of flexibility and a dependable service, at Kalite Tercume, our mission is to empower our clients to reach clients in their native languages so they can break into global markets.

# Why Kalite Tercume?

Many translation companies provide very similar services. What makes Kalite Tercume different?

## International quality standards

Kalite Tercume has been approved to ISO 9001, ISO 27001 and EN 15038 international quality standards, and is inspected every year. We guarantee a high-grade management system, information/data security, and accurate world-class translation.

## Information confidentiality and security

At Kalite Tercume, the confidentiality and privacy of client-specific and personal information are of the utmost importance. Confidentiality agreements are signed with all full-time and freelance Kalite Tercume employees to preserve your confidential and private information. We transfer data to our clients and translators through the Panel which is our own software.

Data are kept on Google Apps servers where it is safeguarded by SSAE 16 and ISAE 3402 Type II controls.

## Elite clients

Our clients include more than 60 Fortune 500 companies, some of the world's largest multinationals. Besides, our clients are international institutions and organizations such as the European Union, the United Nations, NATO, the World Bank, and the US Federal Reserve System. We help academics at local and overseas universities to translate and edit their academic texts.

## Three-step translation process

Kalite Tercume's three-step translation process – translation, editing and proofreading – ensures the highest quality translations for our clients. Our highly experienced translators and editors are carefully matched to the needs of our clients' translation projects.

## Qualified translators

Kalite Tercume pays the highest rates to our translators in Turkey. We work with highly knowledgeable and experienced translators who maintain excellent standards. All our translators are certified by national and international translating institutions and professional organizations.

## Broad network of translators

Kalite Tercume translator network is comprised of more than 30 full-time and 1000 freelance translators, most of whom have Master's or doctoral degrees from overseas universities, and at least five years of translation experience.

## Deep specialization

Translators cannot translate just any text. We work with translators who have the background and field knowledge of the relevant industry, who are familiar with the field terminology and who have work experience in the area. For the translation of academic texts, we assign translators according to the area of study.

## Performance follow-up for translators

As required by our quality standards, all translations are evaluated and rated by our quality control team in terms of accuracy, mastery of the subject, correct use of technical terms, consistency of terminology, syntax, writing style, and possible erroneous or missing translations. Kalite Tercume only works with translators who can maintain an excellent translation standard.

## High-volume projects

Kalite Tercume has the capacity to translate high-volume projects with a tight deadline consistently and on time by creating a project team from our in-house and freelance translators and by using Trados Groupshare technology.

## Client-specific translation memories

We do fast, consistent and top quality translations by using electronic databases where we archive industry-specific and client-specific information.

## Client-specific glossaries

We prepare field-specific and client-specific glossaries which we continuously update after each and every translation. We integrate our field and industry glossary databases with the client's translation project through Trados MultiTerm software, to create consistent translations with no errors in terminology. We can update terms in our databases according to the word preferences of our clients.

## Working with any type of files

Kalite Tercume can work with any type of files – printed or electronic. We can translate any printed or electronic document by preserving the original format and placing of the source text. The source files that we translate include Word, Excel, PowerPoint, Plain Text, PDF, RTF, HTML, XHTML, FrameMaker, Photoshop, InDesign, InCopy, SDL XLIFF, TXT and XML formats.

## Broad network of editors

The translations done in-house or the client texts directly prepared in English are edited and proofread by our network of more than 100 high quality native speakers from the USA, UK, Australia and Canada.

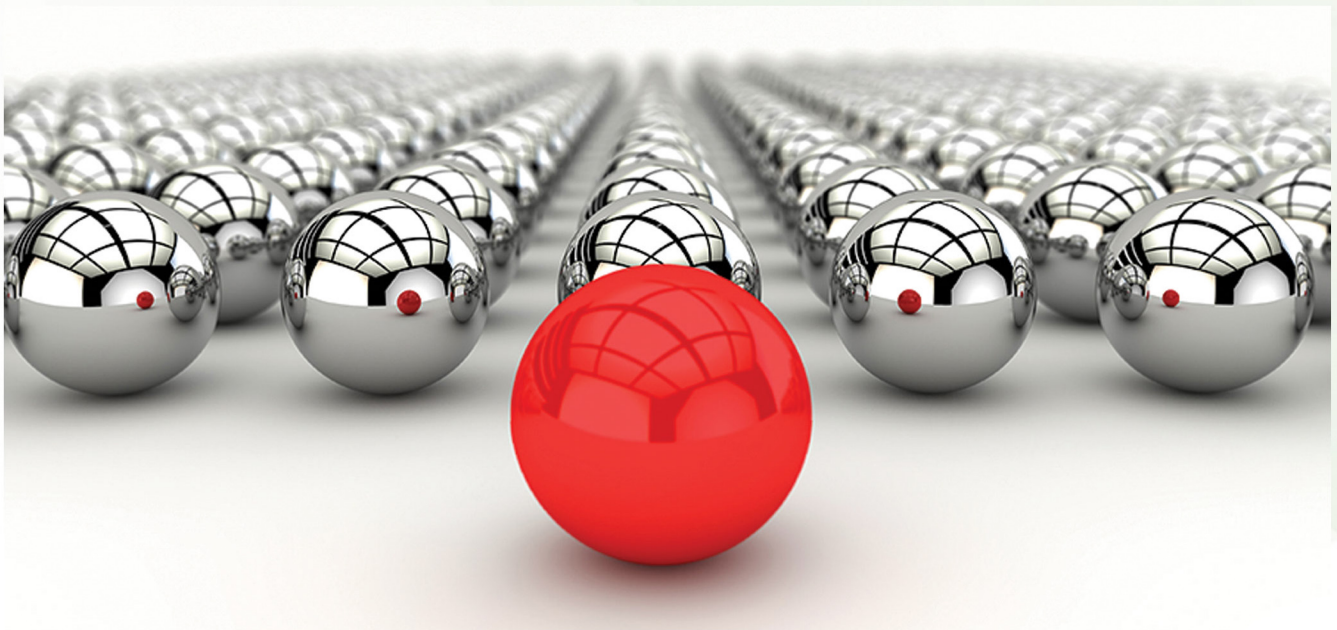
All of our editors have Master's or doctoral degrees from leading universities and average 16 years editing experience.

Kalite Tercume editors include working or retired academics and most of our editors have experience as editors or referees for journals or publishing houses.

## Accreditation of editors

Our English native speaker editors are members of, or are accredited by, the following institutions and organizations:

- American Copy Editors Society
- American Medical Writers Association (AMWA)
- Association of Earth Science Editors
- Board of Editors in the Life Sciences (BELS)
- Complete Medical Communications
- Copyediting Listserve
- Council of Science Editors
- Editorial Freelance Association
- Editors' Association of Canada
- Institute of Professional Editors
- SENSE
- Society for Editors and Proofreaders



## Strict compliance with the deadlines

Kalite Tercume never misses a deadline – to the date and the hour. We know the value of our client's time.

## Always available

You can contact Kalite Tercume 24/7, smoothly and uninterruptedly. We build fast, effective and efficient communication between our project managers and your company's project managers.

## Project management system

We can follow up all projects simultaneously by using our project management system software.

## Who do we like to work with?

- ▶ *We work with clients who value high quality translation first and foremost, knowing the difference it can make and the value it can add.*





## ACADEMIC TEXTS

Academicians and universities are among Kalite Tercume's main client groups. We provide translations to help academics at national and foreign universities to publish articles in refereed journals, to prepare manuscripts for presentation at events such as conferences, symposia, seminars and congresses. We also provide linguistic assistance with research for professors and for dissertations and master's theses.

Furthermore, we translate book chapters, research reports, article evaluations, essays, course notes, posters, interviews and letters to the editor.

All Kalite Tercume translators have completed their undergraduate or postgraduate study in leading universities in Turkey and abroad. They have field-specific knowledge with a thorough understanding of terminology, and they are familiar with academic practice at Master's level and beyond. They also know how much knowledge and ability is required for the translation of articles to be published in A-class refereed journals.

Our academic translator staff includes medical doctors, dentists, health personnel, pharmacists, biologists, chemists, genetics experts, engineers from all fields, architects, lawyers, education personnel, archeologists, sociologists, psychologists, historians, economists, finance and banking experts, former diplomats and communication experts.

English texts prepared by academics are edited and proofread by English native-speaker editors with Master's or doctoral degrees from leading universities internationally. On average they have 16 years of editing experience and include working or retired academics. Most of our editors have experience as an editor or a referee for journals and publishing houses.

We have translated and edited more than 27,000 academic studies in more than 200 academic fields with our 250 translators and 50 editors.

We translate both scientific research projects and individual research.

We also provide paraphrasing and transcription services.



Today's automotive industry has been globalized and new automobile markets have been opened around the world. Auto manufacturers develop automobile platforms specific to any market to be able to win a share in them and use local workforces in factories that have been opened all around the world to assemble components and parts provided by international suppliers.

To be successful, auto manufacturers need to provide information related to their products ranging from user guides to auto system interfaces and technical repair manuals. They also need to train and manage their multilingual and multicultural workforces in order to maximize productivity in a fiercely competitive market.

When you would like to penetrate into a local or global market, you will need accurate translations by experts who understand the sophisticated process and engineering implementations creating the modern automotive technology.

Kalite Tercume's specialized automotive translators are passionate about cars as much as you are and love to translate your innovations whether they're in design, driver comfort or handling and suspension. Our specialized translators are experienced and competent in all fields of the automotive industry including design, engineering, manufacture, production, sales and marketing.

Kalite Tercume provides translation services for large automotive manufacturers.



## AUTOMOTIVE

### Automotive texts we translate:

- Agreements
- Analysis reports
- Brochures
- Business plans
- Car navigation instruction manual
- Catalogues
- Conversations
- Design materials
- Educational manuals
- Instruction books
- Letters
- Material Safety Data Sheet
- Operating procedures
- Parts list and catalogue
- Presentation materials
- Press releases
- Proposal form
- Research articles
- Research reports
- Reference guides
- Service bulletin
- Service user guide
- Standards
- Technical documents
- Technical specifications
- Testing instructions
- Websites

With the boom in global markets, many companies have begun to expand beyond their national borders. This change involves language barriers. In a multinational company, you need to communicate in different languages to convey one identical message to your employees. When commercial texts are not effective, operations cannot be completed, products in new target markets fizzle out, and many other problems can arise. In today's business climate, reliable commercial translation can make the difference between success and failure.

## COMMERCIAL

### Commercial texts we translate:

- Addendums
- Annual reports
- Audit reports
- Business correspondence
- Business proposals
- Business reports
- CE Certificates
- Collective labour agreements
- Conference papers
- Diagrams
- E-mails
- Employment contracts
- Feasibility studies
- Financial statements
- General terms and conditions
- Graphics
- Guidelines
- HR regulations
- Ingredients declarations
- Instructions
- Internal and external communication materials
- International transfers
- Investment plans
- ISO certificates
- Job descriptions
- Letters of reference
- Official statements
- Payroll records
- Pension contracts
- Pension documents
- Pension schemes
- Personal announcements
- Personnel regulations
- Policies and procedures
- Pricing strategies
- Quality manuals
- Quarterly reports
- Reference documents
- Sustainability reports
- Tender documentation
- Training materials
- Work plans



## CONSUMER GOODS

It has become necessary for businesses to find more sophisticated multilingual communication solutions in order to attract and keep clients in today's competitive global market. The best way get the results you want is to work with a partner that creates effective solutions for clients.

