

*In response to Christ's love,
Lutheran Social Services
serves and cares for
people in need.*

LanguageBank

 A Program of Lutheran Social Services

*Providing you with quick and accurate results
for all your translation needs*

Lutheran Social Services (LSS) is a social ministry organization of the Lutheran church that has been serving people in need in New England since 1872, regardless of their background or belief. LSS administers 65 programs throughout New England, serving more than 5,000 people every day.

LanguageBank Translation Services is part of a suite of services that also includes LanguageBank Sign Language Interpretation Services and LanguageBank Spoken Language Interpretation Services.

To learn more see www.thelanguagebank.org or contact us at:

In Maine: 207-347-3042

In Massachusetts: 508-459-7822

In New Hampshire: 603-410-6183

In Vermont: 802-652-1148

Toll free (all locations): 800-244-8119

E-mail: info@thelanguagebank.org

On call: 24-hour answering service

LSS LanguageBank



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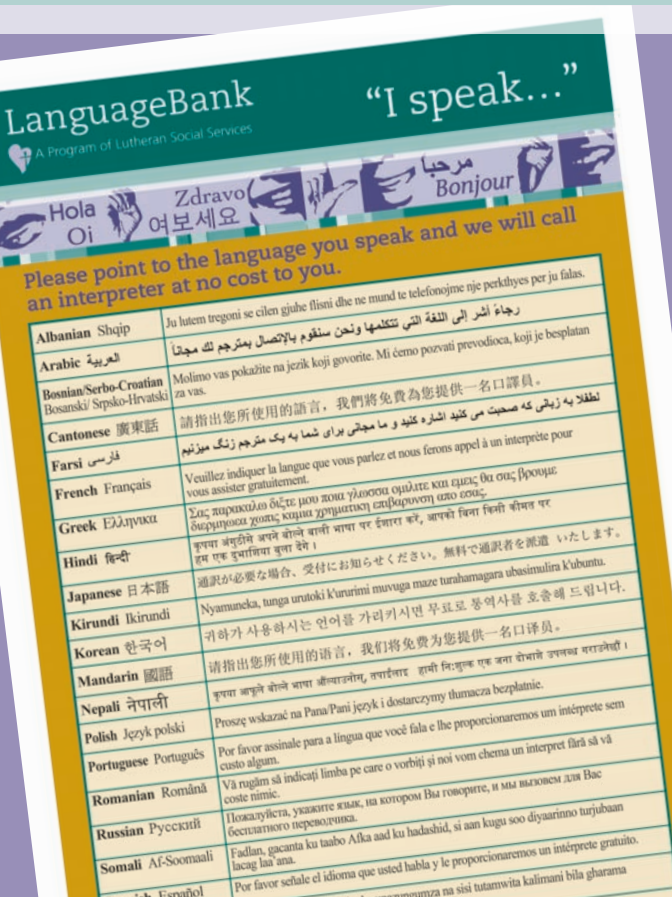


- Audio files (transcription)
- Correspondence
- Legal contracts and patents
- Medical and other forms
- School transcripts and records
- Marriage and birth certificates
- Technical literature
- Sales and marketing material
- Business cards
- Brochures
- Proposals
- User manuals
- Video scripts
- Websites
- And more!

Translation Services



Understand... and be understood.



LanguageBank Translation Services offers you speed, expertise, and accuracy.

LanguageBank translators have experience in a wide variety of industries and fields and are familiar with industry and market specific terminologies. Also, our professional translators are native speakers of the target language.

The Translation Process

LanguageBank Translation Services evaluates each project by considering:

- Target language/Source language
- Target audience
- Target country (if applicable)
- Subject matter
- Turnaround time
- Possible extraneous text: Sometimes certain text can be eliminated from a translation project—such as when some aspects of the source document apply only to an audience in the United States and are unnecessary if the document is to be used in another country. This can save money, particularly in large translation projects.



Contact: Your contact throughout the project will be with the project manager, who will oversee other team members and project schedule.

Internal Review: After completion of the initial translation, the document is proofread by an editor to ensure grammatical and syntactic accuracy. The editor works with the translator to implement any changes.

Client Approval: The translated document is then sent to the client for review, field-testing (if applicable) and approval. Any changes the client requests are evaluated by the editor—in communication with the client—and incorporated into a final proof document if applicable.

Delivery: Final delivery occurs when the document (or project) is approved by the client. The format of the final product and media is specified by the client.

Publishing Services: Translating words from English into other languages will often expand your word count by 20 percent or more. This can move associated graphics, tables/charts, and other design elements out of position. The LanguageBank Translation Services team will work with our design team to ensure that



the final document will look exactly like the source (original) document. We accept almost all file types and our clients trust us to provide print-ready translations when required.

Getting Started

For your next high-quality translation from LanguageBank Translation Services contact us via email or phone (see back cover), or visit our website at www.thelanguagebank.org.

Our estimates are always free!