



If you need to connect with clients, employees, volunteers, residents, visitors, or constituents, trust Inline.

Since 1983, we've delivered expert translations of important documents for clients in the United States and around the world.

**At Inline,  
we *think* your language.**



#### **Professional memberships**

- American Translators Association (ATA)
- California Manufacturers & Technology Association
- Institute of Electrical and Electronics Engineers

#### **Diverse client experience**

Inline has completed thousands of projects for clients in many fields, including:

- Automotive
- Human resources
- Cosmetics
- Industrial equipment
- Dental equipment
- Insurance
- Electronics
- Medical equipment
- Entertainment
- Scuba diving
- Financial services
- Telecommunications
- Healthcare
- Travel and tourism

#### **Inline Translation Services, Inc.**

100 West Broadway, Suite 520  
Glendale, California 91210

**818/547-4995** Fax 818/547-4013

**[www.inlinela.com](http://www.inlinela.com)** [info@inlinela.com](mailto:info@inlinela.com)

**INLINE TRANSLATION SERVICES**

**At Inline, we *think*  
your language...**



 **inline** ...the choice for clients who want a personalized approach to quality translations**The benefits of “meaning-based” translation**

Inline translations are not simply word-for-word conversions from one language to another. We scrutinize the English text, request clarification when needed, and suggest changes to your text when we see that the message will not translate well.

Our “meaning-based” approach makes sure your target audience understands your message—perfectly.

**Meet your project manager-editor**

An experienced, multi-lingual project manager will handle all of your assignments and serve as your permanent contact at Inline. However, everyone at Inline will know you. Weekly staff meetings keep all managers current on all active projects.

Your project manager works with our translators and is the senior editor of your translations. Inline’s innovative combination of project management and editing allows us to convey both the nuances and the technical terms of your original text to our translators, while maintaining consistent terminology from one project to the next.

**No more “musical chairs”**

Inline has very low staff turnover. Our project managers are committed to a career in translation services, and have been with us, on average, for more than seven years. Each manager is fluent in English, Spanish and at least one other language.

Inline is the choice for clients who are tired of the “musical chairs” approach to project management.

**Our trained, experienced translators**

Inline uses more than 130 professional translators who are certified by the American Translators Association as well as state and federal courts. Many are graduates of the Monterey Institute of International Studies and/or former employees of the U. S. State Department, the United Nations, and other international organizations.

In addition to their training in the field of translation, many of our translators specialize in accounting, banking, chemistry, engineering, medicine, and law. Some have worked directly with U.S. Presidents and other world leaders.

Together, our project managers and translators bring you the highest level of proficiency and professionalism.

**What can we do for you?**

Inline translates from English into all major languages and many less common tongues. Typical projects include:

- Brochures
- Catalogs
- Employee handbooks
- Health/benefit plans
- Instructions for use
- Legal disclosures
- Marketing literature
- Newsletters
- Owner’s manuals
- Safety manuals
- Sales presentations
- Technical specifications
- Training materials
- Website content

In addition, Inline can typeset your translation in Illustrator, InDesign, PageMaker, or QuarkXPress. Clients rely on this service, especially for languages that do not use Western alphabets.

**Competitive prices and no rush charges**

For major European languages, we charge between 20¢ to 37¢ per English or target language word. Fees range from 35¢ to 45¢ per English word for translation into Asian languages.

Ad copy, taglines, and slogans involve both translation time and creative skills, so these jobs are often priced on an hourly basis.

We *never* impose rush charges for quick turnaround assignments. If a job that meets our quality standards is not possible within a tight time frame, we will tell you so.

**Timing and delivery**

Turnaround time depends on the length of the document (measured by word count), the languages involved, and formatting requirements.

Length is a key factor because a professional translator’s average output is 2,000 to 3,000 words a day. Asian languages require more time than European languages, because of the more complex word processing requirements.

You’ll receive your translation as an electronic file, plus a hard copy and/or CD-ROMs when needed.

**Free, fast quotations**

Submit your document by e-mail, fax or CD, and let us know the target language(s), formatting requirements, and ideal turnaround time. We will respond quickly with a written proposal and quote.