Kalite Tercume is the right partner for your consumer goods translations. We translate consumer goods texts for businesses all over the world. Our clients are involved in many sectors such as household electronics, personal care, health, household products, computer products and more.

### Consumer goods texts we translate for:

- Appliances
- Baby care products
- Cleaners
- Consumer durables
- Cosmetic products
- Drinks
- Foods
- Frozen foods
- Ice cream
- Mountaineering equipments
- Personal care products
- Sun glasses
- Textile products
- Toys
- Wet suits
- White goods



Training materials texts we translate:

- Book
- Booklets
- Convention/Symposium texts
- E-media
- Lecture notes
- Magazine
- Multimedia
- Newsletters
- Presentations
- Slides
- Website

## EDUCATION

Multilingual e-learning programs are vital resources for the companies with international workforces. E-learning translation projects require more expertise, skills and resources than conventional translations.

Kalite Tercume is a leader in the translation of e-learning and training materials. We have been providing comprehensive e-learning solutions to businesses of all sizes for years.

The education industry faces new challenges as people around the world become more mobile, and all nations are becoming multicultural. We prepare appropriate learning program to clients from a variety of cultures, so we are careful to ensure that these educational materials deal appropriately with subjects that require cultural sensitivity. Why not work with a professional, reliable business partner who can translate educational materials for you, and allow you to focus on educating students?

Kalite Tercume offers the perspective and the expertise you need.

Today, it is an uphill battle adapting to the constant changes in the field of financial services as clients can belong to very different cultures and geographic locations. The range of finance and investment products is also constantly expanding.

While the range of financial and investment products continues to expand, businesses need the support of a translation team that knows the language of the industry as well as ours do. This translation team's strategy must consider privacy, brand protection and local market inputs.

We have broad experience in translations and interpreting for the banking, insurance and asset management areas in the field of financial services. We supply customized linguistic solutions for optimum communication with your stakeholders, investors and financial institutions, empowering you to communicate your projects on a global scale.

We provide the right technology, global access and linguistic expertise to help finance businesses keep their existing clients and acquire new ones in any region.

Our financial translation team translates texts requiring expertise in the fields of finance and law. Besides, our translators have experience in financial institutions and law offices. Kalite Tercume translates for foreign financial institutions, domestic securities, banks, insurance firms, law offices, investment advisers, think tanks and consulting companies.

## FINANCE

### Financial texts we translate:

- Academic papers
- Accounting documents
- Account information
- Analyst reports
- Annual reports
- Articles of incorporation
- Asset management and insurance
- Audit reports
- Banking software
- Business regulations
- Commercial and investment banking
- Compliance regulations
- Contracts
- Corporate financing
- Correspondence
- Credit card documentation
- Derivatives
- Disclaimers and fund regulations
- Disclosure letters
- Equity research
- Fact sheets
- Financial applications
- Financial reports
- Financial results
- Financial statements
- Financing and licensing agreements
- Flexible spending accounts
- Internal auditing documents
- Internal regulations
- International financial reporting standards (IFRS)
- Investment banking
- Investment fund management
- Investment performance and market reports
- Investment strategies
- Investment trust description reports
- Loan documents
- Market research reports
- Mergers and acquisitions
- Mortgage papers
- Pension records
- Performance commentaries
- Private equity
- Prospectus
- Quarterly and annual reports
- Retail banking
- Sales materials
- Security reports
- Securities trading
- Specialist articles
- Stocks/Bonds operation reports
- Structured financing
- Wealth management
- Wealth management agreements

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

D

The early years of 21<sup>st</sup> century have witnessed rapid development in information technologies. The use of modern IT solutions in the manufacturing sector has caused remarkable growth in productivity and expanded geographical boundaries.

Today information technologies have penetrated every aspect of our lives and become indispensable to every industry from business world to education, entertainment and leisure industries. Personal computers, mobile phones, fax machines and internet play an essential role in our daily activities. Businesses can no longer afford to ignore the need to translate their information into other languages.

Kalite Tercume provides translation services to IT companies and software vendors to support their business operations in the Turkish and international markets. We work with a wide range of file formats and platforms, and we use the most advanced translation memory systems and software localization tools, which make localization testing substantially easier.

We work with skilled linguistic experts who have broad experience in the field of information technologies or IT education in order to produce high quality translations. We do translation and localization for companies in the IT and telecommunications industries by coordinating with project managers, professional translators, editors, computer programmers, web designers, localization engineers and graphics designers and focusing on results in the fields of software, hardware, internet technologies and e-learning.

Our translations are edited and proofread meticulously by our experienced team of editors.

## INFORMATION TECHNOLOGY (IT)

### IT fields we translate:

- CAD applications
- Computer aided design (CAD)
- Computer aided manufacturing (CAM) software
- Desktop and server software applications
- Desktop applications
- Digital camera operation software
- e-Commerce
- e-Business
- e-Learning software
- Electronic test and measurement instruments
- ERP, CRM applications
- ERP software
- Games and entertainment
- Geographic information systems (GIS)
- Graphics
- Graphics and design
- Graphics files
- Groupware
- Hardware
- Hardware products
- Image operation software
- Internet technologies
- Memory management software
- Messaging and security software
- Network and system management
- Operating systems
- Product introductory guides
- Servers and system management applications
- Software
- Support systems
- Technical specifications
- Telecommunication
- Telecommunication systems
- Troubleshooting manuals
- User guides
- Video games

Legal translation is one of the fields in which Kalite Tercume has the most experience. We also have extensive experience in the translation of contracts. Our legal translators are graduates of law faculties at leading universities, so that we can guarantee that the legal texts we translate use the correct legal terminology.

We are aware that the smallest detail can have very important and legal consequences in the translation of contracts. Our clients choose Kalite Tercume because they can depend on our accurate translations of legal documents.


Our translator team in the law field is made up of the highly skilled, knowledgeable and experienced translators and attorneys. Their extensive knowledge of the law in the target language and culture, along with their thorough comprehension of legal concepts in the source language, means that they consistently produce excellent translations.

#### Legal texts we translate:

- Administrative specifications
- Affidavit
- Agreements
- Arbitration
- ATA carnet
- ATR document
- Bargain and sale
- Birth/Death certificate
- Business papers
- Code of business conduct
- Complaints
- Contracts
- Court decisions
- Court documents
- Deciphered
- Diploma
- Distributorship contract
- Divorce papers
- Expert reports
- FCPA and UK legislation against corruption
- Franchise agreement
- Identity cards
- Individual legal documents
- Intellectual property
- International cases
- Investigations
- Lease contract
- Legislation
- Licensing agreement
- Loan agreement
- Marriage license
- Mergers and acquisitions
- Organization contract
- Payment and execution orders
- Petitions
- Passports
- Patent applications
- Police statements and reports
- Policies against bribery and corruption
- Procuracy
- Public records
- Regulations
- Rental agreement
- Statement of charges
- Statutes
- Summons
- Tender specifications
- Transcript
- TUV certifications
- Witness statements



LEGAL



Our translators have extensive knowledge and experience in the following branches of law:

- Commercial Law
- Contract Law
- Criminal Law
- Corporation Law
- Insurance Law
- Maritime Law
- Property Law
- Tax Law



# LOGISTICS

Logistics is the management of consumer goods and freight. It also includes transportation, inventory, storage, material handling, packaging and security. Kalite Tercume employs experienced specialists to provide translation services to clients in the logistics industry. Airlines, logistics firms, railway maritime, and freight companies and organizations choose us as their preferred solution for translations.

We employ translators who know logistics and work actively in the field, while doing translations for the logistics sector. Our translators have many years of experience in the logistics industry. In addition to logistics texts, they have translated a wide variety of documents from software help guides and client portfolios to quality procedures and press releases.

Kalite Tercume's logistics translation team has extensive knowledge of the logistics sector's terminology, procedures and concepts and is committed to providing prompt and accurate translation services to every client.

## Logistics texts we translate:

- Airline operating and technical manuals
- Applications
- Brochures
- Cash flow statement
- Cargo manifest
- Catalogues
- Certificate of approval
- Certificate of pratique
- Contracts
- Customs and commodity inspection
- Customs declaration form
- Datasheets
- Declaration of acceptance
- Declaration of exportation approval
- Documents of human resources
- Environmental documents
- Express delivery
- Financial management
- Freight documents
- Regulatory documents
- Health documents
- Ingredients certificate
- International trade
- Inventory planning
- Invoice
- Legal documents
- Logistics system engineering
- Maritime transportation
- Manufacturing
- Marketing documents
- Material handling
- Navigation documents
- P&I insurance claims
- Packaging
- Packaging list
- Port management
- Registration documents
- Reports
- Security documents
- Shipping
- Software
- Supply chain management
- Transportation
- Transportation economics
- User guides
- Warehousing
- Websites



Advertisements are the means that businesses use to convince their clients to buy their products and services. The cultural connotations created by the words of each language are so different that translating documents for advertising and marketing is troublesome. Overcoming these challenges is only possible when the translator knows the intricacies of the target language's colloquial expressions.

Ignoring a language's slang terminology can result in translations that are downright absurd. Examples of such mistranslation in marketing are all too common.

The factor that determines the right business partner for marketing translations should be experience. Companies and organizations need a translation service like ours, which provides linguistic services based on a comprehensive knowledge of local dialects, slang terminology and colloquial language.

While translating marketing and advertising documents, the translators must not only know the language, but also be able to reproduce the tone, the style and the message of the source text. Inaccurate translation can damage a brand's image. It is also a waste of time and money. Kalite Tercume can meet these challenges and surpass your expectations.

## MARKETING

### Marketing texts we translate:

- Advertisements
- Books
- Brochures
- Business cards
- Catalogues
- Company presentations
- Distribution and advertising
- Introductory texts
- Letters
- Magazine and newspaper news
- Newsletters
- Presentations
- Product descriptions

Kalite Tercume provides extensive translation services to universities, hospitals, medical institutions, pharmaceutical companies, in addition to biopharmaceutical, biotechnology, and clinical research companies in Turkey and around the world. Our medical translators are medical doctors and pharmacists. We have a strict quality control process for medical translations, since mistranslations can lead to serious medical and legal problems. We are aware of how important it is to protect the privacy of medical translations, and we sign a privacy contract when it is requested by the client.

