



EuroGreek

TRANSLATIONS LTD

Europe's No. 1 Greek Specialist



experience the
EuroGreek Advantage

About the Company

EuroGreek's mission is to provide top quality turnkey language solutions –from simple translation projects to localisation, desktop publishing and testing– processed exclusively by **in-house, in-country, mother-tongue specialists**.

Since 1986, we have been providing medical, technical, legal and financial translations from English/French/German/Spanish/Italian to Greek and Greek to English. Over the years, we have extended our services to cover most subject areas.

All of our work is produced in-house, ensuring we meet the strictest deadlines and maintain terminology and style consistency, thus offering very high translation and presentation quality.

Our first office was established in London in 1986. In 1991 we started operating in Athens, Greece as well. Both offices are privately owned. Our production center in Athens is a custom-built, state-of-the-art facility of 800 m².

Clients

We provide translation services to many Fortune and Europe 500 companies, such as: 3M, Abbott, AbbVie, AEG, AIG, Allianz, Amgen, Angiomed, American Express, Accord Healthcare, AXA, Bard, Bayer, Citigroup, CHEP, Codman, Coherent, Covance, DAF, Delta Airlines, Disney, Duolingo, Electronic Arts, Eli Lilly, Emmerson, Ethicon, Ford, Franklin Templeton, Gilead Sciences, GlaxoSmithKline, Goodyear, Hewlett Packard, Hitachi, Intel, Invesco, Johnson & Johnson, JP Morgan, LG, Logitech, Merrill Lynch, Medtronic, MetLife, Microsoft, Morgan Stanley, Motorola, Nikon, Novartis, Ophtec, Oracle, Panasonic, Peugeot, Pfizer, Philips, Philip Morris, PPD, Procter & Gamble, Roche, Saab, Samsung, Schroders, Scottish Mutual International, Siemens, Shell, Smith & Nephew, Sony, Spotify, Swarovski, Thomson, Thoratec, Toshiba, Volvo, WorldVentures and Xerox to name but a few. We also provide translation services to British government agencies, the UN and the European Commission.

Capacity

Over the past 32 years, EuroGreek has supplied hundreds of millions of words to clients all over the world. We employ 30 in-house specialists and our current capacity exceeds 15 million words per year.

Rates

Our rates include reviewing by a second in-house specialist and, of course, our quality and on-time delivery guarantee. For regular or high volume projects, we offer discounts of up to 20%.

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Quality Assurance

Quality Guarantee

We place particular emphasis on translation, review and presentation quality. Our in-house specialists are experienced and highly qualified, usually to post-graduate level. They only translate from the source language into their mother tongue and their work is always reviewed by a second in-house specialist.

We pay particular attention to each client's requirements and special instructions, producing exactly what the client needs, always on time.

Through streamlined proactive project management procedures, we minimise possible corrective actions at later stages, thus creating a very pleasant and productive working relationship with our clients.

All work we provide is covered by a 100% quality and on-time delivery guarantee. This means no invoice is issued if the client finds even one serious error, or the job is not delivered on time.

Our quality guarantee applies only to projects that are entirely processed by EuroGreek.

Quality Management System Standards

EuroGreek has been certified by **Lloyds Register Quality Assurance** to the following Quality Management System Standards:

- **BS EN ISO 9001:2015**
- **ISO 17100:2015**

Audits are carried out by Lloyds Register Quality Assurance annually. Internal audits are also carried out every six months by our in-house Quality Manager.

For more details on our **Staff Selection Criteria** and our extensive **QA Procedures**, please refer to our website at www.eurogreek.com.

“ All work we undertake is treated as highly confidential. All staff are bound by very strict confidentiality agreements ”



Services

We offer the following services:

- Translation
- Review
- Editing
- Localisation
- Desktop Publishing
- Language Technology Solutions
- Certification
- Interpreting
- Subtitling
- Voice-Over and Recording

Languages Combinations

- English to Greek
- French to Greek
- German to Greek
- Greek to English
- Spanish to Greek
- Italian to Greek

Translation, Review and Editing Services

Our Production Center is divided into 3 different Translation Departments: **Medical**, **Technical** and **Corporate**. As these are located in the same building, we can successfully carry out **cross-disciplinary projects**.

Desktop Publishing Services

Our Desktop Publishing Department employs full-time, in-house, experienced DTP specialists covering all Latin and Cyrillic alphabet based languages, in addition to Greek.

Localisation Services

Our localisation services include:

- Software Localisation
- XML & HTML Processing
- End-user Product Testing
- Product Branding Evaluation
- OLR services

We also co-operate with our clients using custom end software compilation tools, carrying out projects, such as: Car Diagnostics Systems, Medical Equipment, Telecommunications, IT products, Computer Games, Office Equipment, Company Websites, etc.

Language Technology Solutions

Having in-house Language Technology experts means we can liaise more effectively with our clients, providing integrated solutions, which can save them hundreds of man-hours and help them successfully complete large projects on time. For example, we provide added-value services, such as file conversions, compilation and preparation of documents from various file formats into CAT Tool editable formats. Other Language Technology services include:

- File Engineering
- Terminology Base Creation
- TermBase and TM Logistics
- CAT Tool Programming
- OCR and File Preparation

Technical Infrastructure

Hardware Infrastructure

Our offices are equipped with 50 state-of-the-art Dell and Macintosh workstations running Windows 10 and Mac OS 10.x. In addition, our data room is equipped with several Dell servers (File, Firewall, DNS, FTP, IMAP Mail, Proxy) including a dedicated **SDL GroupShare Server**.

