

Your Worldwide Translation Partner

QUALITY FIRST

We have the very best translators from around the globe.

NETWORK PARTNERS

Our global satellite offices ensure accurate translation with the best technical expertise in the industry.

CONTACT US

Edinburgh – Head Office
+44(0) 131 202 6247

(Local rate- from within the UK only)

+44(0)845 269 1964
+44(0)845 269 5423
+44(0)845 269 4512
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e-mail: info@tfori.com
skype ID: translations for industry

web: www.tfori.com

Translations for Industry

26, Broadfaulds Crescent
Whitburn, West Lothian
EH47 0DL
Scotland



Our processes are simple yet comprehensive. The moment we take your call or receive your e-mail, your designated Account Manager will listen to what you have to say and may make suggestions based on their experience to help your project flow more easily. We will ask you relevant questions depending on the degree of translation you require. Based on this information, we will send you, where possible, a comprehensive quotation within one hour of your initial call which will detail the degree of translation you require, a guide price, a summary of the project details and a delivery timescale which we will adhere to.

The project will then be passed to your designated Project Manager who will direct the process between translator(s) and, if required, the proof-reader.

When the project team has concluded their work, your designated Project Manager will then submit the finished translation back to you for your examination and approval.

It is only **after** this final approval phase has been passed that you will be invoiced for the finished project.

Naturally, there will be times when some final “*tweaking*” of the final text will be requested and, where this is mutually agreed not to be a material change, we will endeavour to do this at no extra charge.

As a business, we are totally internet-based. We have NO expensive offices nor do we commute to a central place of work every morning and return again at night. Every member of our team works from home (with the possible exception of Ronnie, who we are convinced has his “*wi-fi*” set up in his local cream cake shop!) In this way, not only do we work “*greener*” but our staff maintain a better work / life balance and are able to spend more time working rather than travelling. In this way, we keep a tight control on costs which enable us to offer you better value for money.

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This does not mean we live in ivory towers – far from it – all of our staff are frequent travellers through visiting clients, attending exhibitions and keeping in touch with other colleagues at weekly get-togethers where we exchange ideas, solve mutual problems and chat about ways we can improve our service without increasing costs, damaging our planet, sacrificing quality or compromising the standard of service we hope you will come to expect as normal.

Your designated Project Manager will liaise with you before, during and after the project to ensure that we are fully aware of what is required and that you are satisfied with our results.

They will handle any questions either directly or on behalf of the actual translation team and ensure throughout the process that everything stays on-track.

At the end of the process, they will ensure prompt delivery of the finished project exactly as, when and to whom it has been directed and in the requested format(s).

While our main operational centre is here in the UK, we have satellite operations in Spain, Italy, France, Cyprus, China, Romania, Hong-Kong and New Zealand.

This not only gives us direct access to cultural influences which are so important in the translation process, but also gives us unique access to local professionals in your target subjects to ensure stylistic accuracy and to give you the confidence that we truly speak your language.

We never forget you have a choice and we will never rest on our laurels.



We speak your language