



## About our company

**Experienced:** *itlocal* is an ISO-Certified translation agency with global offices in California and Romania, that has served the linguistic needs of large companies worldwide. Over time, the company has deployed and coordinated numerous teams of project managers, translators, editors, quality assurance professionals, and production specialists who were proven experts in their field and proficient users of translation technology.

**Specialized:** *itlocal* has long delivered solutions to the players in the financial industry. Our database of financial terminology is being constantly improved and updated. Our experienced staff is ready to help clients save time and money while providing them with expertly localized content.

**Client-Oriented:** *itlocal* designed a specific Quality Assurance Process which allows for both consistency and client-specific customization. Our clients receive a tailored product, including specific glossaries, Language Conventions and Word Instructions.

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*itlocal* knows how to make the difference when handling legal translations. Our full linguistic services, will allow you to enjoy a seamless process in which you don't have to worry about inconsistencies or errors within your documentation.

The last two decades have seen an unprecedented shift due to technological advancements. What used to be a predictable and stable industry is now characterized by continuous changes, in a strive to adapt to the ever-changing laws and regulations within the EU and the world.

## Focus on Legal Translations

We believe that everyone should have access to legal translation services at affordable translation rates, tailored to their needs.

Evidently, these projects are particularly challenging because they require a higher level of knowledge compared to other types of translations, and the linguists must be up to date with the legislation changes. As law is a culture-dependent subject field, legal translations are not necessarily linguistically transparent, a fact which can lead to expensive misunderstandings.

We have a vast experience in translating such materials simultaneously into multiple languages. This allows us to successfully meet the demands of our clients, whether they are leading institutions or firms in the legal sector.

In our translation process, we use instruments like glossaries and translation memories, keeping in mind the tight deadlines, legal constraints and technological requirements, ensuring your content is culturally sensitive and linguistically faithful.

**We are dedicated to providing exemplary service, which is why we adhere to strict security processes, which will keep your documents safe and confidential. You can, therefore, have peace of mind knowing that your legal translation needs are being catered for by experienced professionals with a solid reputation.**

# LEGAL TRANSLATIONS



## Types of projects

- Commercial contracts, sale agreements, employment contracts, distribution agreements
- Non-competition clauses, non-confidentiality clauses
- Terms and conditions
- Regulations cards
- Complaints
- Powers of attorney
- Estate files
- Criminal procedures
- Divorce proceedings
- Legal releases
- Letters of intent
- Company statutes
- Survey reports
- Affidavits
- Police reports, FIR
- Land deals
- Birth, marriage and death certificates
- School documents
- Degree and Diploma Certificates
- Tax forms
- Subpoenas
- Deeds and declarations
- Business agreements
- Privacy policies and regulations
- GDPR texts
- Trademark assignment agreements
- Cease and Desist letters
- Licensing agreements
- Freelance contracts
- Mutual Non-Disclosure agreements (NDAs)
- Power of Attorney
- Custody agreements, child support documents and child travel consent forms
- Rental/lease documentation

## Our Services

**Translation & Localization:** We have adopted a 3-step process of Translation, Editing and Proofreading (TEP) so that each project is viewed by three different sets of eyes, to ensure consistent quality on each and every project.

**Desktop Publishing & Graphics:** Our graphic designers take care of all the formatting to ensure that the layout of your translated document stays true to the source format. Our DTP teams can handle a large number of publishing formats (FrameMaker, PageMaker, InDesign, Adobe Photoshop and more) and platforms (PC and Mac). They are experts in the generation of final copy or camera-ready deliverables.

**Quality Assurance & Evaluation:** This is the final step in the translation or localization process, to ensure the quality of the content of your document. We use only native speakers of the target language for each individual project.

**Content Writing & SEO Localization:** We always have in mind marketing strategies, which allows us to innovate and offer quality content for each and every one of our clients. Every client wants every project done well, every time, and that is what we offer. Having an adequate content strategy is the key to standing out in any competitive market.

**Virtual Staffing & Outsourcing:** When we talk about tailoring an international strategy to your needs, we mean it. Sometimes that calls for independent contractors and in-house staff to support your short and long term campaign goals. Beyond, itlocal is your resource for recruiting Translators, Project managers, QA Experts, Linguistic Testers and more.

## Main languages WE TRANSLATE

Albanian  
Arabic  
Armenian  
Bulgarian  
Croatian  
Czech  
Danish  
Dutch (Belgium, Netherlands)  
English (Australia, Canada, Ireland, UK, USA)  
Estonian  
Finnish  
French (Belgium, Canada, France, Switzerland)  
German (Austria, Belgium, Germany, Switzerland)  
Greek  
Hebrew  
Hindi  
Hungarian  
Icelandic  
Italian (Italy, Switzerland)  
Japanese  
Korean  
Latvian  
Lithuanian  
Norwegian  
Polish  
Portuguese (Brazil, Portugal)  
Romanian  
Russian  
Serbian (Cyrillic, Latin)  
Simplified Chinese (China, Malaysia, Singapore)  
Slovak  
Slovenian  
Spanish (Latin America, Spain, USA)  
Swedish  
Thai  
Traditional Chinese (China, Hong Kong)  
Turkish  
Ukrainian  
Vietnamese

## Why choose us

- We use only language experts with degrees in law, accounting, business administration and/or careers in a corporate environment
- Editing and reviews done only by specialist proofreaders
- We are well-accustomed to tight deadlines
- Use of legal jargon in compliance with regional regulations, with the main accounting regulations in the EU and worldwide, with the International Financial Reporting Standards (IFRS), with the European Securities and Markets Authority (ESMA) and with the Generally Accepted Accounting Principles
- Use of client-specific terminology databases and standardized language
- Professional translation ethics
- Precision and attention to detail
- Dedicated project managers
- Maximum data security through dedicated tools
- Strict Quality Assurance process we abide by
- We build solid relationships with our clients and offer them the highest quality services
- Our clients' needs and objectives are at the core of our philosophy. Always
- Translation aiding tools such as Trados and other CAT Tools, sector specific glossaries, terminology databases etc.
- Increased efficiency and quality
- Centralization of your financial terminology
- Glossary terms maintenance
- Easy access 24/7

## Quality Assurance and Information Security

- Continuously improving our documented procedures defining the manner of preparation, translation, production, uploading and servicing, where the absence of such procedures could adversely affect quality
- Use of suitable production, uploading, and servicing equipment, and a suitable working environment
- Monitoring and control of suitable process parameters and product characteristics
- Ensuring information confidentiality, integrity and availability entrusted by the interested parties for client utilization
- Recognizing the importance of ensuring compliance with applicable regulations when providing services to our clients

## General Data Protection Regulation

We fully recognize the crucial importance of confidentiality and safety of your materials. Strict procedures and guidelines are followed in order to safeguard your documentation throughout the entire process of translation, verification and delivery.

**itlocal** processes the personal information you provide for the purpose of delivering translation and localization services and for fulfilling orders and invoicing services. The data provided will be stored whilst the commercial relationship lasts, or for the duration needed to comply with legal obligations in force. The data are only ceded to the necessary consultants for fiscal matters and will not be passed on to other third parties unless there is a legal obligation to do so, or you have explicitly agreed so.

You are entitled to obtain confirmation on whether we are processing your personal data, which data we are processing, and therefore you have the right to update or rectify inexact data, as well as have the data erased when they are no longer necessary.

All the experts that collaborate with **itlocal** are also compliant with the GDPR. We (and our subcontractors) are not using free machine translation engines to process your information. We've always taken the safety of data very seriously, and our clients, employees and suppliers know that we are 100% discrete.



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