WRATISLAVIA
TRANSLATION
HOUSE

The Polish Language Experts
Company Profile

Languages & Expertise

We specialize in translations from major European languages into Polish. We also prepare translation from Polish.

Our expertise is built on commitment and trust towards our clients and partners. In our everyday work, we combine knowledge, skills and understanding of our clients' needs with full engagement and individual approach.

The first translation vendor for SAP in Poland

Our long-term cooperation with SAP AG and SAP Poland has enabled us to gain a broad experience in translating the whole spectrum of SAP systems and related materials.

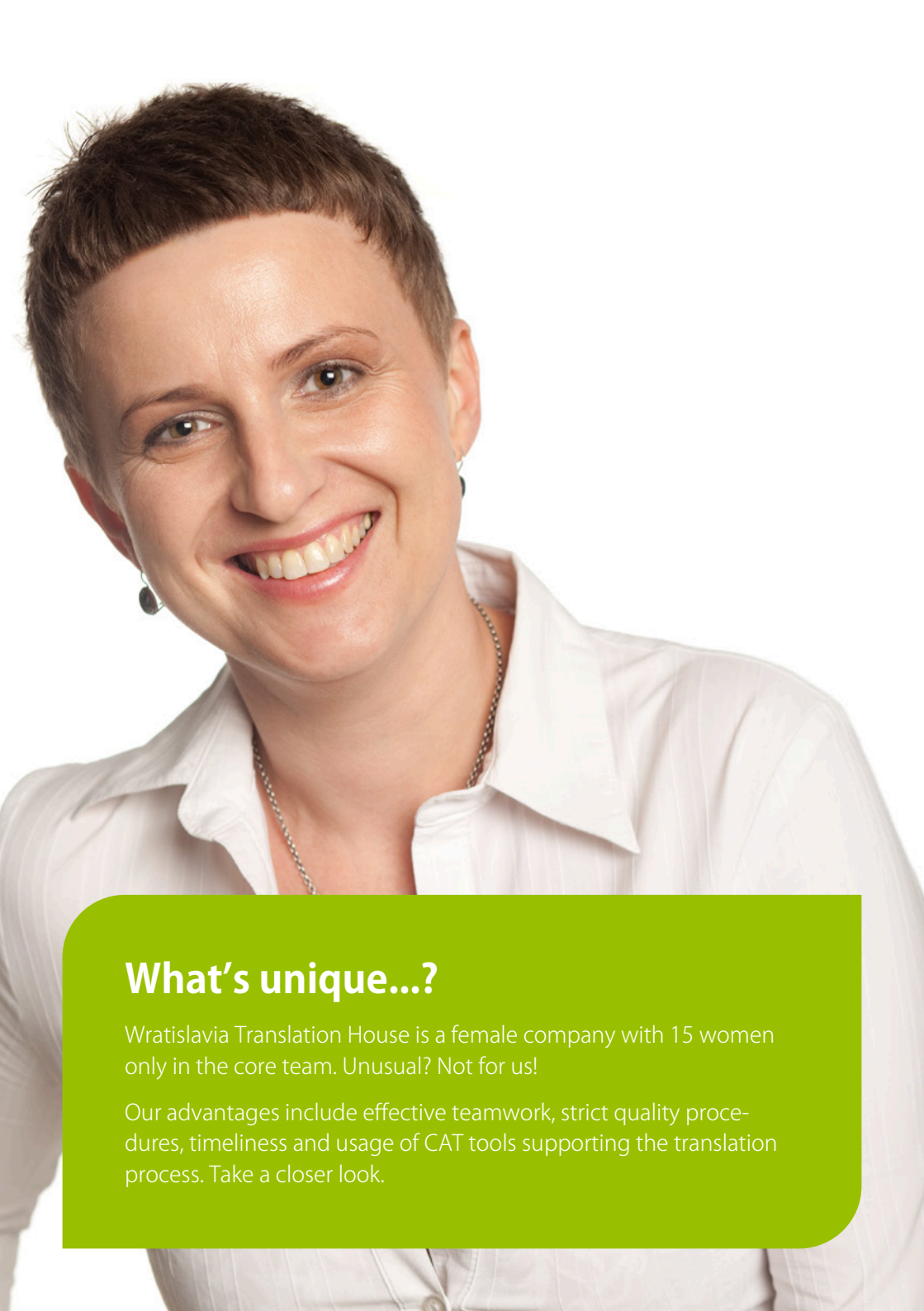**In-depth knowledge of SAP terminology**