## Medical

At Kalite Tercume we have experienced translators of a wide range of documents whose topics have included anatomy, biophysics, biostatistics, physiology, histology and embryology, biochemistry, medical biology, microbiology, medical education and informatics, the history and ethics of medicine, emergency medicine, forensic medicine, pediatrics, dermatological and venereal diseases, physical therapy and rehabilitation, chest diseases, public health, internal diseases, cardiology, neurology, nuclear medicine, radiation oncology, radiation, psychiatry, breathing and immune systems, sports medicine, pharmacology, genetics, family practice, infectious diseases, anesthesiology and reanimation, brain and nerve surgery, pediatric surgery, general surgery, thoracic surgery, eye diseases, gynecology and obstetrics, otorhinolaryngologic diseases, cardiovascular surgery, orthopedics and traumatology, plastic and reconstructive surgery, pathology, and urology. We provide academic translations to academics and health professionals of Turkey's medical schools.

### Medical texts we translate:

- Academic articles
- Books
- Booklets
- Bulletins
- Doctor's prescription
- Epicrisis report
- Event documents (conferences, symposiums)
- Hospital release forms
- Immunization records
- Lecture notes
- Medical records
- Monographs
- Patient information leaflet (PIL)
- Patients' rights
- Presentations
- Regulatory approval dossiers
- Summary of product characteristics (SPC)
- Training materials of doctor and patient
- Websites

MEDICINE  
and  
PHARMACEUTICAL



## Pharmaceutical

Kalite Tercume's medical and pharmaceutical translation team can do all the translations required by the business cycle of a pharmaceutical company. Our translations have included the phases of new drug development, clinical research, surveys after marketing, marketing data, and training materials.

Since the pharmaceutical industry has become a more competitive sector and legal requirements have grown more complex, you need a linguistic services partner to thrive in these conditions. We can support you with our high quality, multilingual solutions.

### Pharmaceutical texts we translate:

- Academic articles
- Academic presentations
- Brochures
- Case report forms (eCRF)
- Clinical study data
- Clinical study protocols (CRF)
- Clinical test reports
- Drug marketing and distribution documents
- Drug production processes
- Drug regulatory approval
- Guidelines
- Health economics researches
- Investigator's brochures
- Legislation (EU legislation, expert reports, analytical methods, verification reports)
- Marketing materials
- Over-the-counter
- Packaging and labeling
- Patient information leaflets (PIL)
- Pharmacological clinical experiment and reports
- Prescription
- Press release
- Product catalogs
- Product labelling
- Product launches
- Prospectus
- Research and development
- Summaries of product characteristics (SmPC)
- Thesis
- Thesis summary





## Medical Devices

The work of producers of medical and in vitro diagnostic devices is subject to national regulations. These businesses must comply with regulations in the target country in order to market their devices internationally. This requires an excellent understanding of the relevant regulations, content and terminology in the native language of the target country.

### ***International Regulatory Compliance***

Producers in the European Union have to certify CE conformity before putting their products on sale. This certification also demonstrates that they meet the requirements of related directives, such as the Medical Devices Directive (MDD, Directive 93/42/EEC), the Active Implantable Medical Devices Directive (AIMDD, Directive 90/385/EEC), the In Vitro Diagnostic Directive (IVDD, Directive 98/79/EEC). Similar requirements are also provided in other countries.

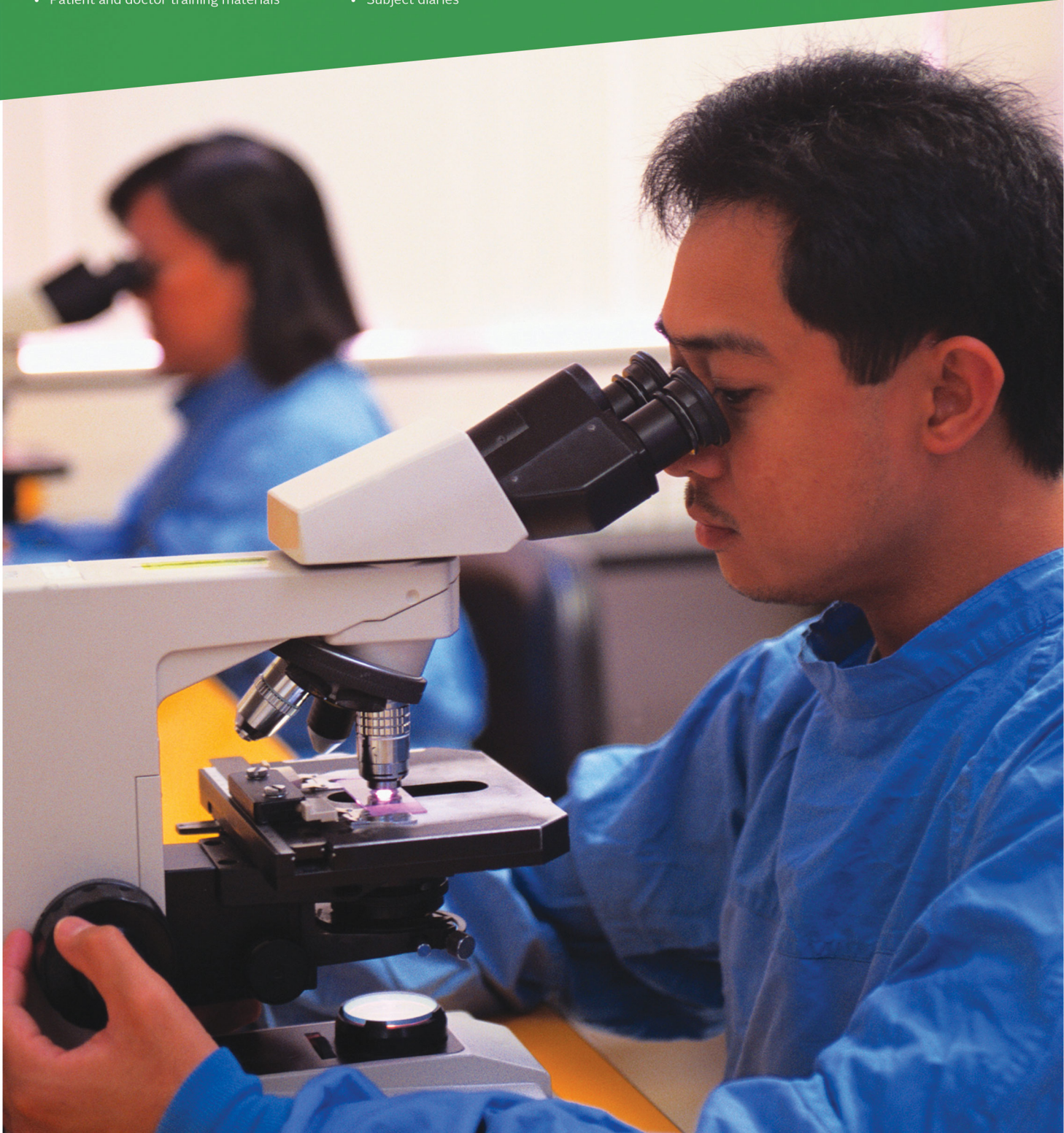
The management of regulatory compliance is one of the most critical issues for medical device businesses. Even a minor mistake may delay regulatory approval and product's launch on the market. Inaccuracies in translations of medical device documents can delay a product, cause its recall and lead to liability lawsuits. All these vital issues mean that medical device producers need to work with the right translation offices.

## Clinical Trials

Linguistic and translation services play an increasingly large role in clinical trials. The number of international clinical studies is rising, and the translation of clinical trial texts is becoming an indispensable component of many research projects.

### Clinical trial texts we translate:

- Adverse events
- Case report forms
- Clinical contracts
- Clinical forms
- Clinical study protocols (CRF)
- Consumer medicine information (CMI)
- Diagnostic surveys
- Ethics committee writings
- Immunization surveys
- Informed Consent Forms (ICFs)
- Patient and doctor training materials
- Patient diaries
- Patient surveys
- Patient results online (PRO)
- Patents
- Pharmacovigilance materials
- PRO/ePRO instruments and scales
- Protocols
- Quality of life questionnaires
- Radiotherapy researches
- Scientific articles
- Subject diaries



Military terminology and military language change from day to day because military and defense technologies are developing rapidly. Military translators should keep pace with this speed of change. Military terminology is developing continually due to the restructuring of military forces, the emergence of new weapon systems and evolving military tactics and strategies. Military translation is a specific discipline. It requires full knowledge of the hierarchical structure of militaries with extensive military knowledge and experience. In some cases, the target group is composed of various national militaries and personnel with different educational and cultural backgrounds, this requiring the translator to accommodate this multiculturalism.

In addition, the military translator must have sense of responsibility. Mistranslation of even a single word could lead to serious misunderstandings. Mistranslation of military technical user guides could lead to the misuse of weapons, military technologies or even undermine an entire defense strategy. This means that military translators should be specialized in the fields of technical and legal translation.

Having a comprehensive knowledge of military terminology is essential for a military translator. All military texts are full of specific military and technical terms, abbreviations and idioms. Militaries also have distinctive terminological preferences. Military abbreviations are also an important challenge for a translator. NATO texts are full of military abbreviations, and the translator can get lost among a great number of abbreviations.

Military translations exclude metaphorical and sentimental statements, which requires not only a full command of the target language, but also military experience and knowledge. Translators should be familiar with the organizational structure, strategies and tactics, weapon systems and defense techniques of the armed forces in the relevant countries.



MILITARY



The globalization of military training and operations has situated military knowledge and military language in a dynamic environment. The field of military translation requires knowledge of the structures of armies around the world, so it is important that military translation is done by experts. Having a grasp of classical doctrines, as well as contemporary military literature, makes it easier to understand the military today.

Translations for the defense field are a matter of life and death. Vital decisions will be made when these translated documents are delivered to command centers and policy makers. Military translations require high levels of security and accurate military terminology. No tolerance can be shown to mistakes since these documents are used for risk assessment and to determine courses of action.

Defense operations include both civilian and military actions. Militaries interact with the international companies that supply telecommunication systems, fighter aircraft, submarines, tanks and a broad range of military weapons and equipment. Protocols and agreements signed between many nations' defense ministries involve governments in military affairs. Avoiding misunderstandings between these nations is a very sensitive issue, so translators who work on these translations need to know the field of defense and its jargon very well.

In this dynamic environment of fighter aircraft, warships and secrecy, translators must be experienced and have an excellent understanding of military operations. Linguistic proficiency will not suffice. In addition, they must have knowledge, skill and experience in the areas such as anti-terrorism, humanitarian relief and peace-keeping.

The number of translators who have knowledge to this extent is limited. Kalite Tercume's team of military translators is experienced. They know their own branches, Turkish and English terminology and have military training.

We understand the need for security and privacy in the defense field, and we sign confidentiality agreements for the military documents we translate.

We do military translations in specific fields, but we also translate texts that discuss combinations of chemical, mechanical, nuclear and electronic processes. We translate texts that examine the methods used by military personnel, technicians, engineers and support staff, and offer linguistic support to the defense industry's land, sea and air logistical services. The technical dimension of these documents is handled with a high level of professionalism, and the originality of the knowledge in the document is preserved.

