



COMPANY PROFILE





You need an accredited, licensed and trustworthy Translation office..... Don't bother!!!.....**Here we are at your service**

Consulting Office for Translation

Just pay us a visit or give us a call and you shall discover that all translation facilities are available and at the reach of your hand....!

For 30 years we are practicing professional Translation, gained a sound reputation by offering accurate, quick, reliable and accredited translation services. we have been armed with our deep faith in our principles:

ACCURACY, SPEED and COMPETITIVE PRICE

ISO 9001:2015

Quality Management System



9001:2015





Welcome to Consulting Office for Translation

For companies which operate in multiple countries, translation is inevitable. Sometimes they need to pass information or collect data from all the employers or branches across the world. In this scenario, it is necessary for them to translate the information to and from various languages. Moreover, in scenarios where they need to negotiate terms with international governments or other local companies for tie-ups, they need to have proper translation of proposals and demands.

Translation Services:

If you are in need of translation services, do not sit around with your hands tied behind your back. We have a flexible attitude and the willingness to work fast with our highly qualified translators to take on even the most challenging tasks. We offer 100% satisfaction guaranteed translation services. We offer translation services to and from all major languages including Arabic, English, French, Spanish, German & Italian....etc.

Legal, technical, information technology, financial, creative, government, manufacturing and media translations are our key areas of industry expertise; but we are also highly proficient in medical, pharmaceutical and web-based translations.



Why COT

Why choose **COT** for your multilingual projects? Because we offer an easy-to-access and comprehensive solution to help you generate multilingual materials. This section outlines the service, quality, efficiency, and savings benefits we provide, enabling you to make the most of your materials in all your markets.

❖ Service

COT's clients often comment on the service orientation that our teams bring to the work. Our dedicated Project Management teams ensure that every project goes smoothly. We stay in regular communication about project status and are always available to answer your questions or offer project support, even outside of normal business hours.

❖ Quality

COT maintains the highest standards of quality. We:

- Ensure an independent reviewer carefully reviews and edits each project
- Maintain consistent teams across projects for a given client
- Employ highly educated and skilled staff to manage projects
- Implement and follow proven work-flow processes
- Utilize the latest in support technologies

This results in excellent consistency and accuracy. If a particular job is not done to your satisfaction, we will always work with you to get it right before we close the project. We also learn with you project-by-project, constantly adapting to your terminology, preferences, and standards over time. For regular customers, we will go the extra step to create a rulebook or guidelines manual to capture the standards and style preferences that should be maintained across all projects.

❖ Efficiency

Our process is easy and efficient. You can submit materials online 24 hours a day at your convenience using our proprietary project management software, Translation Direct Access (TDA). Once you submit a job online, we take care of all the details of project delivery. This reduces your workload and makes it easier and faster for you to output multilingual materials. Our online system, TDA, also enables you to track and manage all your translation projects.

❖ Savings

Working with **COT** results in savings of both time and money. In addition to the energy and administrative time you save by having us manage your multi-lingual projects, you can realize savings by:

- **Special pricing** — we can provide special terms for your company that will benefit all branches based on your work.
- **Translation Memory** — we build a comprehensive Translation Memory for you and provide discounts based on matches with previous translations. The more you work with us and build your translation memory, the more savings you will realize.



Our Philosophy

Our philosophy is “**Trustworthiness and Creativity.**” These are simple words, but they are not easily put into practice. These important words represent unchanging principles to which we will always be dedicated.

Our Vision

To sustain and enhance our position as a leading translation & language-related services provider in Middle East region and to remain a global player in the international language & translation market, with a brand name that is synonymous with quality and reliability.

Our Mission

To continually build our capacity and knowledge base to meet growing and diverse needs of customers across the region and worldwide and to provide a service that meets or exceeds expectations of our customers.

