


CONNECT YOUR BUSINESS THROUGH LANGUAGE



 **hi-fen** is a London-based team of specialised language professionals who are committed to delivering a high quality service and creative solutions tailored to our clients' specific needs. We offer rigorous quality control and competitive pricing to keep our customers consistently satisfied.

All translations are performed by qualified, experienced translators who are specialists in their chosen field and native speakers of the target language. Each has passed a rigorous entry test, is assessed on an ongoing basis and shares our concept of quality, business ethics and customer focus.

TRANSLATION

Customised translation solutions to and from **OVER 30 LANGUAGES**.

PROOFREADING

All translations are proofread by our team. Extra proofreading by another linguist or industry expert is also available.

DESKTOP PUBLISHING

Multilingual typesetting for all applications and platforms. Your files ready to publish.

INTERPRETING

Legal, business and general interpreting services in several locations worldwide.

CONTENT ADAPTATION


Choosing the relevant information to be translated and avoiding cultural blunders.

SUBTITLING

Subtitling for TV programmes, commercials, DVD, the Internet, video and cinema.

TRANSCRIPTION

Projects combining transcription and translation of audiovisual material.

 **WE OFFER DISCOUNTED RATES FOR NON-PROFIT ORGANISATIONS.**

HOW TO

BUY LANGUAGE SERVICES IN 10 STEPS

1

CONSIDER YOUR TRANSLATOR CAREFULLY

Being bilingual on its own does not mean someone is a skilful translator.

2

CHOOSE A RELIABLE PROFESSIONAL

At **hí-fen** all translators are qualified, trained professionals who translate only into their native language.

3

CHOOSE AN EXPERT

All **hí-fen** translators are experts in their chosen field - legal, marketing, medical, IT, financial, etc - guaranteeing that technical terms and jargon are always translated accurately.

4

ASSESS YOUR SUPPLIER'S CAPABILITIES

Be sure your supplier can handle the workload without compromising quality, accuracy and deadline. At **hí-fen** project management and translation memory tools are key to ensure consistency and punctuality.

5

BE AWARE OF CULTURAL DIFFERENCES

Mexican Spanish, European Portuguese, Mandarin Chinese? At **hí-fen** we always take local language variations into account before selecting the right translator for your project.

6

HELP YOUR TRANSLATOR HELP YOU

A good translator is an inquisitive translator. At **hí-fen** we work closely with our clients in order to fully understand the original text and deliver the best service.

7

CHOOSE THE RIGHT SERVICE

If you are considering publication, **hí-fen** offers extra proofreading by another linguist or industry expert. For documents with limited circulation and/or for information only, **hí-fen** standard translation service is the best option.

8

CONSIDER WHAT IS ON OFFER

hí-fen offers a comprehensive range of additional services that will cost-effectively save you hours of work, i.e. translator selection, multilingual project management, content adaptation, desktop publishing, certified translations and others.

9

PREPARE YOUR DOCUMENT

An efficient way to save time and money is to produce shorter versions of the documents to be translated. **hí-fen** can help you select the relevant parts of existing documents according to your translation needs.

10

ALWAYS HAVE TYPESET COPIES PROOFREAD BY YOUR TRANSLATOR

Before publishing translated materials, make sure your translator proofreads the final version. At **hí-fen** we offer a full package including translation, design and proofreading.