



**Legal translations  
as meticulous as  
you are.**



**“  
City Legal has a  
100% satisfaction rate  
according to our  
latest client survey.”**

# Welcome to City Legal Translations, a specialist, award-winning legal and financial translation and interpreting company.

With over 35 years in the business, City Legal Translations has unrivalled experience as legal and financial translation specialists.

As an approachable and friendly agency, we have more than 2,000 translation experts, including many former lawyers and solicitors. Our professional translators are assigned by matching mother tongue language skills, qualifications and subject expertise as closely as possible to clients' requirements.

With a reputation for exceptional customer service and a real commitment to accuracy you can rely on a firm who truly understands the idiosyncrasies of the legal and financial industries. City Legal looks to forge strong client partnerships with law firms, financial institutions and global banks who are as meticulous about translation as we are!



Our sister company, **Intonation**, are global experts in **translation** and **interpreting services**.

- ✓ Medical Translation
- ✓ Multilingual SEO Services
- ✓ Proofreading Services
- ✓ Patent Translation
- ✓ Sport Translation
- ✓ Technical Translation
- ✓ Transcreation
- ✓ Multimedia Services
- ✓ Transcription Services
- ✓ Typesetting & Desktop Publishing
- ✓ Subtitling
- ✓ Voiceovers

# Why choose City Legal?

**We are one of the world's top specialist translation companies. We understand that your project requires a tailored solution with an individual approach.**



We've worked with 19 of the UK's top 20 law firms and 7 of the top 10 global law firms



We support over 600 language combinations



One of the UK's fastest growing language service providers



Multi-award-winning translation and interpreting company



Of our top 10 clients 9 have a history of working with us for at least five years





ISO 9001 Certified



Access to our dedicated client platform



Established for over 35 years



**Professional Memberships**  
Association of Translation Companies,  
Institute of Translation and Interpreting



All translators have a minimum of 5 years' professional experience



100% client satisfaction, according to our latest client satisfaction survey

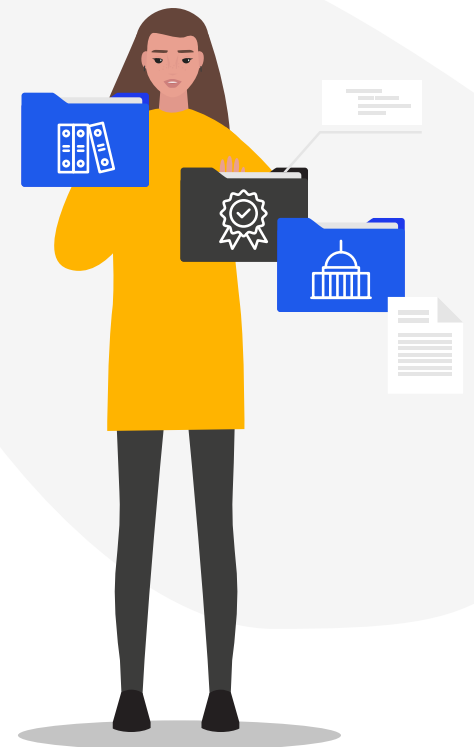


Our team has a combined experience in excess of 150 years



All translators translate into their mother tongue

For more information visit [citylegal.co.uk](http://citylegal.co.uk)  
or to talk to one of our experts call **01329 828438**

