

## **Informal Presentation without slides**

Good XXXX Sir/Mdm,

Thank you for allowing me to introduce our company to you.

Lingua Technologies International is one of the longest-serving Localization and Translation Companies in Singapore. In fact, we have been around since 1996.

We are what we call an MLV or Multilanguage Vendor. This means we are capable of supporting translation for a wide range of languages, including most Asian, European, Middle-Eastern and some very rare languages.

Translation is definitely our core business, but we also offer other related services, such as interpretation, multilingual desktop publishing services, multimedia localization, games, apps software localization and website localization.

Whether it is a one-language request or a multiple-language request, when you entrust your translation projects to us, our Project Manager will take care of the whole translation process from beginning to end. We will select the best linguist for your project, provide a project schedule, monitor its progress, perform proofreading and QA checks, handle feedback from you, and manage simultaneous delivery of various languages.

Our turnkey solution allows you to concentrate on what matters most to you, leaving all the tedious coordination job and all possible linguistic challenges to us.

We are an ISO 17100-certified translation company. This is an ISO certification that is specifically introduced for the translation industry to ensure delivery of high quality translation by controlling and qualifying linguistic resources, project management personnel and its processes. It also ensures data protection to safeguard client information.

I am proud to tell you that Lingua Technologies International is the first local Singapore translation company to be certified with ISO 17100.

With this certification in place, our clever integration of technology via our Computer Assisted Translation tools also ensures that our deliveries meet high-quality translation standards, improve time-to-market effort and a significant reduction in translation costs in the long run.

We are also part of GCBG (Global Communication Business Group), a global alliance consisting of companies from Argentina, Germany, Korea, and Singapore.

With this alliance, Lingua Technologies International has a pool of more than 5000 qualified linguistic experts globally, making our resources one of the richest in the industry.

Let me know if you need me to clarify any of the information I have just provided.