## Military fields we translate:

- Air Defence Systems
- Aircraft Repair and Maintenance
- Airport Equipment and Ground Support Systems
- Ammunition
- Armoured Vehicles
- Artillery Systems
- Autonomous Underwater and Surface Vessels
- Ballistic Missiles
- Bombs
- Cartography and Map Systems
- CBNR Systems and Protection Equipment
- Clothing and Other Textile Products
- Coast Guard Platforms
- Combat and Support Vessels
- Command Control Vehicles
- Command, Control and Communication (C3) Systems
- Communication Systems
- Coolers, Refrigerated Rooms and Storehouses, Freezers
- Data Security, Storage and Retrieval Systems
- Destroyers, Frigates and Corvettes
- Diving Equipment and Support Systems
- Early Warning Radars
- Electronic Countermeasures Systems/Equipment
- Electronic Warfare (EW) Systems
- Emergency Intervention Boats
- Engineering Equipment and Vehicles
- EOD UGVs
- Equipment
- Explosives
- Fast Patrol Boats, Fast Attack Craft
- Field Hospitals and Equipment
- Fighter Aircrafts
- Fire Control and Fire Support Systems
- Fuel Tankers
- GPS and GSM Systems
- Ground Control Technologies
- Guns
- HVAC Systems
- Industrial Kitchens, Cafeterias, Bakeries and Equipments
- Intelligence, Surveillance & Recon (ISR) Systems
- Jamming Systems
- Jet Aircrafts
- Landing Craft
- Landmine Locating and Mine Clearing Systems
- Laser Guided Missiles
- Laser Technologies
- Laundry Equipment
- Logistic Support Units
- Machinery, Tools and Equipments
- Maneuver and Logistics Software
- Mine Hunting (MCM) Vessels
- Missiles
- Munitions
- Night Vision Systems
- Nuclear Submarines
- Parachute Systems
- Personnel Protective Equipment
- Pilot Accessories
- Power Sources and Generators
- Radars
- Reconnaissance Aircrafts
- Rockets and Guided Missiles
- Satellites
- Ship Building Equipment and Materials
- Ship Design and Shipyards
- Ship Electrical Systems
- Submarines
- Tactical Vehicles
- Tanks
- Target Detection, Identification and Assessment Systems
- Technical Specifications
- Tents
- Thermal Systems
- Torpedoes and Torpedo Defence
- Training and Simulation Systems
- Unmanned Systems
- User Manuals and Instructions
- Warships
- Weapon Systems
- Websites



# PATENT

Translating materials related to patents and intellectual property is one of Kalite Tercume's specialties. All our patent translators are experienced experts in the field.

We do patent translations concerning issues such as language, technology, objective of the patent, and patent law. We pay attention to the details since they distinguish the patent and makes it valuable.

Patent translation functions as a bridge between two different translation disciplines, technical and legal translation. So patent translations need to be done by a translator team with both a good comprehension of the relevant technical field and an excellent command of legal language. We get highly accurate results in very technical translations with a team made up of both technical specialists (engineers, medical doctors, pharmacists, and so on) and legal specialists.

We translate patent applications from patent offices around the world: the United States Patent and Trademark Office (USPTO), the Japan Patent Office (JPO), the State Intellectual Property Office (China) (SIPO), the European Patent Office (EPO) and other patent offices. We also provide patent translation services to leading biotechnology, pharmaceutical, research and hi-tech companies, educational institutions, university research institutions and law offices.

## Technical fields

### **Machine Engineering:**

Various processing technologies, packaging technology, mechanical structures, automobiles, railways, aeronautics, aerospace technology, industrial robots, applied mechanics, hydraulic systems

### **Electrical and Electronic Engineering:**

Semiconductor technology, video technology, optical technology, home appliances, computer systems, digital technologies

### **Communications:**

Wire and wireless communications, wireless communication systems, navigation systems, optical signal communication, broadcasting technology

### **Chemistry:**

Organic chemistry, inorganic chemistry, agricultural chemistry, pharmaceutical products, various synthesis technologies

### **Biotechnology:**

Biomaterials, genetic modification technology, cell engineering, fermentation, plant breeding

### **Materials:**

Ceramics, magnetic materials, superconductive materials, plastics, metallic materials, metallurgy, plating, casting, forging

### **Others:**

Civil engineering, environmental engineering, agricultural technology, medical equipment, environment technology, industrial engineering, information technology, MEMS, optics, pharmaceuticals, architecture, dental technologies, genetics, geology, life sciences, marine science, materials science, nanotechnology, nuclear engineering, natural gas and petroleum radiation

## Patent texts we translate:

- Affidavits
- Application forms
- Declarations
- Intellectual property rights
- Patent applications
- Patent oppositions
- Patent publication
- Power of attorney
- Prior art
- Record of oral proceedings
- References
- Priority certificates
- Specifications
- Written answer
- Written complaint



The world has been getting smaller as a result of globalization, and governments are in more need of accurate, fast and cost-effective linguistic solutions. Today communicating with local communities has become an obligation for governments and public institutions in the following fields:

- Education
- Employment
- Finance

- Health
- Planning
- Settlement

- Social services
- Tourism
- Transportation

Since economy and politics are now integrated around the world, governments use professional translation services in regulated areas. The translation of official documents requires the use of legal terminology and accurate terminology that reflects these texts' intended meaning.

Kalite Tercume has a large staff of experienced translators who can take on the large scale projects of state institutions. We employ expert translators of public sector documents who have occupational experience in public institutions and organizations.

Public projects require not only accuracy and timely delivery, but also qualified translators and project management who will translate the highly sensitive content in confidentiality. Kalite Tercume has systems in place that ensure the confidentiality and security of your information.

All documents are translated meticulously in accordance with the expectations of our clients. If you would like a report, guide, press release or any other document to be translated on short notice, we can deliver this translation the same day.

All governmental institutions operate with specified budgets and pricing principles for the fiscal year. We comply with these principles by working within budget and deadlines to deliver the highest quality translations at the most affordable price.

We translate documents regarding law, politics, economy, medicine, technology, finance and more for public institutions and organizations.

## PUBLIC SECTOR

### Public institutions and official bodies we translate for:

- Chambers of commerce and industry
- Consulates
- Courts
- Development agencies
- Educational institutions
- Embassies
- Governments
- Hospitals and health institutions
- Immigration offices
- International Aid Organization
- Law Enforcement Agency
- Local governments
- Military organizations
- Ministries
- Non-governmental organizations
- Political parties
- State Planning Organization
- Trade associations and financial institutions

Localization of your software for more than one culture and language may increase your revenue and profits. Localization, which is the process of adapting your software products and relevant technologies to a specific region or language, requires the cooperation of a competent partner proven in the translation and localization fields.

Today businesses in Turkey trust Kalite Tercume for localization services. We have been localizing their software products for years. We do localization in these fields:

- Software
- Hardware
- Online Help pages
- Documentation
- Websites
- Marketing materials
- Multimedia materials
- Training materials
- e-Training modules

We provide comprehensive localization services so that our clients' software can run effectively on local operation platforms. Our localization team is competent and well equipped to complete localization projects of any scope and volume. Our localization process includes:

## SOFTWARE

### Engineering assessments before localization

- Analysis of source files
- Software analysis
- Identifying tools and processes required for the work flow of localization
- Calculating the volume of the project in order to determine its cost

### Engineering before translation

- Preparation of translation tools
- Preparation of key term lists specific to the clients
- Blocking of texts not be translated
- Transferring the translation memories
- Determination of the total number of words

### Engineering after translation

- Proofreading the translated files
- Correction of errors identified by proofreader
- Preparation of the files for delivery
- Updating the client's translation memories (TM)
- Preparation and distribution of the software
- Error management

FROM THE DIRECTOR OF 'ALIENS,' 'T2' AND 'TRUE LIES'

## Subtitles we translate:

- Films
- Video clips
- Documentaries
- Games
- Shows
- Promotional materials
- Visual and audial contents
- Multimedia elements
- Narration, prompt recordings, translation of the materials with sound effects and music
- Translation of the texts on images and graphics
- Flash, 3D animations



SUBTITLE

We provide subtitle translation services to companies and individual clients in the entertainment and media industry both in Turkey and around the world. We make top-end subtitle translations of visual and audial materials such as films, documentaries and promotional materials.

Leading and experienced business partner in industries of translation and localization, Kalite Tercume has the most experienced translators and state-of-the-art technology meeting the translation needs of media sector. We employ subtitle translators specialized in this field.

In subtitle translations it is vital to reflect speech accurately and to synchronize the subtitles with the speech. The speaking speed and the duration of a subtitle on the screen sometimes make it hard to convey the intended meaning. Subtitles can not be longer than two lines in order to fit into a film frame and this is the biggest challenge in subtitle translations. The average length of one line of subtitle is only 40 characters. That is why the subtitle translators have to skillfully summarize, shorten, adapt and even omit text in order for the text to sync with the vision.

Subtitle translators need a full command of the colloquial usage of both source and target languages to accurately convey meaning in the target language.

Translations of long sentences and the segmentation of the frames must be handled meticulously as syntax in the Turkish language is very different from other languages.

Once the translation is complete, the subtitles are digitally embedded into the film frames.



Texts we translate and deliver with notary certification:

- Academic documents
- Birth certificates
- Certificates
- Contracts
- Death records
- Diploma
- Identity cards
- Passport
- Research reports

## SWORN TRANSLATIONS

Kalite Tercume provides rapid, notarized translation services which are accepted by all public authorities and institutions. We provide our clients with notarized commercial or personal documents that can be used for either local or international purposes.

All the texts in our translation cycle go through editing, proofreading and quality control processes. If required, translations can be notarized after these processes.

Legal source documents are submitted to public authorities together with their printed translations on our letterhead and certification by apostille is provided.



LOADING 100%

# TECHNICAL

Whether you offer hardware, engineering software, telecommunication solutions, hosting solutions or other products and services, you have to survive in the fiercely competitive environment of the global market.

To win a share of global markets and to compete successfully you need to be able to communicate with target groups and clients accurately and effectively. You have to create brand awareness and loyalty in target sectors to improve your client base in global markets. So the essential point is to establish optimum communications with your target market.

Technical translation is a specific area that requires professional translators with an engineering background and both terminological and linguistic competence. Inaccurate technical translations can cause system errors, equipment damage and even more serious results. Such a mistranslation of safety instructions could have a lethal effect on an electrician working with high-voltage electric systems. This makes it much clearer why technical translation should be taken seriously. A qualified technical translator should have an excellent command of the source and target languages and extensive knowledge of the relevant technical issues and their terminology.

High quality technical translations also require the preparation of diagrams, graphics, and figures in the same format as the source text.

Our highly experienced technical translators are university graduates with experience in fields such as electrical engineering and electronics, construction, mechanical and chemical engineering, aeronautics and space exploration, geology, meteorology, computers, environmental studies, food sciences, biotechnology and genetics, metallurgical and materials sciences, mining, the petroleum and natural gas industries and marine engineering.