Our Objective

Our main goal is to provide pivotal language communicative link between people of different languages and cultures – a link that ultimately produces a better-improved quality of life for all people around the world. Our Client satisfaction is our top priority; so our project management team is available 24/7 and promptly responds to your needs. Our passion lies in exceptional service and unprecedented quality we provide through an ISO-certified project management process.

Our Commitments

Be proactive

Be broad-minded and well informed in order to act quickly and resolutely.

Communicate well

Harmonize diverse skills by thinking out of the box and communicating effectively with others.

Seek new knowledge

Pioneer new potential through self-study and insatiable curiosity.

Display integrity

Work with diligence and sincerity as a responsible individual.



Translation Process Overall Task Management

COT's high-volume translation strategy 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.

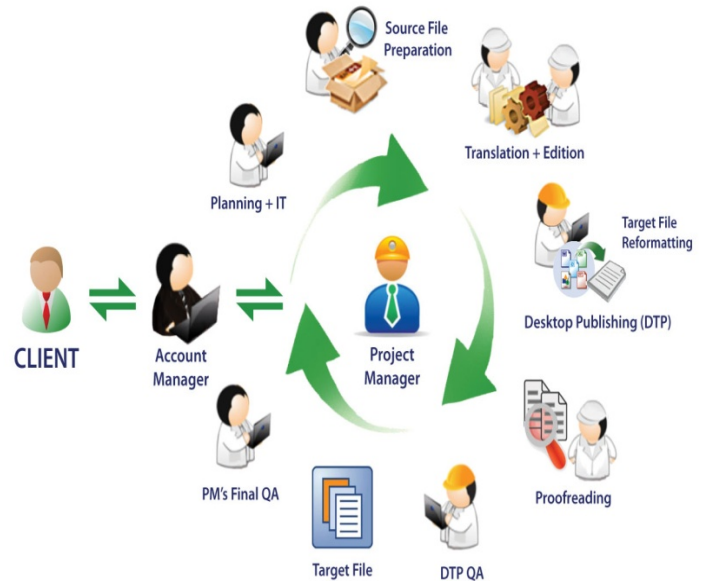
Each project is assigned a senior project manager who supervises the following:

❖ Terminology Management:

A comprehensive glossary of terms specific to the client's project is created in collaboration with the client. This process is managed by a terminology/content manager whose sole function is to receive, interpret, convert and implement terms via a dynamic glossary that is distributed to our linguist teams. This process provides consistency in the project and is crucial to maintaining a high level of quality on large projects.

❖ Quality Verification and Process Checks:

Our verification procedures and tools track quality across all of the documents, thereby allowing us to deliver accurate translations with fast turnaround times. Each document will be reviewed by a translator, a proofreader and a content manager. In addition, these individuals will have access to all of our in-house resources for consultation.



❖ Selection of the Translator Teams

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.

❖ Desktop Publishing Management:

Assuming that desktop publishing is required, a desktop publishing (DTP) manager will be assigned and will pass the work to a design team responsible for returning all translated documents in the required design format.

❖ Translation Memories:

We do not rely on any computer translations and use only human translators. Memory tools, if employed, are only to facilitate the management of human translated words and phrases. Depending on the deadlines involved, we utilize memory tools to save time on high-volume translations that have been proofed by linguists. We DO NOT rely on translation memory tools



that merely copy and relocate sentences and/or paragraphs from one document to another at random. Our linguists exert person-hours in evaluating every translation.

File Formats and Software

At **COT** we work with a team of experts and skilled professionals to provide you with the most accurate translation services in any file format or software. Our expert team of IT personnel, industry-specific translators and reviewers, and desktop publishers allow us to produce the highest quality translations in the industry; no matter how complex or challenging the original format or software may be to translate.

