Communicating effectively with your global customers is important to your business success. You need to speak your client's language and have confidence in your translation services provider. We can help you deliver your message in virtually any language.

# Welcome to Nordika Language Solutions

Nordika is a translation company servicing clients all over the world. We deliver high-quality translations quickly and at competitive rates.

Nordika enables governments and businesses to communicate in the local languages of their, clients, employees, partners and suppliers. We do this with the world's most complete language service offering including, translation, website globalization Multilingual SEO Translation, proofreading and Desktop Publishing services.

With a proven translation solution that combines direct collaboration with world-class translators and cutting-edge language technology, we not only offer superior quality and service, we also strive to save money as well as obtain the fastest possible time-to-market for our clients.

The aim is to ensure that Nordika is best situated to providing accurate, high-quality language translations and at competitive rates to meet the requirements of our clients regardless of there location, time zone or language.

Our team includes in-house project managers and freelance linguists, language translators, proofreaders, quality check managers. We offer hundred percent human language translation services in wide range of areas like healthcare, legal, business, marketing, advertisement firms, government entities, immigration, medical, pharmaceutical, education and also website localization.

Nordika Language Solutions provides accurate and reliable business translation services in over 70 languages to suit any business translation needs from marketing materials to technical documents. With a professional network of over 1,000 certified translators worldwide we can meet any translation need you have in a timely, accurate, and cost-effective manner.

# Our Vision & Values

## Our Vision

Our vision is to provide the highest quality linguistic services by integrating the most innovative processes, technology, expertise, and efficiency for our clients' benefit.

## Our Values

• We never stand still.

• We constantly evolve our service offering to meet our clients' requirements.

• We challenge boundaries and ask questions.

• We encourage a pioneering and purposeful attitude.

• We make choices to support our clients' needs and goals.

• We make sure the client is our top priority.

• We exceed the client's expectations.

• We deliver what we promise.

• We maintain high ethical standards.

• We always finish what we start.

We are committed to delivering Quality and Excellence in all of our translation and localization services. Our mission is to fulfil the needs of our client and to provide professional solutions with superior service at every level. We do this by delivering highest quality translation and localization services on-time and by working closely with our clients to ensure the best partnership with the best possible results.

# Our Services & Industry Specializations

## Our Services

- Translation
- Localization
- Proofreading
- Editing
- Subtitling
- Typesetting
- Desktop Publishing (DTP)
- Transcription
- Multilingual SEO Translation

## Our Specializations

- Automotive
- Life Sciences
- Finance & Banking
- Technology
- Manufacturing
- Telecoms
- Public Sector
- Travel & Tourism
- Advertising & Marketing
- Energy
- Legal
- Media & Entertainment
- Literary
- Non profit & Associations

We constantly work with clients who require localization of documents in all the major languages of the world.

Languages offered:
- All European Languages
- Arabic (right to left languages)
- Asian (incl. Chinese, Korean
  + Japanese)
- And others

# Languages We Translate

- Afrikaans
- Albanian
- Arabic
- Arabic (United Arab Emirates)
- Arabic (Modern Standard Arabic)
- Azerbaijani
- Basque
- Bengali
- Bosnian
- Bulgarian
- Cantonese (Traditional - Hong Kong)
- Catalan
- Chinese (Mandarin and Cantonese)
- Chinese (Simplified and Traditional)

- Croatian
- Czech
- Danish
- Dutch
- English (UK)
- English (US)
- English (International)
- Estonian
- Farsi
- Finnish
- French (France)
- French (Canadian)
- French (Haitian Creole)
- Georgian
- German (Germany)

- German (Austria)
- German (Switzerland)
- Greek
- Gujarati
- Haitian Creole
- Hebrew
- Hindi
- Hungarian
- Icelandic
- Indonesian
- Irish
- Italian
- Japanese
- Kazakh
- Korean

- Latin
- Latvian
- Lithuanian
- Macedonian
- Malay
- Maltese
- Mandarin (Simplified)
- Mandarin (Singapore)
- Mandarin (Traditional - Taiwan)
- Moldavian
- Ndebele (Northern)
- Norwegian
- Pashto
- Polish
- Portuguese (Portugal)