1111110101010101010110101010110101

## Technical fields:

- Agriculture
- Architecture
- Aviation
- Chemistry
- Computer software and hardware
- Construction
- Electric Electronics
- Energy
- Environment technologies
- Information technologies
- IT
- Machine
- Mining
- Motor
- Petroleum
- Product descriptions
- Robot
- Security systems
- Telecommunication
- Textile

## Technical texts we translate:

- Agricultural machinery
- Architecture
- Air ground vehicles and machines
- Air transport vehicles
- Airport vehicles
- Apparatus
- Assessments and articles
- Audit reports
- Automation
- Aviation
- Avionics
- Bill of materials
- Booklet
- Broadcasting technology
- Brochure
- Building machinery
- Building technology
- Cadasters
- Cartography
- Catalogs
- Certificate
- Certificate of conformity
- Certificate of quality
- Certificate of warranty
- Chemicals
- Chemistry
- Civil engineering
- Computer-aided design (CAD) materials
- Computer-aided manufacturing (CAM) materials
- Computers
- Construction
- Construction technology
- Consumer electronics
- Energy
- Energy conservation
- Engineering specifications
- Environmental technologies
- Equipment
- Fuel oil
- Gas
- Guidebook
- Hazardous substances
- Health and safety documents
- Household electrical appliances
- Hydraulics
- Industrial goods
- Information technologies
- Infrastructure and sewage
- Inspection certificate
- Installation manual
- Introductory booklets
- ISO certificate
- Journal articles
- Lifting and routing machines
- Machine labels
- Machinery
- Machines
- Machining and metal forming machines
- Maintenance repair and assembling
- Manuals
- Marine engines
- Marine engineering
- Marine transportation vehicles
- Mechatronics
- Metal working
- Metallurgy
- Mobile phones
- Motors
- Navigation
- Nuclear power
- Nuclear power plants
- Operating instructions
- Operating manuals
- Optical devices
- Optics
- Petroleum
- Photocopy machines
- Physics
- Plant machinery installation
- Plastics technology
- Pneumatics
- Precision gauges
- Presentations
- Printers
- Printing and packaging
- Product catalogs
- Product specification
- Production machines
- Production robots
- Project document
- Projectors
- Quality report
- R&D reports and laboratory results
- Registration certificate of engineering vehicles
- Regulations
- Safety manuals
- Scanners
- Security systems
- Semiconductor production equipment
- Settlement project
- Software and hardware
- Software and hardware UI
- Space technologies
- Specification sheet
- Storage devices
- Survey reports
- Technical article
- Technical bulletins
- Technical documents
- Technical drawing
- Technical proposals
- Telecommunication
- Telecommunication devices
- Television
- Textile
- Textile machines
- Tools
- TSE certificate
- Water and waste treatment
- Water treatment



## TELECOMMUNICATION

Both telecom operators and mobile phone producers want to be assured of their place in rapidly growing markets as opposed to the saturated markets in the USA and Europe. The market in Turkey remains appealing to this sector and attracts new investments.

Our telecommunications translation team provides services in the fields of technology and IT, products and services, base station systems, networks and cabling

### Telecommunication texts we translate:

- Manuals
- Product and service description
- Product catalogs
- Product information brochures
- SMS/MMS marketing texts

## TOURISM and HOSPITALITY

Companies operating in the travel, tourism and hospitality industries continue to grow globally by extending their fields of operation and getting into new markets. The Internet has made the travel, tourism and hospitality market more active and competitive. Prestigious businesses who know this industry well are aware that the best way to get ahead is to communicate with clients in their native languages. Companies in this sector increasingly require professional linguistic services to facilitate their effective communication in foreign languages.

The travel and accommodation sector seek out the patronage of domestic and foreign tourists. They compete to attract foreign tourists by offering luxurious and exciting innovations. The key factor in the hospitality sector is to enhance client satisfaction and client loyalty. Whether it is operating on a cruise liner or in a casino, the greatest challenge for a hotel is to provide the clients with unforgettable experiences consistently.

Moreover, it is important to convey the given message in clients' native language. No matter how good the accommodation service is, the marketing message still needs to be adapted and localized to appeal to the tourists' language and culture. Success in this sector means staying competitive, but accurate and effective translations are a necessity, too. A tourism business may increase its foreign clientele with a well translated website or advertisement brochure. Advertising to clients in their own languages attracts more visitors to your city, area, or country, and gives them a unique experience. It creates a positive atmosphere if they can easily get information from museum guides to maps in their native languages. Investing in travel and tourism translations attracts new tourists and contributes to local economies.

The subjects of tourism texts are leisure activities, vacations, sports, official holidays, religious holidays, and other activities that attract tourists. Tourism and marketing texts share the objective of grabbing reader's attention and making sales.

Most tourism texts use a colloquial and informal style. This means fewer technical terms, but it also requires close attention to message, style and tone since these must be optimized for the target language and culture. Some modifications of these texts may be done to adapt them for publication in specific venues such as as website, brochure, or in a newspaper or magazine.

Another dilemma in tourism texts is the use of local names in the source texts. After doing research, we found that we want the client to be able to decide which terms to use since often there are multiple options. Leaving these options open to the clients is preferable, so we include them all in our translations.

We see each tourism industry translation project as a creative effort and consider the cultural, historical, and idiomatic aspects of the target language. Our translators have the linguistic ability and the skills needed to recreate the style and tone of the source text in the target language, so our translations are accurate, fluent, and enjoyable to read.

Kalite Tercume has extensive experience with the multilingual requirements of travel, tourism and hospitality businesses, hotels, resorts, travel agencies, tour operators, sea travel agencies, car rental companies, airlines, yacht tourism companies, corporate organization and activity planning companies. We know that our quality translations can help your company and brand to attract more domestic and foreign clients.

Our translators are experts in marketing, and can bring the uniqueness and enthusiasm of your advertising materials to the target language. We put ourselves in your shoes and do our business as properly as you do when we are translating all documents including websites, tourist attraction advertisements, advertising brochures, client loyalty promotion texts and travel guides.





## Tourism texts we translate:

- Accommodation contracts
- Advertisement brochures and flyers
- Airline websites
- Audio-visual materials
- Brochures
- Bulletins
- Car rental companies' websites
- City guides
- City maps
- Contracts
- Correspondences
- Country guides
- Country maps
- Employee e-Learning solutions
- Employee training manuals
- Exhibition & Museum guides
- Forms
- General passenger information
- Holiday guides
- Hotel websites
- In-flight magazine
- Itineraries
- Journal articles
- Local restaurant guides
- Marketing
- Multimedia presentations
- Museum guides
- Newspaper articles
- Official travel documents
- Online databases
- Phrasebooks
- Production definitions
- Program guides
- Promotional offers
- Public relations campaigns
- Regional guides
- Regional maps
- Renting contracts
- Restaurant menus
- Routes
- Safety surveys
- Sales
- Service identities
- Tour guides
- Tourism
- Tourism agency newsletters
- Travel articles
- Travel bargains
- Travel blogs
- Travel bulletins
- Travel guidebooks
- Voyage policies
- Websites, advertising, and marketing materials

## The translation of a website involves these stages:

- Translation and adaptation of the web content
- Translation of user interfaces in web applications
- Graphic design localization
- Internationalization
- Testing the localized website
- Management and updating the multilingual website



WEBSITE

We provide extensive translation services for multilingual websites in order to make your online assets be comprehensible in target markets. We cooperate with your graphic design teams so that your projects can be completed on time and within a predetermined budget.

The translation of websites requires a more artistic approach than conventional texts and more time and effort. It calls for a combination of competence in language and culture along with appropriate technology and project management resources. When sufficient project management resources are lacking, the translation of a website can be more time consuming and more expensive. That's why many companies prefer Kalite Tercume for translations of their websites.

Linguistic accuracy and attention to technical details are the most important issues in website translation. We make sure that our website translations use good marketing terms and we take care of the technical details.

## Whisper Interpretation

Whisper interpretation involves whispering the translation of a speaker's speech to the client in meetings, without the use of equipment. Such oral interpretation is preferred in small meetings when accompanying a foreign guest.

## Consecutive Interpretation

Consecutive interpreting, where the translator listens to the speaker, takes notes and translates the speech into the target language, is used for face-to-face encounters or small group interactions, such as business meetings, committee visits, short press releases, patient-physician communication, or meetings requiring privacy. Kalite Tercume provides consecutive interpreting services in 40 languages.

## Simultaneous Interpretation

Simultaneous interpretation, where the interpreter sits in a soundproof booth and translates simultaneously to listeners through sound systems, equipment and earphones, is used for large groups in international conferences, meetings or situations requiring interpreting into two or more languages. Simultaneous interpreting can be very complex and it is performed by at least two interpreters per language as it can also be very tiring. Kalite Tercume provides simultaneous interpreting services with groups of interpreters who are experienced in this demanding translation skill.

## Sight Translation

In this kind of translation, the translator reads a written text in a language and simultaneously interprets it orally. This service is usually requested for the public sector, including immigration bureaus, medical meetings, hospitals, police departments and notaries.

## Court Interpretation

Court interpretation requires an exceptionally high level of objective and accurate interpretation.

## Liaison Interpretation

Kalite Tercume interpreters help our clients communicate by accompanying them during their business trips to the other countries, or when they have foreign guests coming from abroad. This service is specially requested by trade fair organizations.

# INTERPRETATION

Oral interpretations have become a critical service for many multicultural organizations operating globally. Interpreters need a full command of both source and target languages, and field knowledge on the subject to be interpreted, as well as an appreciation of the cultures involved and, of course, good diction. We provide interpretation services for the finance, legal, marketing, market research, insurance, health, pharmacy, information technologies, engineering, media and public sectors.



## Editing/Proofreading

Our editing and proofreading is done by senior editors/proofreaders. For every project we perform a detailed quality control process in order to produce error-free translations.

At least three professional linguists work on each project: one translator, one editor and one proofreader. The linguists involved in the project are determined according to the field of the text so that the translation/proofreading of a text relevant to engineering is done by the translators/proofreaders with a background and experience in engineering.

After completion of the translation, the editor in charge of the project evaluates the text's use of terminology and checks for mistranslations, spelling errors and mispunctuation.

The final stage in the quality control process is carried out by a proofreader who checks the translation's fidelity to its source text and its page layout.

### *Editing*

Our editing services include these stages:

- Correction of spelling, grammar and punctuation errors
- Addition of any missing words, phrases, names and dates
- Using appropriate wording to convey the message of the source text accurately and in the same writing style
- Checking for the consistent and accurate use of specialized terminology in the translation
- Making the content more accurate and creative
- Inspection for compliance with the client's instructions and reference texts

### *Proofreading*

Our proofreading services include these stages:

- Correction of any spelling, grammatical or punctuation errors
- Error-free page-setting, typesetting and content
- Correction of visual inconsistencies (space, number and date formats and so on)

# Transcription

Kalite Tercume provides rapid and professional transcription services that turn audio recordings into texts. We present efficient, professional and reliable transcription services for law offices, medical institutions, social research and marketing research agencies, film companies, media institutions, public institutions and universities. We can transcribe any and all digital environment and tapes.

