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C O N T E N T S

1.0 Introduction to Mind Communications - Translation and Language Services...	3
2.0 Services :	3
2.1 Translations :	3
QUALITY:	4
Capacities and Turnaround Time.....	5
Infrastructure	5
COMPUTER SOFTWARE	5
Computer Equipment.....	5
2.2 Back Office :	6
2.3 Consulting and Recruitment:.....	6
3.0 Clientele :	7
4.0 Contact Us:.....	7



1.0 Introduction to Mind Communications - Translation and Language Services

In the year 2000 Mind Communications was started under the name of Trendzsoft as a Software and Services company, catering exclusively to the Indian market. During 2001 due to the pressing demand from some of our clients, the need was felt for a translation and languages division.

Today we have executed International Assignments in various language pairs and work closely with associates in America and Europe.

We use only experienced, qualified, mother tongue (native) or Near Native translators. Over time, we have managed to build up an extensive database of translators from surrounding countries and are now branching out into other regions in the world. We presently offer more than 40 languages.

2.0 Services :

Mind caters to the following services.

1. Translations.
2. Back Office. and
3. Consulting and Recruitment:

2.1 Translations :

Our Translators have a profound cultural and linguistic background in the target language. Any kind of text can be filled with idioms, allusions, puns, metaphors or phrases that don't translate directly into the target language. For this reason our translators are native speakers with degree in linguistics. Our language specialists will provide you with the most professional business translation services available.

All of our translators and interpreters are bound by strict confidentiality agreements.

We offer language translation and Language training services. We have expertise to handle over 25 Asian, European and African Languages with special focus on **Russian, Spanish, Japanese, French, Italian, German, Danish, Dutch, Chinese and Korean etc.**



Our specializations in these services are in the areas of Manuals, Documents and Websites Localization in the following fields.

1. Technical
2. Legal
3. Medical
4. Chemical
5. Advertisement
6. Marketing
7. Education
8. Patent related
9. Other General stuff.

Our team of translators lay a lot of emphasis on quality. All translations are proof read and edited before delivery.

QUALITY:

Quality Assured, Value-Added Editing & Proofreading (E&P)

We Assure

- Consistency thru Native Translators
- Quality thru **TEPID** process

Translate

Edit

Proof

Integrate or Package

Deliver

- Timely Delivery using state of the art Communication Channels.

We accept files in all major word processing, desktop publishing and web designing formats.

The above file formats include the legacy ones and the most recent ones. We deliver the target translation in the original file format, with the original layout maintained. We

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always improve the target translation in each and every possible way, maximizing the quality linguistically, technically, logically, and culturally.

Capacities and Turnaround Time

3,000 ~ 5000 words per day in any given language

As a professional company in language-oriented services with numerous projects completed every year, Trendzsoft Language Services understands the importance of fast and accurate translation services. Our philosophy is our firm belief in the importance of the work we do and our uncompromising dedication to high quality. We provide the highest levels of reliability, quality and innovation to our clients.

We also have strategic alliances with leading translation management agencies in America and other countries around the world, to provide the best services possible to our clients. Our alliances allow us to complement our core offerings and deliver a broader array of language services to our clients.

“Mind” translated 4 million words in 2004~2005 with a 100% growth projection for 2005~2006.

Infrastructure

COMPUTER SOFTWARE

Microsoft Office 2000, Trados 3 - Freelance Edition, WordPerfect, Lotus 123, Outlook 97, CorelDraw, Page maker, Adobe PhotoShop, Adobe Illustrator, Dreamweaver.

Computer Equipment

PC Pentium V, HP LaserJet color printer, Umax scanner, modem, CD burner, high-speed VSNL Internet connection.



2.2. Back Office :

Mind has the expertise to setup a back office project. The cost advantages that accrue are enormous especially where the outsourced / offshored work is continual and repetitive over periods ranging from 3~6 months or more.

We have a sophisticated system wherein we can set up a dedicated translation team to handle any long term requirement. Let's say for eg., you have a French or German to English bulk requirement which goes for a longer period. We can dedicate a complete team for your assignment and turn it around on a daily cycle. This could be either translation or content management between a fixed language pair and the output will be delivered as per the format specified by client.

This will ensure the client will have a quick turnaround of the deliverables, which also turns out to be cost effective. This will help to maintain the consistency throughout the completion of the assignment as the same set of translators will be working on the assignment.

2.3 Consulting and Recruitment:

Mind also provides Staffing & Recruitment solutions to its clients in India. Today 'Mind' is a Preferred Tech and Linguistic Consultant. 'Mind' established itself as a Premier Consulting house with focus on Linguistic and Information Technology. Our aim is to add value to all the stages of the Recruitment process, reduce recruitment costs, improve bottom lines (for our Corporate clients) and assist job seekers in their career search.

Our Mission is to provide Cost Effective Consultancy solutions in the areas of Linguistics, Technology Recruitments & Staffing.



3.0 Clientele :

“Mind” caters Nationally and Internationally to major Businesses. ‘Mind’ also works for some of the International companies.

Most of our clients based in the silicon valley are the Crème de la Crème and IT Majors.

4.0 Contact Us:

Mind Communications

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One World ...Many languages

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