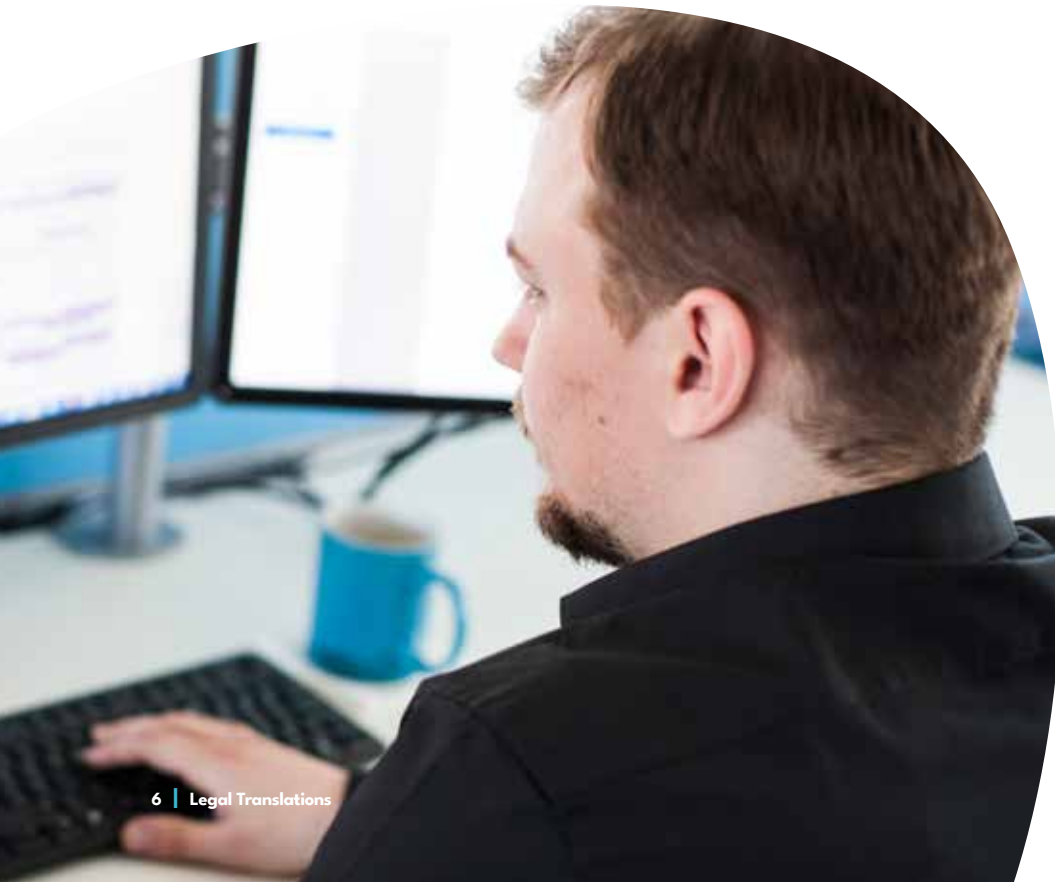


### Did you know...

Asking a translation company to work on a draft in progress helps save time but avoid large amendments to the original text as the costs can add up.

# City Legal's Services

**With a reputation for exceptional customer service and a real commitment to accuracy of terminology, style, formatting and technical competence, you can rely on a firm with passion and commitment for clear, accurate translations at an affordable price.**



## Translation Services

City Legal Translations is the benchmark for quality in the legal and financial translation industries.

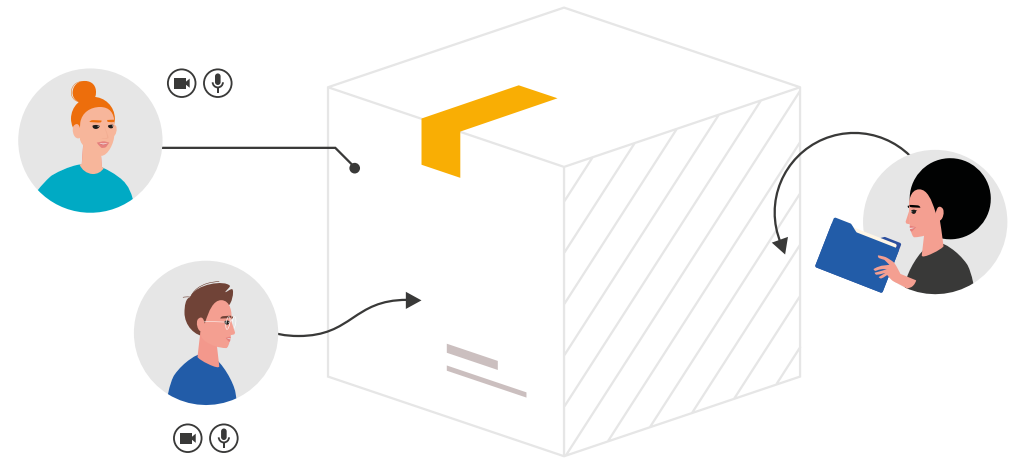
All our translators are subject area experts, with a minimum of 5 years' professional experience translating solely into their mother tongue. We work closely with our clients to provide a bespoke, confidential service, unparalleled in its expertise and accuracy.