After we listen to an audio recording, we assign a transcription specialist who specializes in the subject of its content to that project. We handle all transcription projects in two stages. Each recording is transcribed by an experienced linguist and edited for accuracy and completeness by another specialist. Any incomprehensible words, phrases or syllable that could not be understood are designated in square brackets, and the project is submitted to the approval of the client. We also translate transcripts at the client's request.

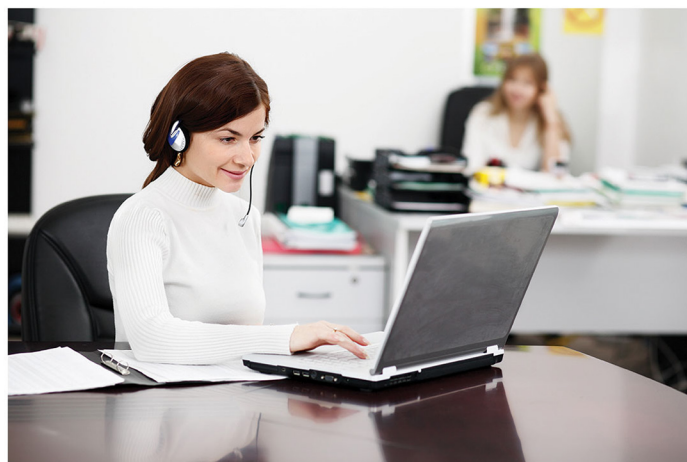
## Our clients always choose us because we:

- handle audio files and documents in a secure environment in compliance with our confidentiality procedures.
- deliver all the transcribed files on time.
- review all transcriptions for accuracy and consistency as part of our quality control process.
- have the best transcription team in the field with excellent educational backgrounds, extensive experience and high standards of professionalism.
- promptly respond to our clients.

The quality of the transcription will be as high as the quality of the audio files. We prefer electronic files since these are the easiest files to work on at higher speeds, and we can download and upload these files securely using our cloud-based file transferring system.

There are many factors involved in the duration and pricing of a transcript project. Pricing is determined for each project and varies according to general factors such as the content, the number of speakers, rate of speech, layering of speech, accents, background noise and the quality of the audio recording.

Completed transcriptions are delivered on time by e-mail, on CDs or in hardcopy formats.



## Source files we transcribe:

- Advertorials
- Broadcast scripts
- Conferences
- Conference calls
- Continuity
- Court hearings
- Documentaries
- Education materials
- Entertainment
- Interviews
- Lectures
- Market research focus groups
- Meetings
- Movies
- News footage
- Panel discussions
- Phone calls
- Radio broadcast
- Realite TV
- Recruitment interviews
- Seminars
- Speeches
- Television programs
- Testimonies
- Theater performances
- Web broadcast

## Source file formats we transcribe:

- WAV
- WMA
- FTR
- AIFF
- MP3/MP4
- DSS
- CD
- DVD
- VHS
- Standard/mini cassettes
- Mini disks



## Desktop Publishing

Our work process includes project management, translation, editing, typesetting and proofreading phases and allows you to focus on your clients. We use all standard desktop publishing applications and we are experienced in graphic design.

Our specialist team uses these desktop publishing and graphic design applications:

- Adobe® FrameMaker®
- Adobe® Photoshop®
- Adobe® Illustrator®
- Adobe® InDesign®
- Adobe® Acrobat®
- Enfocus PitStop
- QuarkXPress®
- CorelDRAW®
- Microsoft Office (Word, Excel, PowerPoint)
- Adobe PageMaker
- Macromedia FreeHand
- Macromedia Fireworks
- Adobe ImageReady

We use desktop publishing software when you require a more attractive page layout or you wish to include images in the text. Kalite Tercume can format and typeset of all kinds of complex materials.

## ***We perform these desktop publishing services:***

- Preparation of texts for translation from any kind of desktop publishing application or format
- Preparation of the content for translation if the source file is not editable
- Design and application of single-sourcing solutions
- Matching the page layout of the target text with that of the source text
- Quality control for desktop publishing
- Converting files to PDF or other formats for online or printed publication
- Production of desktop publishing and publication guidelines specific to the target language
- Preparation of templates and document designs for online or printed PDF outputs

## ***Post DTP proofreading***

Proofreading is the final phase of the translation process. This final review guarantees that the localized material is completely error-free. Our completed translation texts in all language pairs are ready for publishing after they are checked against the source text. Our linguists check the text's punctuation, title and subtitle usage and its consistency in terminology and wording for errors that may have been missed.

A simple layout or spelling error may dramatically affect a client's brand or product recognition, regardless of the otherwise high quality of the translation. This is particularly true for marketing and advertising materials.

Outputs from desktop publishing directly affect the utilization and approval of that product by public authorities. For example, incorrect numerical data contained in financial materials or dosages of medicines may have severe consequences. This indicates that the revisions performed during and after desktop publishing are steps that should not be neglected.



# Brandname Analysis

## Why are brand names important?

Brand name of a product to be launched either directly to foreign markets or globally by means of the internet is very important. This process includes some specific risks. You want to be sure that the brand name of your product will have an affirmative association in the target countries. So you need to know that this name is appropriate for target markets characterized by a variety of languages and cultures. Brand name analysis should be part of your market research and your marketing strategy.

Even simple English words used as a brand name or catch-phrase in other markets may cause unfortunate consequences. They may have a different meaning in other languages. The pronunciation of a word or a name can trigger a completely different perception in another language. It may even be ridiculed somewhere in another country. High quality products to be launched in foreign markets require that perceptions about the brand name of the product be investigated at the initial stage of brand naming. After a product is launched in the market, you may need to pay an arm and a leg to change its brand name. Do not take this risk. A short investigation will quickly eliminate possible problems and allow you to look to the future with confidence because your brand will have been transformed into a positively valued sign in other cultures.

## Why is naming difficult?

Naming is one of the most difficult phases of branding. Like successfully selling your product in a wide market, finding a name for a product is both a complex and important process because:

- Everyone has an idea about the name in line with their point of view, and people tend to believe that the name they propose is the best.
- It has become very difficult to obtain URLs with .com or .org domain extensions for many names.
- Since the names will be used together with the brand slogan, the complexity increases.
- When the brand name and the slogan use an identical word or words, it is even more difficult.
- Primary brand name and secondary brand names need to be compatible.
- Different words evoke different meanings for different persons.
- If the brand becomes a global brand, the meaning of the brand name in target countries and languages should be taken into consideration.
- Sometimes the abbreviation of a name may evoke something undesirable.
- It is hard to phrase complex concepts in a few words.
- The names cannot be previously registered trademarks.

## Who is our brand name analysis team?

For about 15 years we have performed analyses that assess the compatibility of brand names with Turkish language and Turkish culture. Our brand name analysts are linguists whose native language is Turkish. They are highly skilled linguistically both in the source language and Turkish. Our analysts are not only native speakers of the target language, but are also specially trained in this field. They hold at least a master's degree. They are experienced in marketing, and they know brand names and significance of brand name analysis in detail.





## What are the stages of brand name analysis?

We search and assess the compatibility of your brand or product names and their effects in the cultures of other countries. Each syllable of candidate names is scrutinized for their positive and negative connotations. We prepare a detailed and confidential report as a result of these analyses. In this report we include issues such as evoked positive and negative factors, cultural associations, an exact translation of the brand name and the ease or difficulty of its pronunciation. A summary in the results of the investigation is issued along with an analysis that explains the viability of this brand name in the target market. The objective of such a report is to guide you through the brand name selection process during the development stage of an international brand name.

These are the issues we consider in our analyses:

- Is this brand name being used in the target market at the present? In which sector is it used?
- Is there any similarity between the brand name and other companies, products or services?
- Which businesses in which sectors use similar names?
- What is the exact translation of the brand name and its similarity to other words in the target language?
- What kind of images does it evoke?
- Does it have any negative or aggressive cultural overtones?
- Does the brand name resemble any slang words or idioms in the target language?
- Can the brand name be pronounced easily?
- Is the brand name memorable?



# Translation process

The Kalite Tercüme translation process is comprised of at least three steps: translation, editing and proofreading. Creating a glossary and a desktop publishing phase can also be included in the project on request. A typical project can involve the following experts:

*1 project manager*

*1 or more translators*

*1 or more editors*

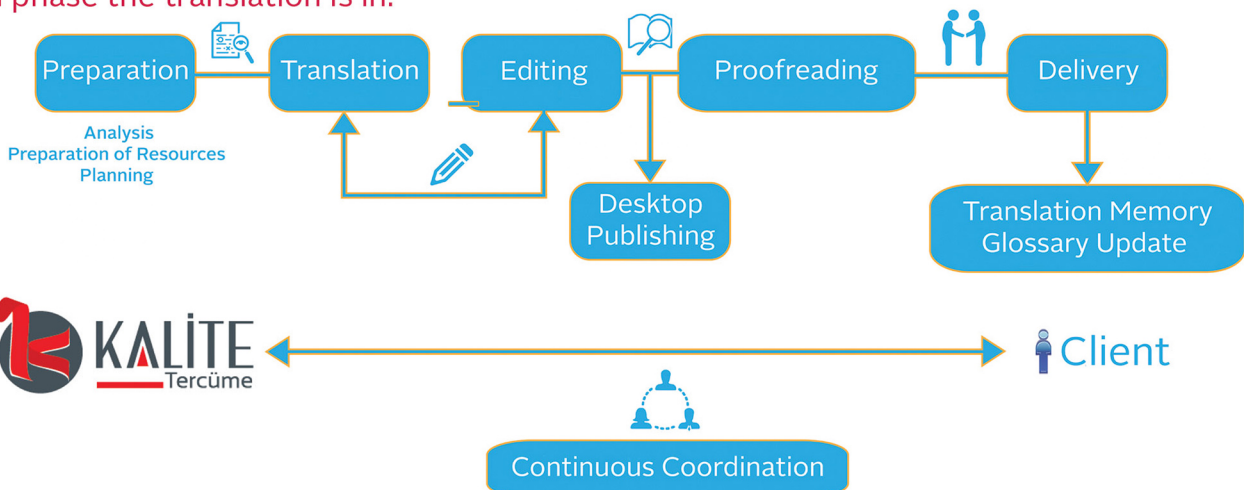
*1 or more proofreaders*

*1 desktop publishing expert*

*1 glossary development expert*



The project manager is the contact point between the project staff and the client, and serves as a bridge between them during the translation process. When a translation project is approved, project managers are responsible for determining the possible problems, planning the process, analyzing the documents, creating the quality control procedures, coordinating the glossaries, resolving any problems, and handling communications. They follow-up the project process, manage and transfer files between the translation team members, and notify the client as to which phase the translation is in.



# Specialisms

Kalite Tercume is a leading translation office offering linguistic solutions for the following industries. In order to meet the requirements unique to each sector effectively, we have organized teams in our employee pool of 500+ translators. Our translators understand our clients' priorities and they adapt themselves to our clients' preferences.