We have translated the vast majority of SAP terminology into the Polish language. Not only are we familiar with this terminology, but we also understand its specific nature, and know how to apply it.

Experience in large-scale translation projects

Our team has broad experience in carrying out large and complicated translation project that require close cooperation among many translators and specializations in various fields.

Supplier for multi-language vendors & global clients

We have incorporated external standards required by different clients into our internal procedures, and acquired practical knowledge that we can now use in translation projects.

Introduction

Wratislavia Translation House is a professional translation agency, seated in Wrocław, Poland, specializing in business, economic and IT texts, in particular in the field of SAP solutions and software.

Mission

Providing professional translation services within time and budget and supporting our clients in making the right decisions during the whole translation project.

...about our company?

Client-centric approach
The awareness of our clients' needs enables us to quickly and effectively address any translation-related issues.

Single point of contact
Regardless of the scope of your project you can always directly contact the Project Manager, who will answer any questions and provide any support needed.

Stable core team
At the core of our business is an exceptional team of translators and reviewers. The core team consisting of 15 in-house professionals is a guarantee that the knowledge and experience gained in numerous translation projects is retained in our company.

...about our services?

Flexibility
Let us know what you require and we will adapt to your needs to your best advantage.

Reliability
Don't worry about the deadline.
Once we have accepted it we will keep it.

Quality
On the basis of our long-term translation experience we have developed strict quality procedures, which guarantee the highest quality of translation.

What's unique...?

Wratislavia Translation House is a female company with 15 women only in the core team. Unusual? Not for us!

Our advantages include effective teamwork, strict quality procedures, timeliness and usage of CAT tools supporting the translation process. Take a closer look.

Translation services

- **Translation + Reviewing + Proofreading**

  If you need to translate your text – our standard translation process involves 3 different linguistic specialists ready to provide top quality services.

- **Reviewing + Proofreading for existing translation**

  If you need to review the translation that have been already prepared – we offer the adjustment of a text to your guidelines, your specific requests and terminology.

- **Proofreading only**

  If you need to proofread your texts e.g. before publishing – we offer the service of checking the linguistic correctness and style.

- **Proofreading for machine translation**

  If you need to proofread your text after machine translation – we offer the service of verifying the linguistic correctness.

SAP-related services

- **SAP online translation (system)**

  We translate SAP systems and developments using SAP translation tools.

- **SAP offline translation (documentation, trainings)**

  We translate SAP documentation, SAP training materials as well as e-learning content according to the SAP terminology.

- **Preparation of system documentation and e-trainings using SAP Tutor**

  We offer the development of system documentation, preparation of e-trainings for end users and classroom training courses on using the SAP Tutor program.

Graphic services

- **DTP services**

  If you need to create a final document for printing or publishing, do not hesitate to contact us.

- **Transcreation & Graphic preparation**

  If you need to adjust your documents or graphic illustrations (infographics, charts, photographs) to your specific requirements, take advantage of our services.

Services

We are pleased to provide comprehensive services ranging from specialist translations to DTP and including translation project management. You will receive the final translation in the required format and within the requested time and budget.

