



**THE TOP LEADING IN**

**TRANSLATION & LOCALIZATION**

**Vietword** is a professional translation, localization, editing & proofreading, and other linguistic-related service provider. We are committed to providing the most cost-effective and best quality services into and from Vietnamese.

## OUR BUSINESS ETHICS

- Responsibility
- Emphasis on Quality
- Dedication
- Discipline
- Teamwork

## OUR GOALS

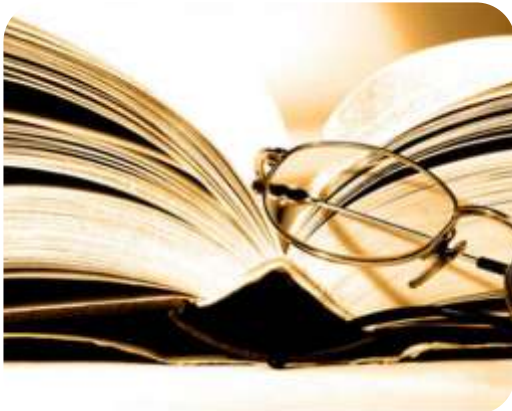
- Become the provider of choice for translation and localization services all over the world
- Provide our clients with the best solution
- At the most competitive prices

**Full name:** VIETWORD TRANSLATION & LOCALIZATION CO., LTD

**Headquarter:** No. 15/24/52, Yen Lac St, Hai Ba Trung Dist, Hà Nội

**Key business:** Translation & localization

**Client category:** Local & foreign companies, NGOs, state-owned enterprises etc.



## TRANSLATION

- Translate various materials
- Our translators come from various professional areas, each of them is an expert in his/her field with a high sense of responsibility and professionalism.
- Have excellent command of all Translation and Localization CAT tools
- Each and every our project goes through three-tiered process of translation, editing, and proofreading



## WEBSITE LOCALIZATION

- Localize personal websites all the way up to corporate sites.
- Make your websites accessible for users all over the world.
- Vietword is your one stop source for cost-effective language translations.



## PROOF-READING AND REVIEWING

- Proof-read and review ensure accuracy, consistency, appropriate formatting, and overall quality of the final product - exactly what you need to meet the expectations of your international audience.



## VOICE-OVER

- Provide global clients with high quality voice-over audios and videos expected from professional studios with professional voice-over artists as well as state-of-the-art equipment
- 100% satisfaction guarantee on your voice-overs and studio recordings.



## TRANSCRIPTION SERVICES

- Offer premium transcription services for various fields such as medical, legal, business, and etc.
- With an emphasis on client service and advanced document management systems, our clients appreciate our fast, friendly service and our attention to detail.



## DTP (DESKTOP PUBLISHING)

- Layout/formatting Art works
- Graphic engineering
- Data conversion/entry
- DTP tools: Indesign, Illustrator, FrameMaker, QuarkXpress, Photoshop, etc.
- Platform: PC & Mac

**VIETWORD** offers high-quality services including but not limited to the following areas:

Administrative/Accounting	Gaming	Life Sciences
Automation	Hardware	Marketing & Communication
Automotive	Heavy Machinery	Mechanics
Biology	Hospitality	Mobile Devices
Computing	Human Resources	Patents
Drug	Information & Communication Technology (ICT)	Pharmacy
E-commerce	Intellectual Property	Software
Electronics	Internet	Telecommunication
Finance/Banking	Legal	Travel & Transportation



# WHY US?

**VIET WORD**

Translation & Localization



## Best Quality

- Uniform translation process
- Special software



## Professional Services

- Fully understand client's requirements
- High confidentiality
- Value-added services



## Qualified Translators

- At least 3 years of experience, university degree holder
- Have extensive knowledge and experience
- Professional working style



## Competitive Rates

- Competitive price in local & international market



## Fast Delivery

- Before or on time always



# STANDARD TRANSLATION PROCESS

## PROJECT PLANNING

- Finalize client's requirements
- Assign Project Manager: Make a proper planning in terms of personnel & time
- Assign translation teams
- Collect reference materials, existing glossaries, etc.



## TRANSLATION/EDITING

- Create/update glossaries & translation memories
- Translate into target language
- Review by another translator
- QA check



## PROJECT COMPLETION

- Deliver translated files to clients
- Client feedback
- Correct verifiable errors (if any) free of charge



## PROJECT CONTROL

**BEST RESULT &  
CLIENT'S SATISFACTION**

# CONTACT

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**FOR MORE INFO, PLS VISIT OUR WEBSITE: [www.vietword.com](http://www.vietword.com)**



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