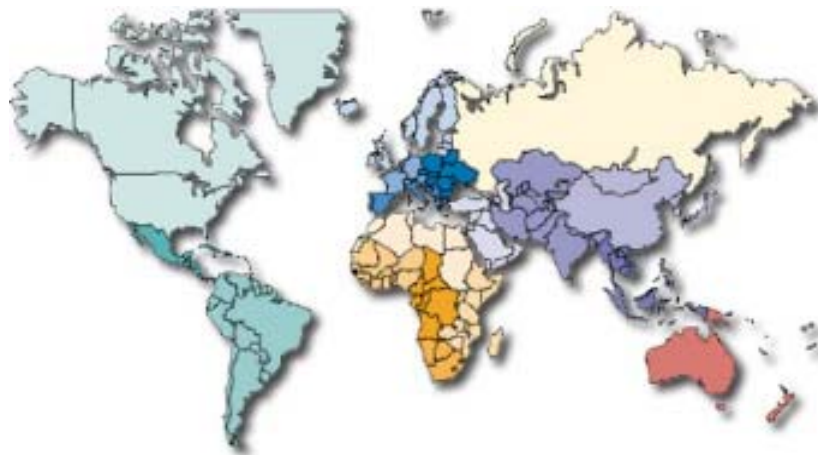




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77706 Marne La Vallée Cedex 04
FRANCE
Tel: 33 (0) 1-60-04-25-25 Fax: 33 (0) 1-60-04-23-25
RCS Meaux B 423.115.658
Capital: 33,000 Euros
Info@activation.fr
<http://www.activation.fr>

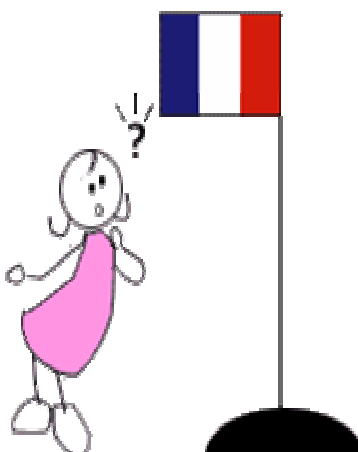
Translation - Interpretation – Proofreading- Conference



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SERVICES - SKILLS - ETHICS



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ActivAction provides 3 main services:

1 / Translation and Proofreading

Our main concern is providing our customers with a translation and proofreading service of **impeccable quality**. A good translation also involves staying up to date with the rapid development of the latest technology and markets.

Our translators always translate into their **mother tongue**. They are highly qualified and have an in-depth understanding of the industries with which they work. **Proofreading is included in all our translations.**

ActivAction can also provide **complete documents**, on paper or on-line. We ensure that all the **DPT** requirements are met with by our in-house studio and designers. We work with **X-press, Illustrator**, and any other design program of your choice.

Our Web Agency is also available to provide you with **html pages** in the languages of your choice, **setting them online, and submitting** them to national and international search engines.

All your documents can be returned to you in the format and media you require.

Our response time is **24 to 48 hours** for the **main international languages** (English, German, Spanish, Italian, French and Portuguese), for documents up to **10,000 words**. We ensure terminological consistency throughout your documents and provide you with glossaries if you so require.

We respond within the hour to urgent faxes and e-mails for translation in these languages.

As another of our specialities is **Eastern Europe**, our response times and services are similar for Bulgarian, Czech, Hungarian, Polish, Romanian, Russian, etc.

We also have a network of specialised translators for **Nordic** (Dutch, Flemish, Danish, Swedish, Norwegian), **Oriental** (Vietnamese, Thai, Indonesian, Chinese, Japanese, Korean) and **Near/Middle Eastern** (Turkish, Arabic, Persian) languages. Response times will be provided on request and we will always adapt to meet your wishes and requirements.

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2/ Interpreting

Words only have meaning if they are understood.

This motto, used by the company, is constantly repeated. Relevant words, **fluid speeches**, clearly understood texts and conferences are all important in achieving successful and **unambiguous** negotiations and agreements.

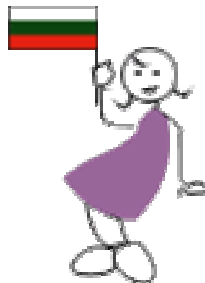
We carefully select our interpreters, having a wide network from which to choose in this branch also. **Your costs are therefore kept low thanks to our organisation and our partners throughout France and the rest of the world. As far as possible, we attempt to save our clients the travel and accommodation expenses involved in certain jobs.**

In an emergency, we can respond to the arrival of a delegation within **24 to 48 hours**. We work with certified interpreters who are available within the hour, should the need arise.

We do, however, prefer organisation to emergency and we **will manage the planning schedule and take over the role of project manager**, in order to release you, by centralising the work, from selecting interpreters, managing terminology for the job, creating and translating your paper documentation and selecting any conference material necessary.

For each session we will provide the project manager with a service evaluation form with which to evaluate our performance, ensure personal attention and complete satisfaction for every client.

Visits by foreign managers to France are very important to consolidate links and evaluate the quality of the people involved, relationships and projects. The role of the interpreter is not only to interpret but also to pass on emotions and establish contacts. An interpreter should know how to be invisible within a group while remaining an indispensable part of excellent communication.



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3 /Sound Systems



Using the **digital DCN system from Philips**, we can set up and provide on-site technical assistance for small meetings or large conferences, in any language of your choice.

We also provide the possibility of making audio and video recordings of your conferences as well as drawing up summaries of the proceedings.

FREE QUOTATION ON REQUEST



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OUR LANGUAGES

<u>European</u>	<u>Near/Middle Eastern</u>	<u>Oriental</u>	<u>Dialects</u>
English	Arabic	Vietnamese	Bambara
American	Turkish	Indonesian	Soninke
French	Persian (Farsi)	Thai	
Spanish	Hebrew	Chinese	
Catalan	Greek	Korean	
German		Japanese	
Italian			
Portuguese			
Brazilian			
Russian			
Czech			
Hungarian			
Polish			
Romanian			
Bulgarian			
Ukrainian			
Estonian			
Latvian			
Serb			
Croat			
Greek			
Danish			
Swedish			
Norwegian			
Dutch			
Flemish			

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TRANSLATION RATES

Price per word including proofreading and PDF checking

French - English – Italian – Spanish – German – Portuguese

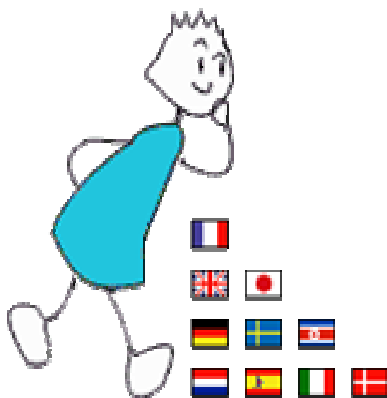
Less than 10 000 words:	0.13 €
10 001 – 100 000 words:	0.12 €
100 001 words and up:	0.115 €

INTERPRETATION RATES

French- English – Italian – Spanish – German – Portuguese

650 € per day

OTHER LANGUAGES ON REQUEST



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