## Industries we translate for:

- |                        |                          |                         |                   |
|------------------------|--------------------------|-------------------------|-------------------|
| Aeronautics and space  | E-trade                  | Life sciences           | Pharmacy          |
| Advertising            | Education                | Logistics               | Production        |
| Agricultural machinery | Electronics              | Machine tools           | Real estate       |
| Agriculture            | Energy                   | Manufacturing industry  | Robot             |
| Architecture           | Environment technologies | Market and Opinion      | Security          |
| Automotive             | Film                     | Research                | Social sciences   |
| Banking                | Finance                  | Marketing               | Software          |
| Biotechnology          | Fashion                  | Media and entertainment | Sports            |
| Casting                | Food                     | Medical                 | Stock market      |
| Chemicals              | Genetics                 | Medical instrumentation | Telecommunication |
| Clinical trials        | Health                   | Metallurgy              | Textiles          |
| Communications         | Information technologies | Metallurji              | Tourism           |
| Computers              | Infrastructure systems   | Mining                  | Web Design        |
| Consumer products      | Insurance                | Natural gas             |                   |
| Construction           | Internet                 | Office machines         |                   |
| Cosmetics              | Journalism               | Paper industry          |                   |
| Defense industry       | Law                      |                         |                   |
| Dental technology      |                          |                         |                   |
| Digital technologies   |                          |                         |                   |



# Languages

- |             |          |            |                 |           |
|-------------|----------|------------|-----------------|-----------|
| Arabic      | Estonian | Hungarian  | Macedonian      | Slovak    |
| Armenian    | English  | Italian    | Norwegian       | Slovenian |
| Azerbaijani | Finnish  | Japanese   | Polish          | Spanish   |
| Bosnian     | Flemish  | Kazakh     | Polish          | Swedish   |
| Bulgarian   | French   | Kirghiz    | Portuguese      | Turkmen   |
| Chinese     | German   | Korean     | Persian (Farsi) | Turkish   |
| Croatian    | Greek    | Latvian    | Russian         | Urdu      |
| Czech       | Hindi    | Lithuanian | Serbian         | Uzbek     |
| Danish      |          |            |                 |           |

# Quality Assurance Policy



Our clients know that not only they can reduce their risks by working with a translation service that meets international quality standards, but also can have their translation deliveries in shorter times and lower costs due to the efficiency of our work process.

## International certification

Kalite Tercume is certified and subject to international quality standards including ISO 9001, EN 15038 and ISO 27001.

**ISO 9001:** Determines the elements of the quality management system. It identifies the general requirements of the system and documentation, the responsibilities of the top management, resource management, product/service realization, efficient management of the process, and the requirements of internal control, measurement, analysis and optimization.

**EN 15038:** Identifies the standards of the translators and editors, project management, project preparation studies, quality assurance elements during translation, editing and proofreading, page-setting, communication with the client, signing an agreement with the client, project records, use of technical resources, terminology study and preparation of style guides.

**ISO 27001:** Is an international standard for information security management system that is suitable for companies prioritizing the security and privacy of data. As translated documents generally contain personal or company-specific information, Kalite Tercume has developed a tighter security system applied to all business processes in accordance with the ISO 27001 Standard.

Kalite Tercume has been annually supervised by independent auditing firms in respect of meeting requirements of these certificates.

## Quality control process

Translations go through a range of control phases throughout the project cycle. This ensures the determination and resolution of problems related to quality during the translation process, and before delivery to the client.

The two most important elements affecting translation quality are the translator's ability and the number and qualification of performed quality assurance phases. Our standard translation process has three phases – translation, editing and proofreading. All phases are carried out by different language experts.

**Translation:** All translations are made by translators who are native speakers of the target languages and who have a comprehensive knowledge of the related field.

**Editing:** A double-check mechanism is performed as part of the Quality Assurance process. Each translation is checked word-by-word by another language expert based upon source and target sentence. Truth control of terms, prevention of semantic shifts, completion of missing material, checks for misspelling and punctuation marks, control of points bearing cultural sensitivity and performing controls according to checklists, style guides and term databases are conducted in this phase.

**Proofreading:** After redaction or desktop publishing (if requested by the client), a proofreading process is applied to the translation. Page setup, header, footer, sentence/word separation, content and correct usage of Turkish typefaces are controlled at this point.

## Coordination with the client

We convey the questions of team members to the client using our standard chat. This 'question-answer' process continues in all phases of the project, ensuring accuracy of the translation and completion by deadline.

## Utilization of technology

We use the following software to meet quality assurance:

- SDL Studio 2011 QA Checker 3.0
- Wordfast Pro Transcheck

Our quality assurance team uses these tools to check the translation in terms of coherence with the dictionary provided by the client, correct usage of numbers and proper nouns, punctuation mark, spell check and consistency of terminology.

## Client-specific termbases and style guides

The involvement of client project managers or reviewers at the document development stage and before translation is also one of the most important elements of the translation cycle. The preparation and approval of documents, company- or material-specific glossaries and style guides that will be used during translation have eliminated problems, time loss and incremental costs arising from differences of style and terminology in translation.

## Client Feedback

At the completion of each project, we consider feedback received by clients' project managers and further develop our processes in line with this so as to meet client expectations in future projects.

At Kalite Tercume, we take any expressions of client dissatisfaction, either with the translation quality or service, extremely seriously, beginning with 'client is right' approach. We examine the reason for the complaint in detail and determine issues causing underperformance in order to regain client satisfaction and trust. This might include the incorporation of new translators into the project or a review of style guides, and errors in dictionaries and translation memories are corrected in accordance with client direction.

We survey clients annually to ensure client satisfaction for translation quality, delivery, and general performance. Following evaluation, survey results are submitted to senior management with advice on process development that takes into consideration client suggestions.

# OUR CERTIFICATES

**NETSER**  
CERTIFICATE

**HASAN FILİK**  
**KALİTE TERCÜME**  
BAHCELİEVLER MAHALLESİ 18.CADDE NO:10/32  
YENİŞEHİR/MERSİN/TURKEY

**ISO 9001:2008**  
**QUALITY MANAGEMENT SYSTEM**

Scope of Supply  
"TRANSLATION SERVICES"  
The accordance of the standart within the scope is verified.

Certificate No : NS.KS.041/2015  
Certification Initial Issue Date : 04.04.2015  
Certification Issue date : 04.04.2015  
Certificate Validation Date : 03.04.2016  
Certification period : 3 years  
EA Code :35  
Rev. No :00

  
Kalite Yönetim Sistemi  
TS EN ISO 9001:2008  
#3-2017/25



Genel Müdür  
*Abdülkadir S.*

Bu belge ile kuruluşun yukarıda belirtilen alanda lisans edilemeyen faaliyetleri ve gerekliliklerine uygun olarak NETSERT tarafından değerlendirildiği ve kuruluşun uyguladığı Yönetim Sistemi parçalarını sağladığı belirtilmiştir.  
Bu belgeyi kullanarak NETSERT Belgelendirme Kuruluşuna yazılan veya e-posta ile diğer ilgili kuruluşten değerlendirilme talep edilmiş durumlarında Belgelenen kuruluşun www.netsert.net adresinden kontrol edilebilir.  
"This certificate verifies that the management system of the above organization has been audited on above address and found to be in accordance with the requirements of the management system detailed above."  
"This certificate is valid in case of organization is in coordination with the Netser Certification rules and also the certificate validity continues for next three years. To check this certificate validity please visit www.netsert.net."

NETSERT YÖNETİM SİSTEMLERİ BELGELENDİRME EĞİTİM GÖZETİM MÜJAVİRNE SAN. TİC. LTD.ŞTİ  
BİRLİK MAH. 486. SOK. 12 / 4 ÇANKAYA - ANKARA / TÜRKİYE • TEL : +90 312 441 90 09 • FAX : +90 312 441 90 07 • web: www.netsert.net • e-mail: info@netsert.net

**NETSER**  
CERTIFICATE

**KALİTE TERCÜME**  
**HASAN FILİK**  
BAHCELİEVLER MAH. 18. CAD NO: 10 / 32  
YENİŞEHİR – MERSİN - TURKEY

**EN 15038 : 2006**  
**TRANSLATION SERVICES MANAGEMENT SYSTEM**

Scope of supply  
"All kind of translation activities"  
the accordance of the standart within the scope is verified.

Certificate No : NS.THY.005/2015  
Certificate First Issue Date : 14.02.2015  
Certificate Issue Date : 14.02.2015  
Expiry Date of the certificate : 13.02.2016  
Certification Period : 3 years  
EA Code :35  
Rev. No :00

  
EN 15038 - 2006  
#3-2017/25



Genel Müdür  
*Abdülkadir S.*

Bu belge ile kuruluşun yukarıda belirtilen alanda lisans edilemeyen faaliyetleri ve gerekliliklerine uygun olarak NETSERT tarafından değerlendirildiği ve kuruluşun uyguladığı Yönetim Sistemi parçalarını sağladığı belirtilmiştir.  
Bu belgeyi kullanarak NETSERT Belgelendirme Kuruluşuna yazılan veya e-posta ile diğer ilgili kuruluşten değerlendirilme talep edilmiş durumlarında Belgelenen kuruluşun www.netsert.net adresinden kontrol edilebilir.  
"This certificate verifies that the management system of the above organization has been audited on above address and found to be in accordance with the requirements of the management system detailed above."  
"This certificate is valid in case of organization is in coordination with the Netser Certification rules and also the certificate validity continues for next three years. To check this certificate validity please visit www.netsert.net."

NETSERT YÖNETİM SİSTEMLERİ BELGELENDİRME EĞİTİM GÖZETİM MÜJAVİRNE SAN. TİC. LTD.ŞTİ  
BİRLİK MAH. 486. SOK. 12 / 4 ÇANKAYA - ANKARA / TÜRKİYE • TEL : +90 312 441 90 09 • FAX : +90 312 441 90 07 • web: www.netsert.net • e-mail: info@netsert.net

  
www.eurocert.gr

**CERTIFICATE**  
SERTİFİKA

EUROCERT certifies that the company  
EUROCERT adı geçen kuruluşun

**HASAN FİLİK - KALİTE TERCÜME**  
Bahçelievler Mahallesi, 18. Cadde, No:10/32, Yenışehir, Mersin / TÜRKİYE

Implements management system that conforms to the requirements of the standard  
belirtilen standard şartlarına göre yönetim sistemi uyguladığını belgeler.

