



GREEN TRANSLATIONS

the language of the environment



Contract Holder

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CERTIFIED SMALL BUSINESS

DUNS #: 809515146

MINIMUM/MAXIMUM ORDER: \$100/\$1,000,000

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1% of our profit goes
back to preserving our
natural environment



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I. WHO WE ARE

Green Translations is a full-service language translation agency using its language skills to help with the problem of Global Warming. Our more than 200 language professionals are experts in at least one field of translation, are furnished with credentials and diplomas, certified by the American Translators Association (ATA) or by other reputable translators associations around the globe, and always natives of the language they work on. The agency has been in business for more than 12 years offering language translation services to companies and organizations big and small everywhere in the world.

Green T is a leading translation company, and also a portal to a leading solution for the Global Warming threat. We use our language expertise to help companies develop their global translation support, and at the same time we make them aware of the threat to our environment. We also offer the highest environmental standards in the industry.

We have reduced our own carbon footprint throughout the entire process of our service, managing all that's possible as electronic format, and following the strictest environmental regulations. We have been certified by the Bay Area Green Business Program for our efforts to eliminate our carbon footprint through recycling, paper reduction, waste reduction, lighting usage, use of Energy Star qualified products, carbon credits, using web hosting that's 100% powered by wind energy, and promoting this values and practices among our clients and contractors.

We offer a range of high-end translation services to help our clients grow, and manage their international business ever more profitably. We can provide assistance with any challenge globalization throws your way, either through the expertise we have in-house or through our extensive network of proven partners.

In response to the global warming problem, Green T is committed to contribute 1% of our revenue to the many organizations helping environmental and humanitarian causes, along with our membership to Green America, which is the largest network of green companies in the country. It's our commitment to you and our pledge to the environment.



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II WHAT WE DO

GREEN T OFFERS THE FOLLOWING RANGE OF LANGUAGE SERVICES:

- Professional translation/Copywriting with all European, Asian, American, and most African languages
- Proofreading and Editing
- Website localization to a particular locale (Dialect)
- Desktop Publishing
- Video/Audio transcription
- Subtitling in English and foreign languages
- Voice-over in foreign languages
- Consecutive/Simultaneous Interpretation
- American Sign Language Interpretation (ASL)
- Pigeon Signed English (PSE)
- Transcription into Braille

PROFESSIONAL TRANSLATION/COPYWRITING

We have extensive experience in many areas, from technical, medical to legal translation, and from creative copy-writing into foreign languages, to documentations with very specific financial terminologies.

We will offer:

- High quality language translation by in-country professional translators who only ever translate into their mother tongue FROM and INTO English with ALL European, Asian, South and North American, and most common African languages.
- Full editing by qualified professional linguists
- Project management of large or complex translation jobs
- Expertise in many different fields
- Prompt and efficient services
- The Green T guarantee of quality - we will work with you on the given project to guarantee your satisfaction

WEBSITE LOCALIZATION

Green T offers a high quality website localization service. We have extensive experience of e-commerce and Internet marketing, and have learnt how to overcome the difficulties of adding foreign language versions to existing websites, as well as translating entire websites into different languages.

Website localization is crucial, and here's why:

- More than 50% of queries on Google are submitted in languages other than English (in 2002 the volume of inquiries was less than 30%). More than a third of such queries are submitted in a European language other than English (Google, the Google Zeitgeist, June 2003).
- Annual net-influenced sales rose to more than 20 billion Euros across Europe in December 2002 and contributed 5 billion Euros in Germany alone (Forrester Research).
- Visitors to a site are more than four times as likely to buy from a website with content in their own language and spend twice as long on the page (Independent research).

Websites need to work from a commercial perspective to be sustainable. Our website localization service takes all this into account to produce a localized website which is not only accurate, but also reads naturally in the target language.

Website translation means focusing on a variety of factors including the language. Like all professional translation agencies, we convey the sense of language so key messages work in the relevant language. We would never consider translating word-for-word.

But there are often other issues to consider. For instance, translating from English in some European languages can mean that the amount of text increases (by 16% in the case of Spanish, German is often larger). This can be a problem if you have a template system already in place. So we will work with you to ensure that the website translation we provide addresses as many issues as possible - and deliver on time and to budget.