- Architecture and Construction
- Automotive
- Banking
- Building Materials
- Consumer Products
- Education
- Engineering
- Finance
- Food
- Healthcare
- High Technology
- Human Capital
- Industrial Machinery
- IT
- Legal
- Logistics
- Mill products
- Oil and Gas
- Public Sector
- Retail
- Telecommunication
- Utilities

Our clients

Wratislavia Translation House clients operate on different markets and in diverse branches. Just to name a few of them: SAP AG, SAP Poland, Ritz Pumpenfabrik GmbH & Co. KG, URSA Poland, Panalpina Poland, IDS Scheer Poland, Capgemini Poland, Acclaro and others.

Industries

Translation of specialist texts requires subject knowledge and usage of a relevant terminology. We have a broad experience in carrying out translation projects for various industries.

CAT tools

We use state-of-the-art translation tools:

- SDL/trados
- Foreign Desk
- Passolo
- Idiom
- Wordfast

Training policy

The superior goal of our training policy is to keep translators up-to-date with all kind of knowledge of tools and best practices used during translation, and to constantly develop translators' skills. Therefore, we regularly organize trainings in the form of workshops for the translation team members. We also participate in workshops and trainings organized by leading industry associations.
Our training policy is also the key element of the Quality Assurance System.

Project workflow

The standard project workflow for translation & DTP services at our company consists of the following stages:

1. Order receipt
2. Material check
3. Confirmation of order receipt to the client
4. Translation
5. Review (quality assurance level I)
6. Proofreading (quality assurance level II)
7. Final check by PM
8. Translation delivery to the client
9. Verification by the client
10. Implementation of client preferences
11. DTP
12. Final check after DTP
13. DTP delivery to the client
14. Verification by the client
15. Implementation of client preferences
16. Delivery of a final version to the client

Know-how & Project workflow

Building on our experience, we have created and implemented in our agency the project management process supported by translation tools and a document workflow procedure.

We are constantly moving forward. Through regular participation in numerous trainings and workshops, we continuously gain new knowledge and skills.

Translation quality policy

The superior goal of our translation quality policy is to ensure the highest quality of the final translation. We have implemented the Quality Assurance System based on requirements of the translation industry standards.

Constant quality assurance

At Wratislavia Translation House, the standard two-level quality control procedure is applied. Each translated text is verified by:

- The reviewer (check of correctness against an original text)
- The proofreader (check of stylistic and linguistic correctness, consistency with country-specific standards)

Any arising terminology or quality-related issues are solved by the quality supervisor.

Reliability

To gain trust of our clients and partners we implemented an advanced quality assurance system and data security policy. We absolutely abide by the rules of confidentiality.

Quality assurance for systems translated using the SAP translation environment

The translation of system lines is subject to a random test, which is called cross checking procedure. The following aspects are checked:

- Correctness of the translation by verifying it against an original text
- Consistency with the SAP terminology
- Consistency with the terminology provided by a client
- Consistency with guides for system translators

