



## WHO WE ARE

**ATGroup Consulting Inc.** (formerly Comprehensive Technical Translations) has been providing translation and other language-related services for the international business community since 1997.

We offer a comprehensive range of language-related services in all major languages using ATGroup processes and procedures to ensure the best quality of our service.

*OUR MISSION is to facilitate international business communication and to contribute to our clients' success by integrating our comprehensive range of language-related services into their business processes and becoming an integral part of their international business component.*



During the 12 years of operation ATGroup has accumulated extensive experience in managing large fast-track translation projects, created a reliable and diverse network of qualified language specialists and earned a reputation of a reliable high-quality language service provider.

Our experience has been formalized and converted into ATGroup quality assurance procedures, refined work processes and policies. This allows us to perform any complex and urgent assignments with high quality and at reasonable cost.

ATGroup has the capability to implement large translation projects and perform complex language-related assignments for any sphere of industry. At the same time we are not focused exclusively on large projects. We are interested in building a long-term business relationship with any company and committed to assist our clients in any issues related to their international operations.

## SERVICES WE PROVIDE

- ✓ Translation of marketing documents, corporate brochures, websites
- ✓ Translation of business correspondence, contracts, agreements
- ✓ Interpretation services over the phone, at your office or even during your trips abroad
- ✓ Comprehensive Project Support (translation of your project documentation and arranging for interpreted phone conferences to ensure your effective communication with your clients or vendors located abroad)
- ✓ Other professional language-related services available at your request

*We offer a comprehensive range of language-related services in all major languages*



## LANGUAGES WE WORK WITH

We work with all major languages and many rare languages. Provided below is a partial list of languages we work with.

- Arabic
- Byelorussian
- Czech
- Chinese
- Danish
- Dutch
- English
- Farsi
- French
- German
- Greek
- Hebrew
- Italian
- Japanese
- Kazakh
- Korean
- Latvian
- Lithuanian
- Estonian
- Polish
- Portuguese
- Russian
- Slovak
- Slovenian
- Spanish
- Swedish
- Turkish
- Ukrainian

If you cannot find the language you require, please contact us by phone or e-mail.



## CASE STUDY A TYPICAL SMALL MULTILINGUAL PROJECT

*In 2004 ATGroup was contacted by a local high-tech company with operations in several countries in Europe, Asia and Africa.*

*The client requested to translate their corporate and product brochures into several languages including German, Russian, Farsi, French and Arabic. The translations had to look and feel exactly like the original brochure. Although the client provided a PDF file used to produce the printouts, the original QuarkXPress layout source file was not available. Therefore the format had to be recreated.*

*We created a project team of several translators, proofreaders and DTP specialists. An editable PDF template was created based on the file provided by the client. The text of the brochure was converted into a plain text format, all paragraphs and, labels, legend elements and inscriptions were numbered so that the DTP specialist could easily identify all parts of the text in both languages.*

*When the translated text in each language was proofread by another qualified translator and all language-related issues were resolved, the DTP specialist copied the numbered text pieces into the PDF template and submitted the PDF file for the final review by the translators and the project manager.*

*The project was performed within the schedule and the estimated budget.*

**ATGroup has the capability to implement large translation projects and perform complex language-related assignments for any sphere of industry.**



## OUR TRANSLATION EXPERTISE

- Oil and Gas Industry
- Petrochemical Industry
- Construction and Civil Engineering
- Electrical Engineering/ Electrical Equipment
- Mechanical Engineering
- Pipelines
- Processes Control Systems/PLC-based systems
- Geology
- Electronics
- Computers, hardware, software, databases
- Anti-virus and other computer applications
- Business/Legal Documentation



***Due to our quality assurance procedures and experience in managing translation projects, we can perform most urgent projects without compromising the quality of our work.***

## CASE STUDY CONTINUOUS COMPREHENSIVE LANGUAGE SUPPORT THROUGHOUT THE PROJECT

*We were contacted by an oilfield equipment manufacturing company supplying process vessels to one of the largest oil company in Russia.*

*The scope of work included translation of extensive daily correspondence with the Russian client that had to be translated immediately upon receipt, translation of project documents including data sheets, specifications, process description and drawings as well as interpretation of phone conversations and during the visits of the Russian customer's representatives.*

*After the kick-off meeting with our client, we started providing language support immediately closely working with the personnel of our client and the Russian customer to update the terminology and requirements "on the fly".*

*We created several work teams (correspondence team, drawing team and interpretation team) to ensure that any additional requests would not interfere with the implementation of the current tasks. The project management group was updating the terminology databases and the project requirements on a daily basis for 7 months until the project was completed.*

*By the end of the project we produced 7 volumes of project documentation in bilingual format while providing daily (often 24/7) language support maintaining the single point of contact both for our client and the Russian customer.*

*This helped our client efficiently resolve all issues arising during the project and establish excellent business relationship with the Russian customer.*



## **BENEFITS OF USING ATGROUP'S TRANSLATION SERVICES**

**Extensive experience in the field of technical translations** - ATGroup has performed translations for all disciplines within the framework of numerous projects, including all types of project documents

**High quality of translation** – we achieve high quality of our work by continuous quality monitoring at all stages of the translation process and the use of our ATGroup QA techniques, such as *Early Stage Check*, *Progressive Check*, *Statistical Check*, etc. Additionally, while we rely on the professionalism of our translators, we use the services of experts who compile initial glossaries, review our existing terminology databases and consult our language specialists



**Fast turnaround and rush translations** without compromising the quality of the translation due to the unmatched support that we provide to our translators and the Project Management/QA procedures that ensure fastest mobilization, most effective allocation of resources and the use of uniform style and terminology throughout the project



**Reasonable cost of our services** - due to the continuous analysis of our processes, the use of modern technologies and cost control procedures, we are able to ensure high quality of our work at reasonable cost

**Complete confidentiality** - the confidential nature of our business is well understood in our company and has been reflected in the AT-Group's policies and procedures. All of our thoroughly selected translators sign a Non-Disclosure Agreement before starting on each new assignment. All confidential materials can be securely uploaded to and downloaded from ATGroup's server.

**Modern computer equipment and software** – we use the latest hardware and software including TM (translation memory) software, graphic design, CAD, project management programs and data management and exchange technologies. We are comfortable with all computer programs the use of which you may require and deliver documents in the format of your preference.

**Overnight Translations and 24/7 Project Support** upon your request.

***For more information please contact us  
or visit our website at  
[www.atgrouponline.com](http://www.atgrouponline.com)***