- Portuguese (Brazil)
- Punjabi
- Romanian
- Russian
- Scottish
- Serbian (Cyrillic)
- Serbian (Latin)
- Sinhalese
- Slovak
- Slovenian
- Somali
- Spanish (Spain)
- Spanish (Latin America)
- Swahili

- Swedish
- Tagalog (Pilipino)
- Tamil
- Thai
- Turkish
- Ukrainian
- Urdu
- Uzbek
- Vietnamese
- Welsh

To expand overseas, your business needs to have a presence in your targeted markets. Without a face to your organization, the huge potential of those untapped foreign markets will go unfulfilled. A professional website translation can assist your business in reaching out to more people today.

Website Translation = Small Investment = Big Returns

# Our Standard Quality Assurance Process

## Translation Phase

**Step 1      Project Acceptance**

Everything starts from your contacting our Project Manager. Feel free to place your quote and our managers. will shortly provide you with the detailed information on every point you have. That`s where the collaboration starts.

**Step 2      Project Analysis**

At this point we perform the preliminary examination of the text and together with you agree the rates, dates and terms of our cooperation.

Upon your request our translators may use different CAT tools.

**Step 3      Translation**

After settling all the details we assign the project to a translator (team of translators) and reviewers who are highly qualified linguists having at least 5 years of experience in delivering quality translations in a given specialization.

## Quality Assurance Phase

**Step 1      Editing**

By editing we presuppose comparing the translated file to the source one in order to identify and alter all the errors that may concern accuracy, style or terminology inconsistencies and other mistakes. In case a team of translators was working on a project.

**Step 2      Proofreading**

With the help of our experienced proofreaders we carefully check the target text to correct all the typing errors, punctuation, formatting and everything that was not corrected by the translator or editor. We always engage only linguists with valuable knowledge of the relevant field.

**Step 3      DTP (if required)**

Whenever the DTP services are required by the Client, our Quality Assurance Manager will do yet another step and will check if all the font types, colors, pictures and style in general correspond to the original file.

## Final Phase

**Step 1      Final Inspection**

At this step our Quality Assistance Manager will make certain that all the steps were done and terms were carefully observed and that the final product – translated file – is ready to be presented to a Client.

**Step 2      Project Delivery**

The translated and proofread document is now ready to be sent to the Client. On this step we may ask you to leave a feedback for us. Thus we will take care about future assignments from you and modernize the already existing processes.