We can offer translations in over 600 language combinations of all types of legal documentation - from certificates to contracts or affidavits to articles of association. We cover all areas of law, including corporate and commercial, employment, family, immigration and many more.

As full members of the Association of Translation Companies and Institute of Translation and Interpreting, we are able to provide all levels of translation certification, including notarisation, legalisation by the FCO or swearing on affidavit and are happy to talk through the process with you at any time.

**We can translate all types of legal documentation, including:**

- **Contracts**
- **Certificates**
- **Corporate Documentation**
- **Judgments**
- **Patents**
- **Wills**



## Interpreting Services

At City Legal Translations we understand the importance of using impartial, professional, expert interpreters and, with over 35 years' experience, you can rely on us to get it right, every time.

Our interpreters are experts not only in the spoken word but also with the cultural issues, expressions and legal etiquette required for every unique assignment. Our clients' needs are our priority and as such our interpreters are handpicked according to their individual skills and experience - spoken language, subject matter, country knowledge and location.

So what is interpreting? Interpreting is the art of orally translating the spoken word between (usually) two languages and must be carried out in a completely accurate and non-biased manner.

We provide interpreters for courts, business meetings, to assist with witness statements, immigration matters and for conferences. We can provide interpreters on the National Register of Public Service Interpreters (NRPSI) upon request and can also offer interpreters at Legal Aid rates, where appropriate.

**We can offer all types of interpreting, including:**

- Simultaneous interpreting
- Whispered interpreting
- Ad-Hoc interpreting
- Consecutive interpreting
- Telephone interpreting
- Remote video interpreting

**We can also provide assistance with interpreting equipment, should it be required.**

## Transcription Services

At City Legal Translations we work alongside the legal profession to provide an accurate and efficient legal transcription service.

From Police and Criminal Evidence tapes (PACE) through to witness statements, court transcription and tribunals, we can assist you with transcription. All our work is carried out by mother tongue transcribers and is checked by a second checker before return to the client. Our pricing is competitive and, with the achievement of a 100% customer satisfaction rate according to our latest Customer Survey, you can have real confidence in our ability to handle your transcriptions with precision, accuracy and care.

We are happy to provide transcriptions in any language required and can offer a translation service for transcribed text. We can offer time-coded transcriptions and are happy to work from most formats, including WAV, MP4, AAC, CD, DVD and even good old VHS videos and audio cassettes!

**We can work with any format, including:**

- Audio Files (including WAV, MP3, AAC)
- Audio Cassettes
- CD & DVD
- PACE tapes
- Video Cassette

# A step-by-step guide to the translation process

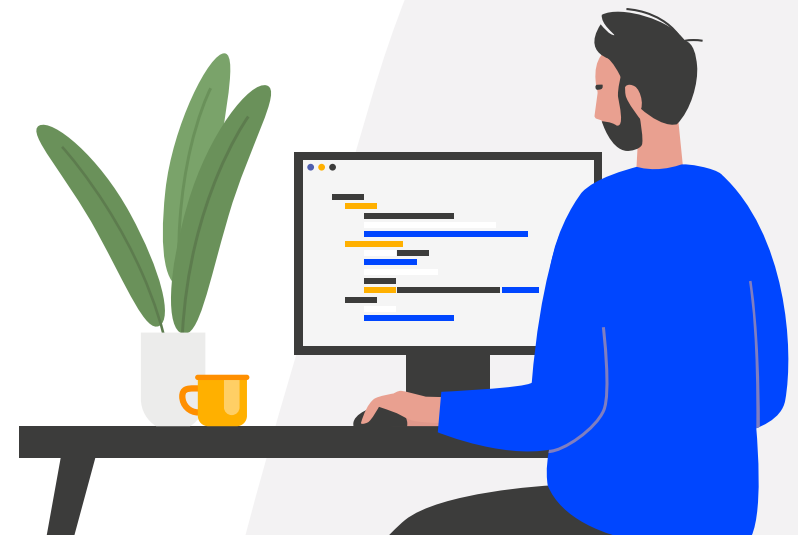
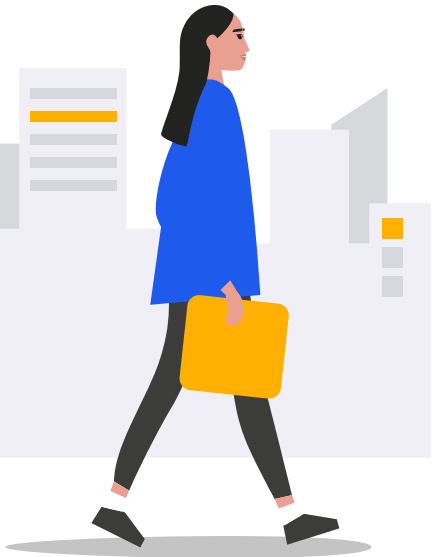
Whether you've worked with translators in the past or you're considering using a translation company for the first time, being 'au fait' with the process will help you get the most from it.