DESKTOP PUBLISHING

Green T employs a dedicated team of DTP experts who can provide desktop publishing (typeset) for your translated text in any language or file format. The most common programs we use are:

- Adobe Page Maker
- QuarkXpress
- Corel Draw
- Adobe InDesign
- Adobe Illustrator
- FreeHand
- AutoCAD
- Adobe FrameMaker
- Adobe InCopy

The main advantage of outsourcing your DTP work with your translation is that your operators/designers do not have to deal with languages they do not know, thus avoiding the risk of pieces of text being reconstituted incorrectly. If you use Green T, you can be sure that your material will be laid out appropriately just as it would be if your designers were working in their own mother tongue. You will receive a file from us which is ready to send to your printers or if you don't have an existing printer, we can organize the printing too!

This allows you to work with the translations provided without having to buy expensive fonts to support non-Roman fonts (e.g. Chinese, Russian, Hindi, Urdu, Punjabi, Gujarati, Arabic, Bengali, Greek etc.)

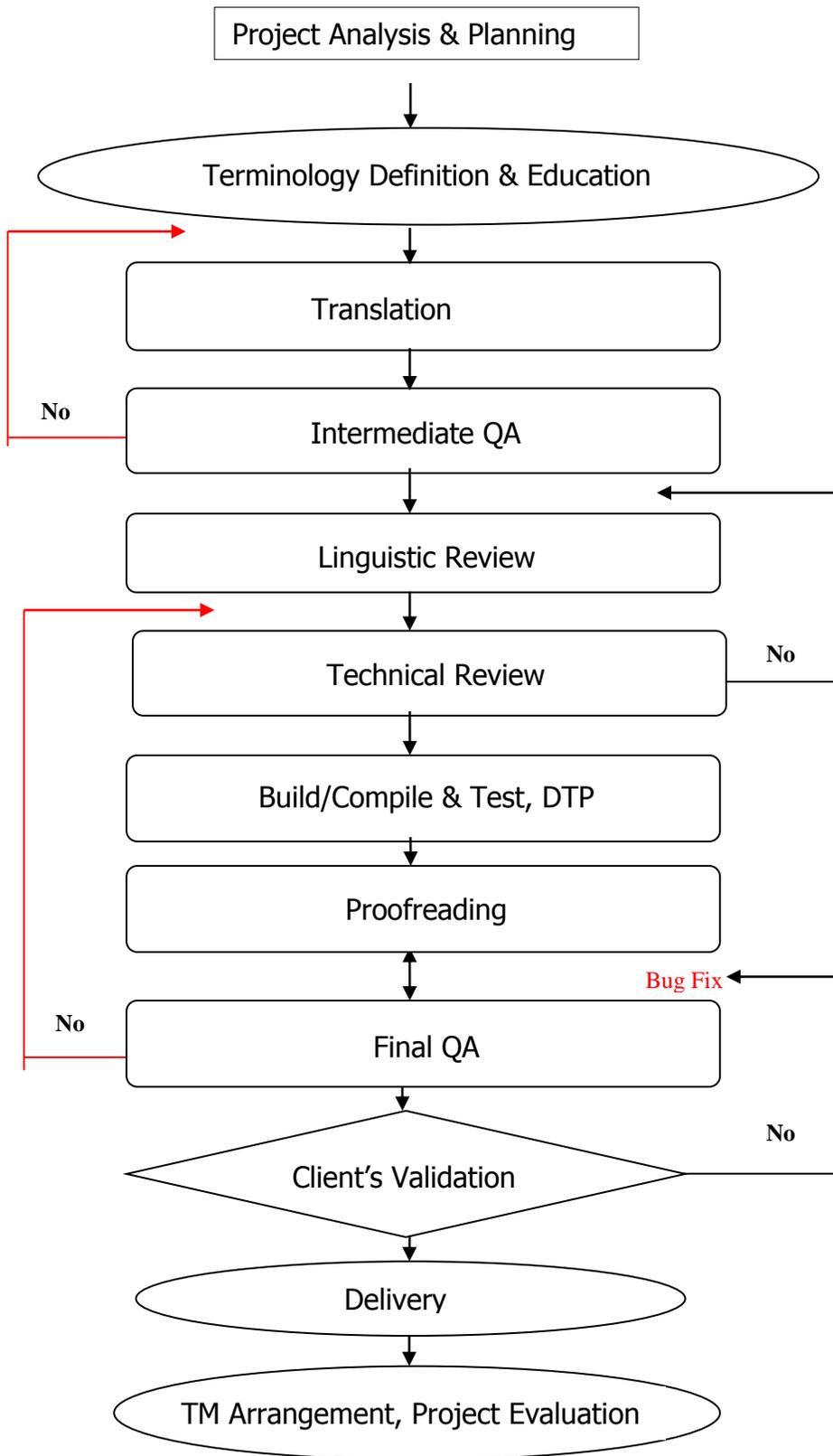
AMERICAN SIGN LANGUAGE INTERPRETATION

CODE OF ETHICS

Green Translations also follows the ethical code of conduct for interpreters co-authored by the Registry of Interpreters for the Deaf (RID) along with the National Association of the Deaf (NAD). At the core of this code of conduct are the following seven tenets:

1. *Interpreters adhere to standards of confidential communication.*
2. *Interpreters possess the professional skills and knowledge required for the specific interpreting situation.*
3. *Interpreters conduct themselves in a manner appropriate to the specific interpreting situation.*
4. *Interpreters demonstrate respect for consumers.*
5. *Interpreters demonstrate respect for colleagues, interns, and students of the profession.*
6. *Interpreters maintain ethical business practices.*
7. *Interpreters engage in professional development.*

III OUR TRANSLATION WORK FLOWCHART



IV OUR PRIVACY STATEMENT AND WARRANTIES

Green Translations, LLC is committed to 100% customer satisfaction.

We aim to provide superior language translation services to our clients in a courteous, ethical, and timely manner. We can deliver the premium skill levels at a reasonable cost. We take a personal interest in our clients and give them the service, value and attention we seek in our own relationships.

WARRANTIES