❖ Supported File Formats and Software

COT professional team has the expertise required to work with the following file formats and software, among others:

- ✓ Adobe Acrobat - PDF
- ✓ Adobe Flash
- ✓ Adobe FrameMaker
- ✓ Adobe Illustrator
- ✓ Adobe InDesign
- ✓ Adobe Photoshop
- ✓ Adobe Premiere
- ✓ Android strings
- ✓ AutoCAD
- ✓ Bilingual Files (XLIFF, TTX, SDLXLIFF)
- ✓ CSV
- ✓ CorelDraw
- ✓ DITA
- ✓ Drupal
- ✓ HTML files
- ✓ YAML
- ✓ iOS String
- ✓ JSON files
- ✓ Joomla
- ✓ Lectora
- ✓ Microsoft Excel
- ✓ Microsoft PowerPoint
- ✓ Microsoft Project
- ✓ Microsoft Publisher
- ✓ Microsoft Visio
- ✓ Microsoft Word
- ✓ PHP
- ✓ PO gettext
- ✓ Pages for Mac
- ✓ Properties
- ✓ QuarkXPress
- ✓ Robohelp
- ✓ TXT
- ✓ XML

Certified Translation

Certified translations are important in various legal proceedings and filings for court systems and government agencies. Many government agencies require a translation to be certified before they will accept a particular document as valid. At **COT**, we are able to certify our translations for almost any legal use. Our experienced account managers will work with you to understand the underlying requirements of your certified translation and will staff your project accordingly.



Translation, Editing and Proofreading

COT's per word pricing for a fully translated text includes translation, editing and proofing (TEP) by separate qualified linguists. Our translation services include editing and proofreading by an independent expert at no additional charge. All of our projects go through a complete TEP (translation, editing, proofreading) process. We also offer proofreading and editing services for translations completed by another source.

Proofread and Edit Documents from Other Sources

COT is accustomed to working with text translated by other sources to ensure higher quality in the final product. Whether you used another agency, an internal staff resource or just a friend, we will provide you with the proofreading and editing services you need to ensure that you have the most accurate, consistent, reliable and grammatically clean translation possible. It can make all the difference, not only in conveying the correct message, but also in maintaining your image.

Editing Services

Editing is a service provided by **COT** and it used to check and resolve problems with previously translated materials. Whether you want to double check your translated text or you are not happy with the original translation, **COT** has expert editors ready to review your documentation.

Proofreading Services

At **COT**, we offer the most comprehensive proofreading service available. Careful revision of tone and content coherence is at the heart of our proofreading service. Our proofreading service includes the analysis of content, organization, coherence, tone, and style of text. We also double check for any spelling, grammar, punctuation and capitalization errors.

Quality Assurance

Continued investment is at the heart of **COT's** plans for ongoing improvement in its language & translation services. **COT** is committed to invest in only the best new solutions, processes and people to ensure that quality remains at the high level. This growth strategy will enable **COT** to increase its capacity in line with its own ambitious targets as demand to translation services continues to rise.



COT's commitment to produce the highest quality translations is unmatched in industry. Accordingly, any file, even if one page, must pass through **COT** File Cycle/

Translation Process, which ensures top quality along with fast turnaround.



Our Clients

COT now offers Translation and Localization Services to Hundreds of Our Valuable Clients who range from hundreds of Fortune 500 brands to Federal Government to NGOs in all industries due to our ability and capacity to provide Complete Localization & Internationalization Solutions in any language pairs. We have worked with pioneer Companies in all industries and have provided them with day-to-day translation and localization projects. Some of our clients are shown as follows:

Our inside clients:







Our outside clients:







Language Combinations



Scope of Translation

❖ Legal Translation

As a Language Service Provider, **COT** is more specialized since its foundation in Legal Translation Services and has provided Legal Translation Services to its Customers for around 20 years. Our Customers have been entrusting us with their legal documents for translation. As they know that in law, accuracy and experience are the Keys to communicate their vital information and ensure cross-border compliance and successfully lead their business legal translation. We support a wide range of Legal Translation Services, including:

- ✓ Legal Document Translation
- ✓ Legal Transcription and Translation
- ✓ Regulations and Laws Translation
- ✓ Legal Proofreading and Editing Translation
- ✓ Specialized Legal Translation Services
- ✓ Immigration or Naturalization Documents
- ✓ Birth certificates
- ✓ Marriage certificates
- ✓ Divorce certificates
- ✓ Death certificates
- ✓ Insurance claims
- ✓ Degrees
- ✓ Adoption Papers
- ✓ All legal and regulatory documents and patents
- ✓ Documents and manuscripts
- ✓ Court cases
- ✓ documents Power of attorney documents
- ✓ Embassy related papers
- ✓ Arbitration and disputes related documents





❖ Financial Translation

We take care of all your finance related documents, whether they are annual reports, income statement or next year's forecast. Our financial translators have a financial specific background and therefore, ensure that complexities of documents are translated without any margin of error. Consistency and accuracy of main metrics like profit, ROI or EBITDA will be maintained precisely in final output of your financial translation projects. We support a wide range of financial Translation Services, including:

- ✓ Tax Documents
- ✓ Financial Budgets
- ✓ Financial Statements
- ✓ Mortgage Paperwork
- ✓ Financial Reports Translation
- ✓ Annual Reports
- ✓ SEC Reports
- ✓ Income Statements
- ✓ Balance Sheets
- ✓ Cash Flow Statements
- ✓ Reporting Guidelines
- ✓ Business Plans
- ✓ Private and Public Offerings
- ✓ Insurance Documents
- ✓ Announcements
- ✓ Financial Markets
- ✓ Client and Shareholder Communications
- ✓ Financial Related Websites
- ✓ Investor Research
- ✓ Bank Statements
- ✓ Credit Reports, Credit & Equity Research
- ✓ Profit and Loss Reports
- ✓ Prospectuses
- ✓ Investment Documents

❖ Medical & Pharmaceutical Translation :

At **COT**, we have a specialized team of experts who actively respond to Medical and Pharmaceutical Translation Needs that arise at every independent stage of Medical and Pharmaceutical business's cycle. Our Professional Translators Cover whole stage starting from new medicine development at drug discovery labs to non-clinical studies, clinical studies, and post-marketing surveys, SOP, marketing data, and MR educational material, as well as ERP localization at center of Medical and Pharmaceutical industry. **COT** supports a wide range Medical and Pharmaceutical Translation Services, including:

- ✓ Animal Studies
- ✓ Case Report Forms (CRFs)
- ✓ Clinical Trial Protocols
- ✓ Drug Package Inserts
- ✓ Foreign Drug Legislation
- ✓ Investigative New Drug Applications (INDAs)
- ✓ Journal Articles
- ✓ Material Safety Data Sheets (MSDSs)
- ✓ Medical Equipment Instruction Manuals
- ✓ New Drug Applications (NDAs)
- ✓ Patents
- ✓ Research Reports
- ✓ Scientific Correspondence
- ✓ Standard Operating Procedures of Pharmaceutical Companies (SOPs)
- ✓ Data sheets
- ✓ Doctoral theses
- ✓ Dossiers
- ✓ Drug trials
- ✓ Expert reports
- ✓ Regulatory documents
- ✓ Reports





- ✓ Patient Education
- ✓ Medical charts and patient records

- ✓ Hospital discharge summaries
- ✓ IFUs (Information for Use)

❖ Technical Translation

Our technical team is one of the best expert teams in technical translation services who work closely with our clients to plan, implement and test multilingual software projects that really deliver guaranteed results. Our engineers are part of our technical translation experts too, with all expertise and technical knowledge to create successful software in all languages even in languages with sophisticated alphabets like Chinese, Japanese, Korean and Hebrew.