**ISO/IEC 27001:2005**

for the following scope:  
Geçerlilik kapsamı:

**ALL KINDS OF TRANSLATION ACTIVITIES.**  
**HER TÜRLÜ TERCÜME FAALİYETLERİ.**

S.O.A. - Statement of Applicability F.06.06 01.06.2014 REV.00  
Uygunabilirlik Bildirgesi F.06.06 01.06.2014 REV.00

Certificate Number / Sertifika Numarası: **112TRANIT**  
Issue Date / Basım Tarihi: **25/10/2014**  
Current Certification Date / Geçerli Sertifika Tarihi: **25/10/2014**  
This Certificate is valid till / Sertifika Geçerlilik Tarihi: **24/10/2015**

For the Certification Body,  
Sertifikaşyon Kuruluşu Adına

**GEORGE BRISKOLAS**  
Managing Director

  
MS Certification  
Cert. No.: 3-3



The validity of this certificate is subject to annual surveillance.  
Please check the validity of the certificate from our website using the password A450L21X  
Lack of fulfillment of the conditions set out in the certificate No. 12.2014 may render this certificate invalid.  
Bu sertifika düzenli periyodik sistemlerle kontrol edilebilir.  
Sertifika geçerli olup olmadığını, verilen iftaya göre, web sitesinden kontrol edebilirsiniz. A450L21X  
12.2014 tarihli değişikliklerin gerektirdiği yenine değerlendirilme ile sertifika geçersiz olabilir.

89 Chios & Lykoviassos str., 14052, Metamorfosis - Greece  
T +30 210 62.92.495, 30 210 62.93.927, F +30 210 62.03.018, www.eurocert.gr  
A450L21X-03-14

## CAT Tools and Technologies

Computer-Assisted Translation (CAT) tools offer many benefits, particularly for achieving consistency in edited target content and across many translation texts referring to the same subject. We use the CAT tools that are used extensively in the translation sector: Trados, Wordfast, Deja Vu, MemoQ, and SDLX. We can easily implement CAT tools that are customized for our clients to use on their servers, as well as independent desktop CAT tools.

For high-volume projects, Kalite Tercume organizes a translator team which can exchange ideas and simultaneously view each other's translations by means of Trados Groupshare software. This enables the fast, consistent and high-quality translations of high-volume projects.

## Project Management

Project management is the process of acquiring source texts and preparing them for translation, scheduling appropriate turnaround times, choosing translators, following up on projects, assuring positive outcomes and responding to feedback from our clients and translators.

Our professional full-time project managers are the sole contact point between our clients and our translators for all the language pairs for which we offer translation services. For each project, they ensure that the client's needs are met by monitoring the workflow process from the time the project is proposed until its successful completion.

## Terminology Management

Terminology is a primary concern for a translation office. The effective management of terminology is the most essential factor for the quality and consistency of the ultimate output. Consistent terminology management provides cost and time efficiency by preventing the repetition of work, reducing quality assurance steps and additional assessment cycles, and shortening the duration of the localization process.

Inconsistent use of terminology can make it difficult for clients to use the product. This applies to all content, from the interfaces of software products to marketing content or training materials. For instance, inconsistencies between the software's user interface and help documentation complicate its use and reduce productivity. Users will start to question the quality of the product, and they will probably be unable to use the product. Their need for support will increase accordingly.

The corporate language of businesses differs due to their specific industries and their use of terminology. Even companies that produce identical products may use a different terminology and style to define its features. We have developed a common process for terminology management and can adapt it to reflect your terminological and stylistic choices.

**Kalite Tercume has created client- and field-specific glossaries using MultiTerm software, integrated with SDL Trados and Wordfast Pro tools.**



## Pricing

Think about the benefits of working with an army of translators. When you work with us, a translator, an editor, a quality controller and a project manager who manages this team will be involved in the translation process.

While comparing our price quotes with those of other translation offices, you should also consider the level and quality of service you will get. You should also consider these factors:

- Do you need editing and proofreading for the translations you get from the translation office or freelancer you are currently working with?
- Does the translation office or freelancer you work meet your business's expectations exactly?
- Have they developed a good working relationship with you?
- Do they really understand the importance of language?

Kalite Tercume offers the highest quality service with the best prices on the market.

These are the factors that affect prices:

- The size of the project
- The complexity of the subject
- Language pair
- Deadlines
- Page formatting of the source file

Price quotes for translation projects are determined on a variety of scales on the market. For example, a fixed price may be by page or by the hour. However, these scales are not a standard of the industry and are inadvisable for several reasons. First of all, every source document is different and the number of the words per page can vary. Pages in different sizes are used in many countries. Pricing per hour is also not a convenient way because each translator has a different translation speed and experience. The most suitable scale for transparency, fairness and budget allocation are the number of words.

**Interpretation prices** are calculated daily, or in some special cases they are calculated hourly. Language pair is also an important factor in setting prices. While interpretations in the English language are more affordable, interpretations in other languages are more costly. Moreover, modes of interpretation (consecutive, simultaneous, whisper or court interpreting) also affect interpretation prices.

Please send your files to be translated to [info@kalitetercume.com.tr](mailto:info@kalitetercume.com.tr) to get a price quote.

# Testimonials

## CANON

*Mami Nagamine*

*Professional and reliable. Very happy to work with.*



## BAUER

*Hubert Brudkiewicz*

*Reliable and diligent collaborator. Translations are on time and up to requirements. Contact is fast and pleasant. Many thanks, Kalite Tercume.*



## POPEYES

*Mary Brown*

*Kalite Tercume did an excellent job on a large EN>TR job. They were on time and on budget, and we have already penciled them in for our next large EN>TR project. Very pleasant to work with!*



## UNIVERSITY OF MANITOBA

*Joseph Glass*

*Professional and responsive, provides high-quality services. We are looking forward to our continued collaboration.*



UNIVERSITY  
OF MANITOBA

## LIBERTY ENERGY

*Samuel Wu*

*Very responsible with our revisions and feedback.*



Liberty Energy

## UNILEVER

*Thomas Suen*

*We have been extremely happy with your fast, efficient and low cost translations and your friendly service.*



## ABB LUMMUS GLOBAL GmbH

*Adolpha Schultz*

*Kalite tercume always offer competitive prices and their service is consistently excellent.*



## ALCATEL

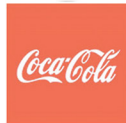
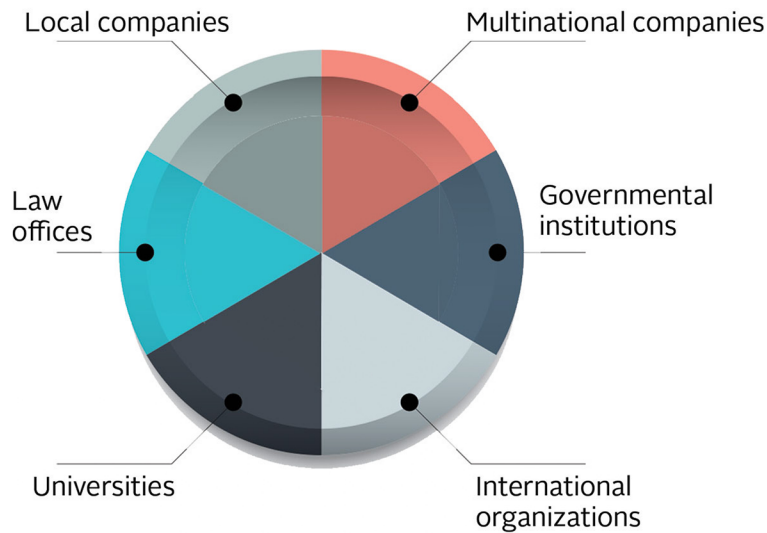
*Camilla Laurent*

*I am very satisfied with the service I have received so far, especially with the accuracy of the translations and timely delivery.*



# References

Kalite Tercume works with national and multinational companies, Fortune 500 companies, law offices, private companies, governmental institutions, international institutions and more. We also partner with translation offices on five continents. Kalite Tercume's customers are not only multinational companies with worldwide brands, but also fast growing companies seeking new opportunities in international markets.



# Translation Organizations

*Kalite Tercume is a participating member of the following organizations.*

**American Translators Association (ATA)**

USA - <http://www.atanet.org/>



**The Globalization and Localization Association (GALA)**

USA - <http://www.gala-global.org/>



**The Translation Automation User Society (TAUS)**

Netherlands - <http://www.translationautomation.com/>



**European Union of Associations of Translation Companies (EUATC)**

Belgium - <http://www.euatc.org>



**The Association of Czech Translation Agencies (ACTA)**

Czech Republic - <http://www.acta-cz.org>



**The Association of Translation Companies (ATC)**

UK - [www.atc.org.uk](http://www.atc.org.uk)



## Join us!

At Kalite Tercume, we welcome skilled translators in our in-house and freelance translation teams. We are inviting translators with a strong sense of responsibility and high ethical standards, who share our focus on customer satisfaction – and who can keep up with us – to join our growing team.

This is a great opportunity to work with one of EU's major translation agencies as it expands rapidly across the world. With the increase in language pairs and our ever-expanding client base, our need for skilled and experienced translators is also growing. When you join us, you will be the part of a team that translates for some of the most prestigious clients in the world.

A Kalite Tercume translator:

- Has a minimum four-year Bachelor's degree in Translation/Interpreting, Language and Literature, Engineering or Education
- Has at least two years' professional translation experience
- Is a native speaker of the target language for translation
- Is familiar with Microsoft Office Programs (Word, Powerpoint, Excel)
- Has experience with computer-aided translation tools such as Trados and Wordfast
- Has knowledge in various fields – technical, medical, engineering, law, finance, patent, marketing etc.
- Has a well-disciplined, organized and professional concept of work and good teamwork skills
- Is able to manage time well and to adapt himself/herself quickly
- Is open to development and innovation, and willing to improve himself/herself
- Pays attention to details and works meticulously and patiently

The fundamental tasks of our full-time translators are text translation and oral interpretation, editing/proofreading/revising translated texts, preparing field- and client-specific glossaries, transcription and brandname analysis.

## Working environment

We have created a people-oriented and value-focused business and working environment, for the mutual benefit of Kalite Tercume, our staff and our clients. We respect each and every member of our translation teams and particularly value their work and input in developing Kalite Tercume and maintaining our standards.

We also value the wellbeing of our team members. Producing high quality translations and ensuring customer satisfaction are at the forefront in our approach and our work schedules are designed to allow our employees to deliver their best, without being under pressure. We give our translators opportunity and time to do research and to improve themselves during the translation process.

Please send your CV and translation examples to [cv@kalitetercume.com.tr](mailto:cv@kalitetercume.com.tr) to apply for positions as a full-time or freelance translator.

## Contact

To get a quote or more information: [info@kalitetercume.com.tr](mailto:info@kalitetercume.com.tr)

Customer Services: [info@kalitetercume.com.tr](mailto:info@kalitetercume.com.tr)

Join us as a translator: [cv@kalitetercume.com.tr](mailto:cv@kalitetercume.com.tr)

Payments and Accounts: [accounting@kalitetercume.com.tr](mailto:accounting@kalitetercume.com.tr)

Concerns or Complaints: [hfilik@kalitetercume.com.tr](mailto:hfilik@kalitetercume.com.tr)

Office address:

Bahçelievler Mah. GMK Bulvarı Aksa Sitesi A-3 Blok Kat 5 Daire 32  
Yenişehir, Mersin

Telephone: +90 324 327 17 11

Mobile Phone: +90 532 775 95 70

Fax : +90 324 327 15 11