Green Translations, LLC warrants that (a) it will use reasonable best efforts in the performance the services; (b) that the services and deliverables will be of professional quality exceeding or conforming to generally accepted best professional practices which are standard for first class Translators within Translator's industry; (c) that performance of the services does not and will not violate any applicable law, rule, or regulation; (d) the deliverables will conform to all specifications and/or acceptance criteria therefore set forth in the applicable documentation supplied to Translator; and (e) Translator is aware of no existing obligations or agreements of Translator, and during the term of this Agreement, Translator will not enter into any obligations or agreements, which are inconsistent with the terms of this Agreement or with Translator providing services, which could restrict or prohibit Translator from providing services or interfere with or restrict Translator's ability to comply with the confidentiality provisions or any other term of this Agreement.

If any services performed or deliverables provided by Translator hereunder are determined by CLIENT to be inaccurate or defective or otherwise not in accordance with the requirements of the applicable documentation supplied by Client, Translator agrees to correct such services or deliverables without charge to CLIENT within a reasonable period of time after receiving notice thereof.

CANCELLATION OR WITHDRAWAL BY CLIENT

If Client cancels or withdraws any portion of the translation project prior to Translator's completion of the service(s), then, in consideration of Translator's scheduling and/or performing said service(s) Client shall pay Translator the portion of the above fee represented by the percentage of total service(s) performed.

REFUND POLICY

If Client cancels or withdraws any portion of the translation – for any reason - prior to Translator having begun performance of service(s), Client will be entitled to a complete and immediate refund of the applicable fees. Refund shall be issued via check by mail or credit card refund according to the manner of payment received from Client at the time the order was confirmed.

CLIENT'S REVIEW OF TRANSLATION

Upon receipt of the translation from Translator, Client shall promptly review it, and within 5 (five) business days after receipt shall notify Translator of any requested corrections or changes.

Translator shall correct, at no cost to Client, any errors made by Translator.

V OUR PRICES TO GSA

SIN 382-1 -- TRANSLATION SERVICES

LANGUAGES GROUP (A): Latin American Spanish, Brazilian and Chinese.

LANGUAGES GROUP (B): All European languages including Russian.

LANGUAGES GROUP (C): All Asian languages not including Chinese.

LANGUAGES GROUP (D): All African languages including Arabic.

STANDARD SERVICE (8-10 working days)

GROUP A: \$0.1713/word

GROUP B: \$0.1713/word

GROUP C: \$0.1814/word

GROUP D: \$0.1914/word

RUSH SERVICE (1-5 business days) + \$0.0198/word

TECHNICAL, MEDICAL, LEGAL, FINANCIAL TRANSLATIONS + \$0.0198/word

TYPESETTING / LAYOUT \$50.38/Hour

TRANSLATION includes: 1 round of proofreading and another final check from another language professional.

