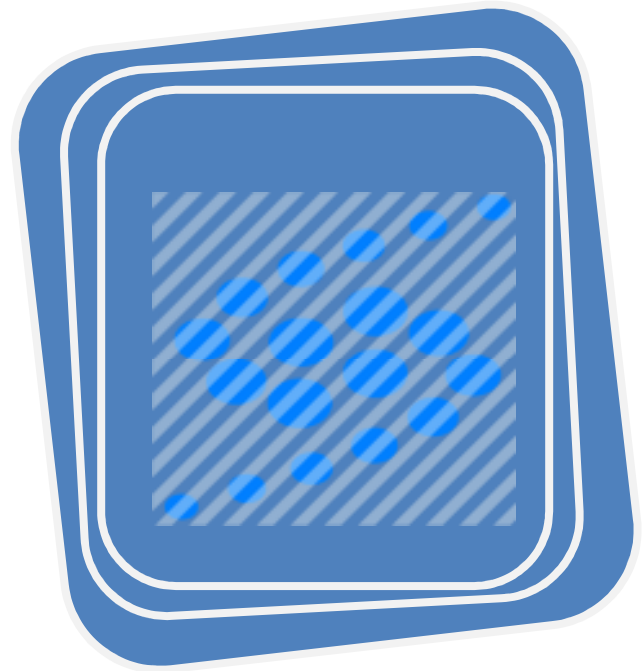


Quality Assurance at KTL Communications LLC



KTL Communications

2013

LANGUAGES RE-DISCOVERED



KTL Communications LLC

5055 Seminary Rd 1220
Alexandria VA 22311
Phone (703) 662-0465

www.ktl-communications.com

Products or Services

SERVICES

Translation services
Linguists and Instructors
Referral Services
Proof Reading and Editing
Website Localization
Linguistic Testing of Software
QA, Linguistic Reviews and
Editing Services
Language Material Supply
Services
Transcription Localization
Recordings, Voice-overs and
Over Dubs
Subtitling & Podcasts
Curriculum, Test and E-
lesson Development
Providing Language
Specialists for Onsite &
Remote Software Testing.








We design curriculum as well as one-on-one dictionaries, newspaper readers for different languages.

AREAS OF SPECIALIZATION

Financial,
Legal and Medical,
Commercial, Advertising,
Polygraph (localization &
translation)
Surveillance Software
Systems
Engineering,
Human resource,
Technical,
Electronics,
Automotive
Information Technology,
Website and Localization

KTL Communications is a leading language and translation services company in Alexandria VA. We take the pride of being a main provider of language, translation and localization solutions in Virginia DC and Maryland. Our company offers language services in 150 languages. We focus on all the language pairs including those that are deemed critical by the U.S. State Department i.e. Urdu, Pashto, Farsi, Arabic, Thai, Balochi, Hausa, Hindi, Punjabi, Dari, Somali, Amharic, Sindhi, Swahili, Zulu, Chechen, Mandarin, other Asian and European languages etc.

As a company offering one stop translation services, our role is to help other companies communicate with markets of different cultures, transmitting the concepts and ideas of their products and marketing with a very clear goal: increasing their sales abroad. With this goal in mind, KTL has defined its business philosophy in eight points:

-  Selection of qualified professionals
-  Balance between time and quality
-  Technological innovations
-  Guaranteed timely delivery
-  Non-Disclosure Agreement
-  Translation adapted to objectives
-  Open and honest communication with the customer
-  Definition of workflow

Quality Assurance Principles

Quality Assurance in KTL Communications LLC rests on three broad areas:

- Staff,
- Methods and
- Procedures & Tools.

Customized Quality Assurance

We work tirelessly and creatively to ensure the job gets done right, every time.

KTL Communications attributes the superior quality of its translation services to the implementation of its customized and proprietary quality assurance process, produced by the top managers and linguists in the industry. We have created a practicum of quality assurance norms and standards as relevant to the translation services industry.

Expert Linguists

Our quality assurance policy begins with our rigorously trained and certified translators who are native in the target language, expert in cultural application, and have years of high level professional experience in the related industry and technical terminology. The entire translation process for each project is overseen by a dedicated in-house project manager. Our project managers hold expertise in multiple languages and are fluent in the targeted industry terminology.

Redundant Review Process

Our quality assurance policy employs a series of redundant reviews to ensure that both the word and its meaning are accurately translated. In this way, we preserve the original intent of the document.

We are in the process of setting up a customized portal that will enable our clients to monitor the progress of the project, check the status of the translation, and update and post new documents as the work flow demands.

Should the complexity of the project require additional levels of quality assurance, we customize the process to fit the needs of the client.

Superior Final Products

Once the process of translation, review, formatting, and certification on request is complete, our clients are given the translated documents well within the specified timelines and budget. The caliber of our product is such that KTL legal and patent translations are readily accepted by courts and government organizations worldwide.

100% Satisfaction Guaranteed

We guarantee your complete satisfaction with the quality of our work. In the event that you are unsatisfied with your translation in any way, we commit to conduct further revisions and/or research at no additional charge until you are completely satisfied.

