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# LINGUISTS ASIA

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## TRANSLATION SERVICES

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Photo by Hiroshi Foto

Questions? Email us at [info@linguistsasia.com](mailto:info@linguistsasia.com) or call +852 3111 2641 or +852 9449 2641 now!

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# ABOUT US

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Linguists Asia is a translation company and a language solution provider established by a group of linguists and translators who have worked in the translation field for many years. Based in Hong Kong, we provide translation, [certified translation](#), transcription, interpretation, and other language related services in *Chinese, English*, and *all major languages*.

We are committed to provide you top-quality services tailor-made to your needs within your budget. Feel free to call us during [office hours](#), or [email](#) us anytime for any questions related to languages.

If you would like a *quotation* for our translation service, please [email](#) us the document(s) along with as much information as possible on your requirements (*deadline*, source and *target language(s)*, format of the documents, etc.) in order for us to provide you an accurate offer. The quotation will be sent to you within one business hour.

Please note that translation rates depend on several factors: Source and Target Languages, Delivery Deadline, Technicality, Volume, Format, etc.

# SERVICES

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|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Translation           | We offers professional translation services in <i>Chinese, English, and all major languages</i> . With qualified and specialized professional translators in different fields of expertise across the globe, our translation service cover a wide range of subject areas, from <b>business</b> and <b>technical documents</b> such as <i>flyers, user manuals, training materials for corporate communication, company reports and brochures</i> , to <b>legal texts</b> such as <i>certificates, contracts, judgments, M &amp; A</i> , and <b>financial documents</b> ( <i>annual reports and prospectuses</i> ). Combining with our stringent <a href="#">quality assurance process</a> to ensure that our translation services are of the highest professional standard, we can always provide top quality service at your request. |
| Certified Translation | For translation of documents involving foreign language(s) that need to be submitted to the courts or other government agencies, <b>certification</b> is often needed in order for the translation to be accepted. Depending on the submitting authorities, we can provide certified translation services according to the required guidelines and standards. Here's a list of documents that might require certified translations: <i>birth certificates, marriage certificates, divorce certificates, education certificates or transcripts, court orders...</i> etc.                                                                                                                                                                                                                                                                |
| Other Services        | We also provide services such as <i>interpretation</i> , localization, <i>typesetting</i> , proofreading, editing, <i>transcription</i> , copywriting, language and cross-cultural training, and language related services tailor-made to your needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

★ Feel free to [contact](#) us for consultation, to design a customized solution or program most suitable to you or your company.

## QUALITY ASSURANCE PROCESS

### 1. Translation

After reviewing the overall scope of a translation project, our Project Manager will carefully assign the project to the most suitable translator(s) who is/are native speaker(s) of the target language(s) for translation, based on the content of the project and expertise of our translators.

### 2. Editing

All translations are edited by another equally qualified, professional translator(s), specifically targeting grammar, typography, word choice, etc. The editor(s) will provide feedback to the initial translator(s) for improvement.

### 3. Formatting

All translations are formatted to match the original document with the same application that was used to lay out the source document, or as instructed by the clients. Meanwhile, all translations will also be checked for any human errors such as typos or omissions.

### 4. Proofreading

Each translated file is proofread by our in-house proofreaders, reviewing the translated text line-by-line alongside the source document. To ensure all our deliverables meet the requirements, all translation projects go through at least three professional linguists.

### 5. Final Review

The Project Manager will verify if the translation meets the original specifications before delivery, making sure the layout, page numbers, proper names, and other details match the source document one last time. Our delivery schedule depends on the volume of the source document(s) and the timeline discussed before the start of the translation project.

## Client List



LEATHWAITE



Other notable clients are the **Security Bureau**, the **Customs and Excise Department**, and **Environmental Protection Department**, and we are on the **Civil Service Bureau's List of Translation Firms** and **Home Affairs Department Suppliers List** for Translation Services (Registration Number: F3-0013).