**Here's the translation process in a nutshell. Knowing what to expect and when will ensure you get the best possible outcome.**

At City Legal we provide professional translation services. For over 35 years our clients have trusted us to support them with their translation requirements. We have passed and gained many industry standards and accreditations and we only use qualified and competent translators.

We are passionate about each of our language services and the team shares a unique and friendly approach to business, ensuring that we go that extra mile when completing work for our clients.

For more information visit [citylegal.co.uk](https://citylegal.co.uk) or to talk to one of our experts call **01329 828438**



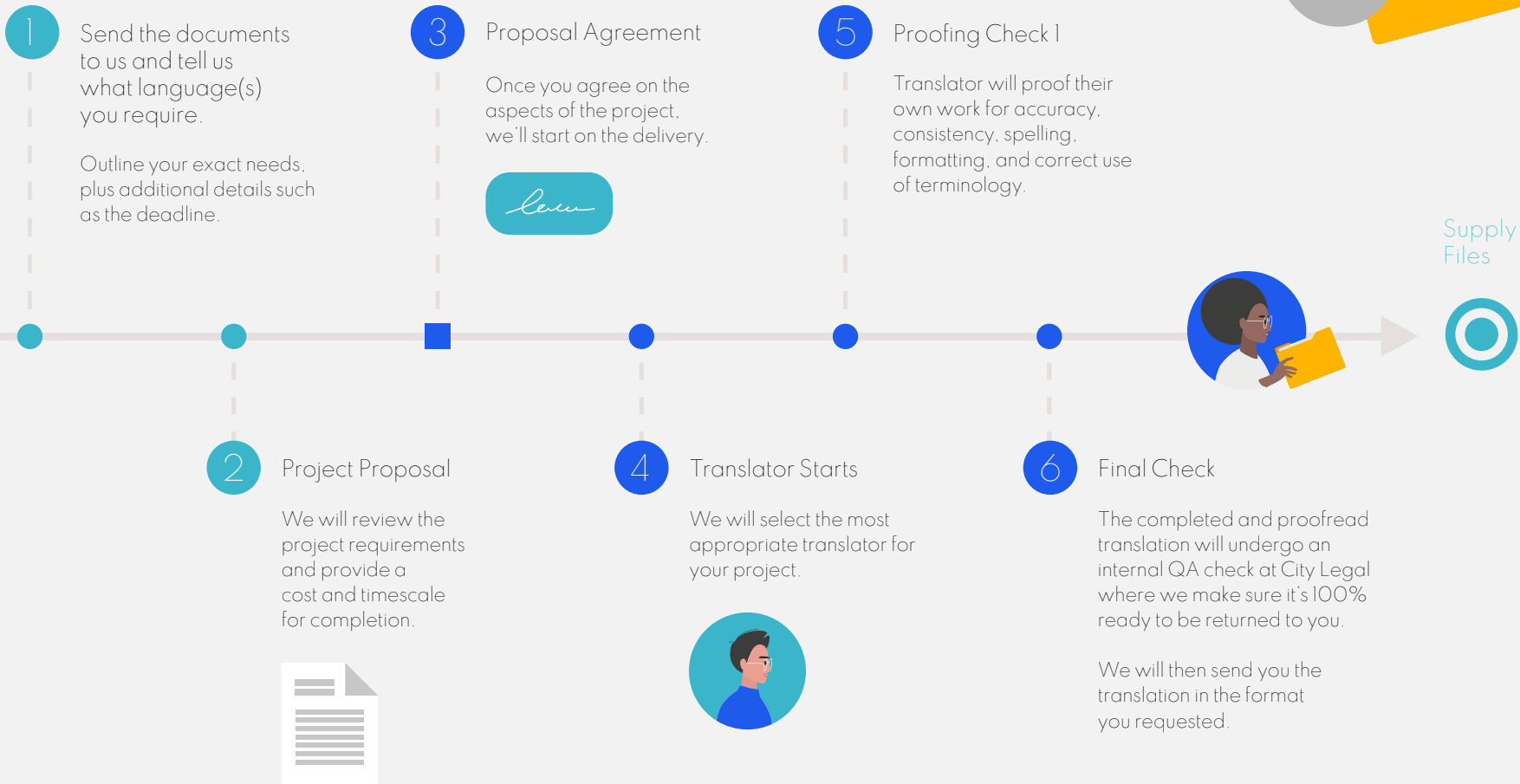


We understand there is not a one-size fits all approach to translation. Therefore, City Legal also offers the following Translation Service Levels:

- Translation Only
- Translation, Editing & Proofreading (TEP)
- Creative (Localisation & Transcreation) via our sister company Intonation Ltd (in case the need ever arises)

We're also happy to arrange a call and talk through your individual project and put in place a workflow that covers everything you need.

## Translation only workflow



# Other Services

In addition to providing expert legal and financial translation, interpreting and transcription, City Legal offers a full range of language services. These include:



**Business Card Translation**



**Foreign Language SEO**



**Proofreading**



**Subtitling and Voiceover**



**Technical Translations**

Through our sister company Intonation, making us ideally placed if you're working on a case with technical content.

[intonation.com](http://intonation.com)



**Language Training**

Through our sister company LSI Education.

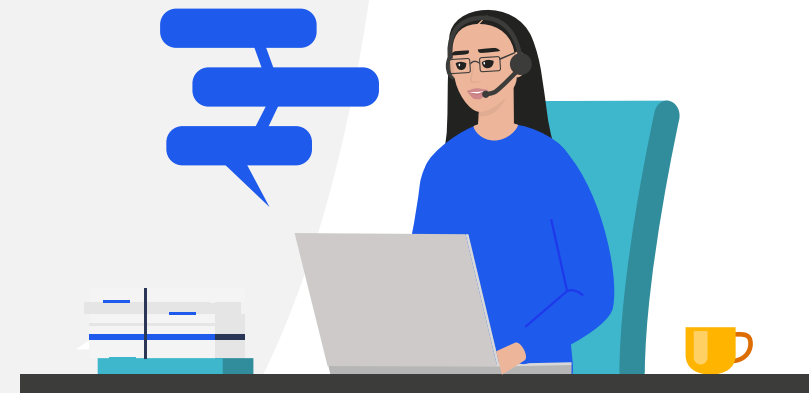
[lsi.edu](http://lsi.edu)



**Design and Web Services**

Through our sister company ICG.

[icg.agency](http://icg.agency)



# Frequently asked questions

## How do translation companies price their services?

Some companies charge by time, some by line, page or number of words. At City Legal Translations, the pricing structure is per thousand words.



