SOPOLTRAD

TRANSLATION & DTP - TRADUCTION & PAO

SINCE 1997

translations into Central and Eastern European languages, DTP, and file processing, for more than 20 years

ISO 9001 (quality management) and ISO 17100 (translation services) certified

customers all around Europe; best translators and reviewers on the market

Services offered

We specialise in translations from Western into Eastern European languages and we work mainly for Western European customers, covering a wide range of subjects. We are also proud to be ISO 9001:2015 (quality management) and ISO 17100:2015 (translation services) certified.

To better serve our customers, we have divided our services into **3 main specialisations:** multilingual services, services available additionally for the Polish language, and DTP and file conversion.

01 Multilingual services

Western European languages into or from

- Polish, Czech, Slovak, Bulgarian, Romanian, Hungarian, Russian, Ukrainian, Belarusian, Lithuanian, Latvian, Estonian, Slovenian, Serbian, Croatian, Bosnian, Montenegrin, Macedonian, Moldavian, Albanian, Armenian, Georgian, Kazakh, Tajik or Turkmen;
- translation and revision (ISO 17100), translation only, revision only, adaptation.

02 Additional services with Polish

All languages into and from Polish, additionally to the services described above

- sworn translation;
- interpreting;
- transcreation, subtitling, SEO, voice recognition.

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03 DTP and file preparation

All languages (not only Central and Eastern European ones, but also Western or Asian languages!).

✔ FILE CONVERSION

- conversion of non-editable files (PDF, JPG, TIF…) into editable documents (Word, Excel, PowerPoint…), preparing files with the same layout as the original;

- preparing and fixing automated tables of content, indexes, styles, page numbering, etc.;

- transcribing of text and all other preparations, according to your needs.

✔ CAT TOOLS FILE PREPARATION

- creating translation memories from old translations (alignment);

- export, import of files into translation memories, conversion of memories between different programs and software versions (Trados, Trados Studio, MemoQ, DejaVu, Transit, Wordfast…);

- preparation of files for translation, for example:

    - preparing repetitions for translation;

    - preparing a whole package for each translator;

    - putting together deliveries from multiple translators;

    - fixing broken translation memories.

✔ DTP

- preparing files for translation (InDesign, Illustrator, Framemaker, Pagemaker, QuarkXpress…) and layout correction after translation;

- adding new languages to existing ones in InDesign files;

- "classic" DTP (updates, correction of layout…).

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Why us?

- more than 20 years of experience in managing translation projects for some of the most demanding clients: translation agencies from different European and Northern American countries;

- carefully selected, tested and verified translators and revisors, all of whom are translation professionals, native speakers and residents of the target country of the text;

- ISO 9001 and ISO 17100 certification of all our activities, certified by Bureau Veritas in 2019;

- responsiveness and availability, long working hours, multilingual staff, a quick response time of 15 minutes, with immediate confirmation for most orders and rapid management of complex cases;

- outstanding value for money, widely recognized by our customers.

Sopoltrad Sp. z o.o.
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sopoltrad@sopoltrad.com
www.sopoltrad.com

ISO 9001
ISO 17100
BUREAU VERITAS
Certification

CCIFP

Additional information

COMMUNICATION

All our staff members speak English and French, you can communicate with us in your language of choice.

WORKING HOURS

We work from Monday to Friday, from 8 am to 7 pm (CET, same time zone as Paris or Brussels).

BANK HOLIDAYS

We are open on Polish bank holidays, except for dates that are bank holidays in other countries as well (for example, 1st May or 15th August).

Contact

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