

Translation  
Localization  
Interpreting  
DTP  
Cultural Consulting  
Editing / Proofreading  
Project Management



**Contact us:**

Please, send us your document and we will evaluate the document and provide a quote.

For specific requests or any questions, please contact our team.

Afaf Translations

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# AFAF Translations

Our translation - The best in the nation...



AFAF TRANSLATIONS

Our translation - The best in the nation...



Afaf Translations was founded in 2004, with more than 15 years of experience. We are a network of professionals who offer complete translation, localization and globalization services. Afaf Translations is leading in English, Arabic, and German translation services.

## REASONS TO CHOOSE US:

- ★ Scientific and Medical translation specialists
- ★ Complete range of translation and interpreting services
- ★ Capacity to manage your large and/or urgent projects
- ★ Quote within few hours

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### What makes us think we are so special?

We recognize that our clients are placing their professional reputation in our hands each time, we undertake a translation and this is a responsibility we take seriously.

Afaf Translations is an expert in the pharmaceutical industry. Our translation teams understand the process, the players, and the regulatory constraints. They are fluent in complex technical, medical terminology in their native languages, in English, and maintain confidentiality in everything they do.

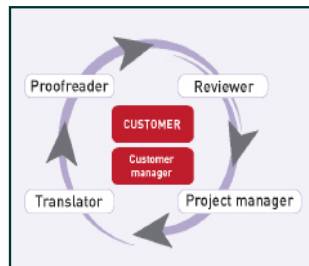
As demand for multilingual content grows around the world, our pharmaceutical and biotech clients rely on us as a critical part of their international business operations. Afaf Translations Understanding Science – Globally.

### OUR COMMITMENTS TO YOU:

- ✓ Quality
- ✓ Speed
- ✓ Availability
- ✓ Competitive pricing
- ✓ Confidentiality

### Workflow

Every project delivered to Afaf Translations runs through a project life-cycle. The work-flow of every Afaf Translations project follows a typical scheme (as illustrated below) which ensures quality translations.



### Areas of expertise:

Afaf Translations offer our quality services in the following languages: All Middle Eastern languages (Arabic, Farsi, Urdu, Pashto, etc.), Turkish, Korean, Spanish, Japanese, French, Russian, Chinese, English, German, and Italian.



### We specialize in the following subjects:

- ✓ Pharmaceuticals (patents, publications, information materials, advertisements)
- ✓ Technical Manuals
- ✓ Clinical Trials and Surveys
- ✓ Healthcare and Cosmetics
- ✓ Education
- ✓ Agriculture and Nutrition
- ✓ Biotechnology
- ✓ Automotive and Transportation
- ✓ Renewable Energy
- ✓ Construction, Architecture, and Real Estate
- ✓ Information Technology
- ✓ Nanotechnology
- ✓ Legal Affairs
- ✓ Certificates (birth, marriage, education, transcripts, etc.)

We are a certified, registered business in Alameda County, California.

We are proud to be members of these organizations: ATA, ProZ, and NCTA.



## Translation Process in 7 steps

### Step 1. Client contact

**CLIENT DELIVERS FILES TO OUR PM**  
PM addresses any/all initial questions and assembles a team to work on the assignment.

### Step 2. Project PREPARATION PM BEGINS PROJECT PREPARATION

- a) source review (completed by QA who flags potential problems)
- b) creation of glossary and instructions (done if necessary, or when not provided by client)
- c) if Translation Memory is to be used, then files are sent in for TM preparation

### Step 3. Translation

**FILES READY FOR TRANSLATION**  
PM combines all materials with instructions and sends to translator. (If use of TM is relevant, then it is used throughout this stage as well)

### Step 4. Review

**FILES COME BACK TO PM WHO SENDS THEM TO REVIEW**  
Any feedback from translator is forwarded to the client. (If use of TM is relevant, then it is used throughout this stage as well)

### Step 5. Quality Assurance

**AFTER LINGUISTIC REVIEW, FILES SENT TO QA**  
QA uses software: QA Distiller, to complete an editorial check making sure all problems from the source review were addressed, and that all translations are consistent in format. (If use of TM is relevant, then it is used throughout this stage as well)

### Step 6. Approval

**QA SENDS FINISHED FILES TO PM**  
PM checks if there are any left over comments and addresses them. PM also makes sure that the glossary was followed throughout the translation process and instructions were adhered to.

### Step 7. Delivery

**PM SENDS FILES BACK TO CLIENT**  
All supplemental information is delivered along with the final project. Client can commission Afaf Translations to handle translation batches for another project, and the process begins anew.