



TRANSLATION, INTERPRETATION, VOICE OVER, & AUDIO RECORDING SERVICES

TRANSLATION SERVICES



Translations are a matter of trust and require expertise, confidentiality, and continuity in the collaboration with clients. For over 31 years we have been providing our clients with skilled translating and proofreading of all documents. Our translation process consists of a number of steps to ensure the quality and accuracy of the information you are receiving.

- All of the information is translated by a professional, certified translator.
- The translation is then proofread by a second professional, certified translator.
- The proofread copy is examined at least once by our Quality Control team to ensure all the information is included and in the right formatting

Our certified translators are native speakers of the target language and are trained professionals, specialized in their particular field of interest.

We follow all necessary measures to guarantee that your documents are protected and kept strictly confidential throughout the translation process.

Our completed work is delivered accurately and punctually. Upon request, a notarized and certified affidavit of accuracy will accompany your document. We look forward to taking care any and all of your projects, from the simplest to the most complex.

SPANISH TRANSLATION SERVICES

In response to the increasing demand for Spanish translations over the years, inlingua Princeton created a Spanish Department in 2005, fully dedicated to assist our corporate clients with their translation needs. Our team of qualified and experienced project managers, proofreaders and reviewers are 100% bilingual and native Spanish speakers. Our project managers oversee and strictly monitor the progress of your translation projects from start to finish, assuring prompt delivery each and every time.

We take a very detailed and careful approach to each project to make sure that your translation is accurate, flows naturally, fully conveys your message, and is culturally attuned to your audience both in “the written word” and “impact”.

For each translation project, a certified translator is carefully selected based on his/her qualifications and area of expertise. All of our Spanish translators are certified by the American Translators Association (ATA) and are native Spanish speakers.



INTERPRETATION SERVICES

inlingua Princeton offers trained interpreters in over 50 languages, carefully selected for their skills and experience. Our interpreters are usually native speakers or have native fluency in the target language and have command of a great and diversified vocabulary in both target and source languages. They are professionals experienced in a variety of subjects such as legal and business matters as well as many other fields.



All of our interpreters abide by our code of ethics with the utmost professionalism. We keep your information confidential and secure and handle every assignment with great respect for our clients.

We are prepared to serve you in a wide range of assignments and languages.

Some of our regular assignments include:

- Conferences
- Seminars
- Large meetings
- Business negotiations
- Conventions
- Employee or Technology Trainings
- Employee mediations

VOICE OVER & AUDIO RECORDING SERVICES

With market changes and globalization, we understand the need to be able to reach and communicate with individuals around the world. We, at inlingua Princeton, are here to help you build and sustain your business relations across the language barriers and cultural boundaries.

We offer a variety of voice recording services in all languages for various uses including telephone prompts, podcasts, radio spots, video voice overs and more.

For those in the medical and pharmaceutical fields, inlingua provides voice recording services in all languages for clinical trial studies and medical prompts for Interactive Voice Response Systems (IVRS). Our voice talents are all native speakers with a background in the subject matter and all recordings are verified by a second voice talent for clarity and accuracy.

We will work with you from beginning to end to make sure every detail is according to your wishes and expectations.

At inlingua Princeton, we are a full service language center!

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