Your documents, ranging from technical manuals, legal contracts and marketing collateral to financial statements, training manuals, e-learning courses, website translations, medical journals, software, policy and procedure handbooks, newsletters and much more are translated accurately, on time and within budget.
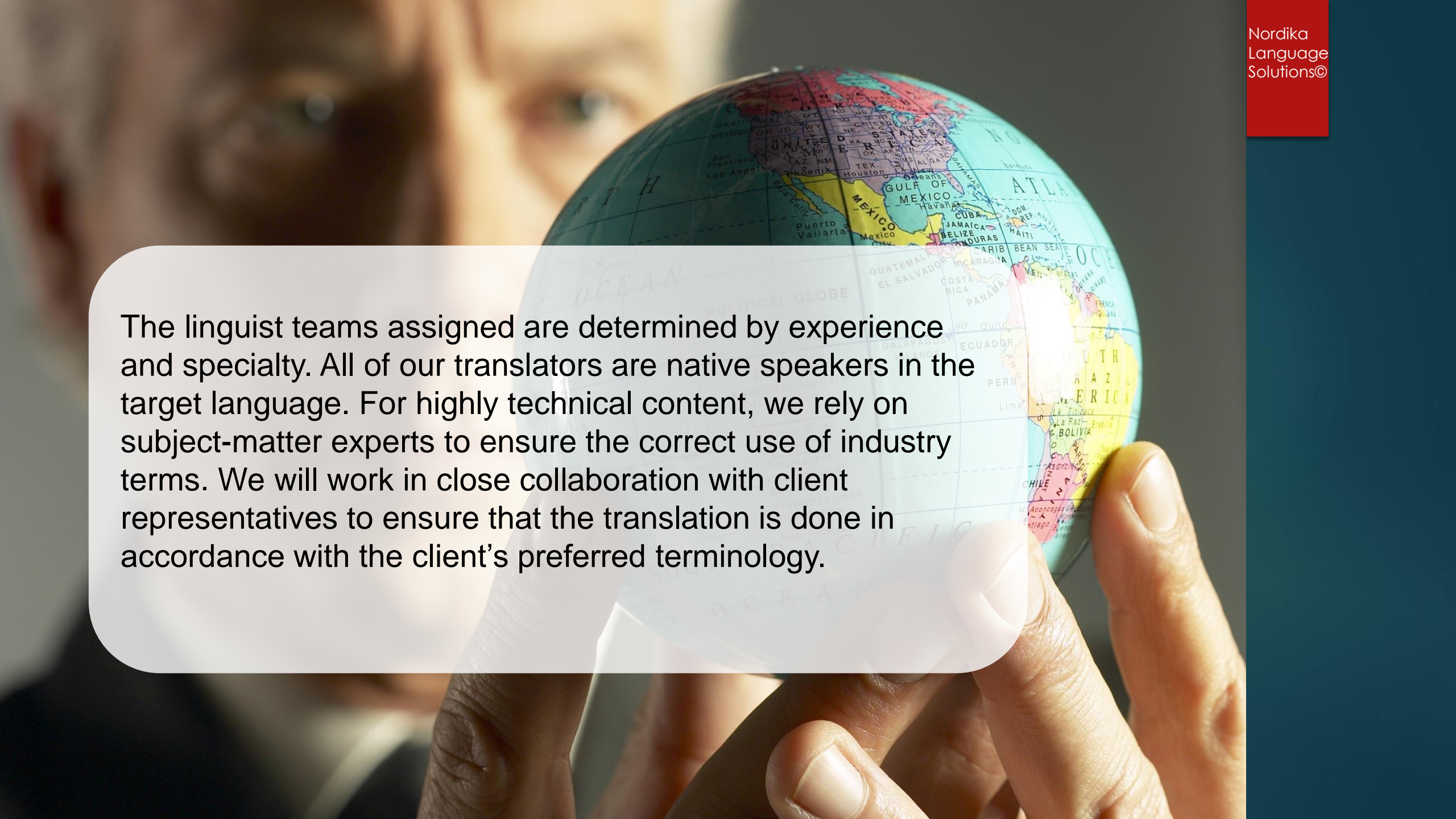
# Why Choose Us?

• Multi-step quality assurance system.

• One project management contact for on-time and on-budget delivery for projects in one or multiple languages, thereby saving clients time and money.

• Rush service available.

• Ability to handle large, complex projects such as audio-visual, web applications, and e-learning courseware.

• Expert users of SDL Trados, WORDFAST, SDLX and other CAT tools.

• Document processing regardless of format (MS-Word, JPG, PDF, etc.).

• Strictly confidential document management; upon request separate confidentiality agreement.

• Excellent knowledge of business specific language terminology.

• No proofreading fee is charged in addition to the translation fee if the translation is prepared by Nordika.

• Translator selection based on rigorous criteria and test translation.

• An extremely competent and competitive freelancer database.

• Reliability, thoroughness, accuracy, deadlines kept: these will never be compromised.

• Target-language texts checked by both an editor and subsequently by another native proofreader.

• Tight deadlines and multilingual projects present no obstacle and are tackled on a regular basis to customer satisfaction.

Our strategy for high-volume translation projects is built upon an integral task management approach which facilitates communication and collaboration across all of the translation teams to ensure that you receive consistent, high-quality output.

The linguist teams assigned are determined by experience and specialty. All of our translators are native speakers in the target language. For highly technical content, we rely on subject-matter experts to ensure the correct use of industry terms. We will work in close collaboration with client representatives to ensure that the translation is done in accordance with the client's preferred terminology.

The aim is to ensure that we are providing accurate, high-quality language translations and at competitive rates to meet the requirements of our clients regardless of there location, time zone or language.

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