- ✓ Aerospace Engineering
- ✓ Agriculture
- ✓ Automotive
- ✓ Building and Construction
- ✓ Chemical Engineering
- ✓ Civil & Hydraulic Engineering
- ✓ Electrical engineering
- ✓ Electronics
- ✓ Energy
- ✓ Transportation
- ✓ Glass and Ceramics
- ✓ Industrial Engineering
- ✓ Machinery & Tools
- ✓ Military & weapons
- ✓ IT – Software and Hardware
- ✓ Mining & Minerals
- ✓ Petroleum, Natural Gas and Coal
- ✓ Plastics & Rubber
- ✓ Steelmaking
- ✓ Telecommunications

❖ Travel & Tourism Translation

At **COT**, we have given a full attention to Travel & Tourism Translation and have assigned a project management team to establish a professional translator's team who has experience in the Travel & Tourism Industry. Our Team has been working with many International Airports, Transportation Companies and In-airport business and helped them getting their materials translated in more than 100 Languages. Our Team has specific Travel & Tourism Translation experience and is well- equipped to help you meet your overall travel needs. **COT** supports a wide range of Travel and Tourism Documents or On-line Materials, including:



- ✓ Tour Interpretation
- ✓ Airport & transportation Documents
- ✓ Tour guides
- ✓ Flyers
- ✓ HR Letters
- ✓ Airline Document



- ✓ Marketing brochures
- ✓ Emails
- ✓ Menus
- ✓ Newsletters

- ✓ Passenger Communication Material
- ✓ Localization for In-Airport Businesses
- ✓ Passenger Instructional Video Translation
- ✓ Instructional Audio Recording Translation

❖ Software Localization

Our Software Localization includes user interface localization, internationalization infrastructure, string table translation, interface adaptation, and resource compilation. Software localization does not only mean translating a user interface from language to another. It's also about accurately translating while adapting all cultural content and technical issues to a specific audience in a given demographic place and taking care of limited character slots. We make sure that your localization project speaks language of your customer in any spot around the world.

❖ Website Localization

At **COT**, we ensure that your Website Localization does not only address people through their language, but rather it appeals through their culture as we adapt your website content to your target customers' language and turn it into original language. Highly qualified marketing content translators with experience in your given industry platform, guarantee that your message is not lost in translation. Since our native translators only translate to their Native Language, their translation is accurate and their expressions are sensitive and direct to your audience.

❖ Public Relations (PR), Marketing and Advertisement Translation

At **COT**, we understand importance of Marketing and Advertising Translation and how critical it is for any corporate to deal with a professional language provider who can sensitively produce a successful mix of source language content and target language culture. We have efficient local-market expertise and project experience required to accurately translate your marketing collateral, branding, messaging, packaging, and all internal and external communications of your company and resonate your translated materials with your Target Audience. **COT** supports a wide range of Marketing & Advertisement Documents, including:

- ✓ Brochures
- ✓ Customer Inquiry Forms
- ✓ Auto-Responder Emails
- ✓ Advertisements
- ✓ Media
- ✓ Print
- ✓ Email Blasts
- ✓ PR
- ✓ Press Releases
- ✓ Product Catalogs
- ✓ News Articles
- ✓ Promotional Documents
- ✓ Flyers
- ✓ Newsletters
- ✓ Market Research
- ✓ Sales Materials
- ✓ Multimedia Presentations
- ✓ TV and Radio Reports
- ✓ Corporate Communications
- ✓ Articles



- ✓ Sales Presentations
- ✓ Promotional Materials

- ✓ Website Text
- ✓ Leaflets

❖ Education & E-Learning Translation

At **COT**, we can translate all your Educational documents from sales literature to specific learning course content with high quality standards. We have offered top-notch education translation for many Educational Bodies as well as On-line Business Agencies. We Translate A Wide array of any Education based Documents and Education materials including brochures, training programs, research reports and textbooks. We offer professional Education translations for documents like:

- ✓ Prospectuses
- ✓ Facilities Overview
- ✓ Education Marketing Material
- ✓ Testing Material
- ✓ Guide Books
- ✓ Special Educational Programs
- ✓ Certificates of Study Translation
- ✓ Dissertations and Thesis Translation
- ✓ Training Material Translation
- ✓ Report Writing Translation
- ✓ Textbook Translation
- ✓ Academic Papers Translation



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