## Does the cost of translation vary from language to language?

Yes, because of the availability of good quality translators. Countries where there are low levels of population such as Iceland are usually expensive. While countries where the cost of living is high, such as those in Scandinavia, generally cost more. Japanese translations are also pretty expensive too.

## Is it necessary to use a specialised translation company?

Legal translation is highly technical, requiring a specialist familiar with the subject matter and terminology. To ensure you receive an accurate service that you can trust, it is vital that you use a specialist translation company.

## Here's some questions and answers that may help you understand more about City Legal's translation services.

## How do you ensure that my sensitive documents will be kept safe?

You can trust us with the most confidential material. Our professional team of linguists are aware of the need for client confidentiality at all times and they are committed to ensuring the safety and confidentiality of any documents or information shared throughout the translation process.

## My client requires their documents to be translated into numerous different languages, how many combinations do you offer?

We work with more than 2000 translation experts and support over 600 language combinations.

## How can I be assured of translation quality?

City Legal is an accredited agency and is a member of the Association of Translation Companies (the governing body for translation in the UK).

We are also happy to provide translation samples of up to 300 words. We'd recommend that you run these samples past a trusted, language-sensitive native speaker for a second opinion.

You'll get best results from developing an on-going relationship with a translation company. The longer you work with them, the better they will understand your requirements.

For more information visit [citylegal.co.uk](https://citylegal.co.uk) or to talk to one of our experts call **01329 828438**





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