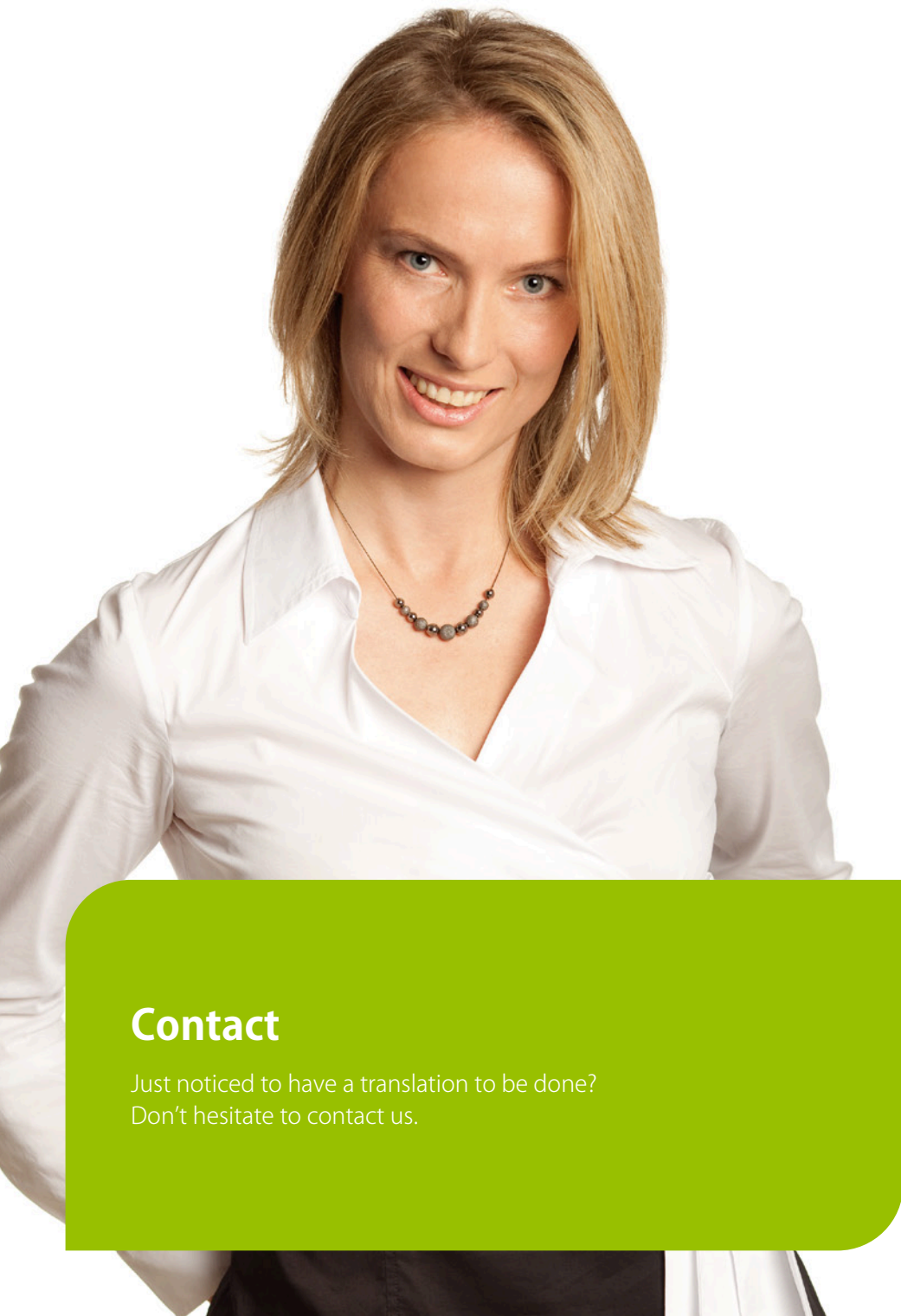Any arising terminology or quality-related issues are solved by the quality supervisor.

Data security policy

Our company uses the following four levels of backup:
- RAID array on the main file server
- Incremental backup every day at 04:00
- Automatic full backup every 21 days
- Another copy of the full backup made every week and stored off-site

Civil liability insurance policy

We don't push our luck, therefore we have taken out civil liability insurance for our company.

Address data

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Associations

Our company is a member of:
- ELIA (European Language Industry Association) – since May 2009
- GALA (Globalisation and Localisation Association) – since July 2008
- The Lower Silesian Chamber of Commerce – since June 2008

Contact

Just noticed to have a translation to be done?
Don't hesitate to contact us.

Registration information

State court register no.: 0000238204, district court for Wrocław-Fabryczna in Wrocław, national economy register number 020096177, taxpayer identification number 8942833537, initial capital 105,000.00 PLN

Trade mark

The trade mark of Wratislavia Translation House is subject of trade mark protection in all member countries of the European Union due to its registration as the Community Trade Mark in the Office for Harmonization in the Internal Market.

www.wth.pl