SIN 382-2 -- INTERPRETATION SERVICES

CONSECUTIVE INTERPRETATION * \$90.68/Hour/Person
(3 hour minimum)

SIMULTANEOUS INTERPRETATION ** \$90.68/Hour/Person
(3 hour minimum)

* A *consecutive interpretation* is a mode in which the interpreter begins their interpretation of a complete message after the speaker has stopped producing the source utterance.

** A *simultaneous interpretation* is a mode in which the interpreter interprets for someone in another language while the speaker speaks without interruption.

AMERICAN SIGN LANGUAGE INTERPRETATION \$87.66/Hour
(3 hour minimum)

SIN 382-5 -- TRANSCRIPTION INTO BRAILLE

TRANSCRIPTION INTO BRAILLE \$0.1511/word
TECHNICAL, MEDICAL, LEGAL, FINANCIAL TRANSLATIONS + \$0.0198/word
RUSH SERVICE (1-5 business days) + \$0.0198/word

VI OUR LANGUAGE LISTING

Language Group (A)	Language Group (B)	Language Group (C)	Language Group (D)
Latin American Spanish	German	Bengali	Arabic
Chinese	French	Hindi	Farsi
Brazilian Portuguese	Dutch	Punjabi	Nigerian
	Italian	Urdu	Swahili
	Portuguese	Hmong	Zulu
	Spanish	Korean	Moroccan
	Russian	Vietnamese	Algerian
	Swedish	Assamese	Egyptian
	Polish	Cambodian	Somali
	Romanish	Gujarati	Amharic
	Finnish	Fijian	Oromo
	Norwegian	Kannada	Kanuri
	Greek	Malayalam	Nubian
	Albanian	Marathi	Yoruba
	Bosnian	Haitian	Creole
	Croatian	Tamil	Chichewa
	Slovenian	Telugu	Tigrinya
	Hungarian	Indonesian	Kinyarwanda
	Slovakian	Japanese	Swazi
	Czech	Malaysian	Sango
	Danish	Mongolian	Malagasy
	Estonian	Nepalese	Shona
	Lithuanian	Sanskrit	
	Latvian	Tagalog	
	Belarus	Taiwanese	
	Armenian	Thai	
	Georgian	Tibetan	
	Icelandic	Visayan	
	Flemish		
	Macedonian		
	Maltese		
	Turkish		
	Ukrainian		

VII LABOR CATEGORY DESCRIPTIONS

Labor Category	Description	Minimum Year Experience	Minimum Education/Certification
Translator	Translates written messages from one language to another for every language.	5 Years	<ul style="list-style-type: none"> · American Translators Association (ATA) · National Accreditation Authority for Translators and Interpreters (NAATI) · New York State Department of Social and Health Services (DSHS) · Monterey Institute Graduate School of Translation & Interpretation (GSTI) · Certified Member of Arab Professional Translators Network · Active member of the Society of Automotive Engineers · Canadian Translators, Terminologists and Interpreters Council (CTTIC) · The Translators and Interpreters Guild (TTIG)
Interpreter	Provides an oral translation between speakers who speak different languages	5 Years	<ul style="list-style-type: none"> · American Translators Association (ATA) · National Accreditation Authority for Translators and Interpreters (NAATI) · New York State Department of Social and Health Services (DSHS) · Monterey Institute Graduate School of Translation & Interpretation (GSTI) · Canadian Translators, Terminologists and Interpreters Council (CTTIC) · The Translators and Interpreters Guild (TTIG)
American Sign Language (ASL) Interpreter	A sign language interpreter is a person trained in translating between a spoken and a signed language. This usually means someone who interprets what is being said and signs it for someone who can't hear, but understands sign.	5 Years	<ul style="list-style-type: none"> · Registry of Interpreters for the Deaf · American Translators Association (ATA) · National Accreditation Authority for Translators and Interpreters (NAATI) · New York State Department of Social and Health Services (DSHS) · Monterey Institute Graduate School of Translation & Interpretation (GSTI) · Canadian Translators, Terminologists and Interpreters Council (CTTIC) · The Translators and Interpreters Guild (TTIG)