Conference Room

Our conference room is equipped with an HD projector and a 140-inch projection screen. The conference room is used for our daily meetings and in-service staff training.

Backups and Security

We have a RAID 64 TB server connected to a backup NAS server for additional daily backups of all server activities. Our premises are also protected by a sophisticated surveillance/alarm system connected to a police-approved security center.

Software Infrastructure

All workstations -apart from the MS Office Suite- are equipped with the latest versions of the following CAT tools and have access to a variety of online tools:

- **SDL Trados Studio**
- **SDL Groupshare**
- **Lionbridge Translation Workspace**
- **Lionbridge Xliff Editor**
- **MemoQ**
- **Xbench**
- **Smartling**
- **XTM**
- **Memsources**

EuroGreek House · Athens · Greece



Medical Department

We have been providing Medical and Pharmaceutical translation services for over 30 years.

Medical Specialists

Our Medical Department employs:

- **Fully Qualified Translators** specialised in the medical/ pharmaceutical field.
- **Doctors, Pharmacists and Biologists** who have excellent bilingual skills and a proven track record in the translation sector.

Case Study

Since 2004 and almost on a daily basis, we have been translating in vitro diagnostic product inserts for Roche Diagnostics GmbH. We also translate their product manuals and internal company documentation.

Documents

- Assays
- Clinical Study Protocols
- E-learning & Training Manuals
- IFUs/DFUs for Medical Devices
- IFUs/DFUs for Surgical Instruments
- In vitro Diagnostics
- Informed Consent Forms
- Labelling & Packaging
- Medical Healthcare Insurance Claims
- Operation Manuals for Medical Devices
- Operation Manuals for Software
- Patents
- Patient Diaries
- Patient Information Sheets
- Patient Questionnaires
- PILs
- Product Inserts
- Product Labels
- Promotional Material
- Reagent Kits
- SmPCs

Fields of Expertise

Life Sciences

Anatomy
Biochemistry
Bioengineering
Biology (General)
Biophysics
Biotechnology
Cytology
Genetics
Molecular Biology
Other Life Sciences
Activities
Physiology
Zoology & Botany

Medical Devices

Anaesthesiology
Cardiology
Clinical Chemistry
Clinical Toxicology
Cytology
Dermatology
& Venereology
Ear, Nose & Throat
Endocrinology
& Diabetes
Epidemiology
Gastroenterology
& Urology
General & Plastic Surgery
General Hospital
& Personal Use
Health Aids
Haematology & Pathology
Hospitals & Medical Facilities
Immunology
& Microbiology
Neurology
Obstetrics & Gynaecology
Oncology
Ophthalmology
Orthopaedics
Patient & Health Monitoring
Paediatrics
Physical Medicine
Psychiatry & Psychology
Pulmonology
Radiology & Imaging
Rheumatology
Surgery
Traumatology

Pharmaceuticals

Anaesthesiology
Cardiology
Dental
Dermatology
& Venereology
Ear, Nose & Throat
Endocrinology & Diabetes
Epidemiology
Gastroenterology
& Urology
General & Plastic Surgery
Immunology
& Microbiology
Neurology
Obstetrics & Gynaecology
Oncology
Ophthalmology
Orthopaedics
Paediatrics
Psychiatry & Psychology
Pulmonology
Rheumatology
Traumatology

Regulatory Affairs, Bodies & Documents

Articles for Medical Journals
Health Care & Public Health
Labelling & Packaging
Medical Patents
Medical Devices
Regulations
Pharma Regulations
Pharmaceutical Patents

Clinical Information Systems

Clinical Trials & Research

Clinical Scales
Clinical Trial
Reconciliation

Other

Cosmetics
Hygiene & Personal Care
Narcotics & Toxicology
Nutrition & Obesity
Veterinary Services

Clients



Corporate Department

EuroGreek has been providing Corporate Translation Services for over 30 years.

Corporate Specialists

Our Corporate Department employs fully Qualified Translators and Reviewers specialised in the Financial, Legal, HR and Marketing fields.

From large shipping insurance cases to simple power of attorney requests, our legal team of translators and lawyers have translated documents for many court cases over the years.

Our financial team regularly translate annual and semi-annual reports, prospectuses, KIIDs and shareholders' notices for some of the biggest financial institutions around the world.

Case Study

We participated in the Greek translation of Spotify, when the company decided to launch their service in Greece. We initially started testing the translations carried out by the company itself, then over the next 2 years, we translated text from their website as well as dynamic content. The translations were processed using Smartling.

Documents

- Advertising & Marketing Brochures
- Annual & Semi-Annual Reports
- Articles of Incorporation
- Certificates
- Codes of Conduct
- Contracts & Agreements
- Court Case Documents
- E-Learning Courses
- Employee Training Materials
- Funds, Factsheets & Economic Reports
- Guarantees & Warranties
- HR Employee Evaluations
- HR Management Systems Software
- HR Policies & Procedures Manuals
- HR Questionnaires & Reports
- Ingredients & Packaging Information
- Insurance Policies & Claims
- Newsletters, Magazine & Journal Articles
- Passports & Other ID Documentation
- Performance Management Guides
- Performance Share Plans
- Press Releases
- Product Branding Evaluation
- Product Brochures
- Questionnaires
- Subtitles & Scripts
- Terms & Conditions
- User Manuals For Video Games
- Video Games

Clients



J.P.Morgan

Morgan Stanley



VOLKSWAGEN BANK



L'ORÉAL

ESTÉE LAUDER



KENWOOD



Technical Department

EuroGreek has been providing Technical Translation and Localisation Services since its founding in 1986.

Technical Translation Specialists

Our dedicated Technical Department employs 2 types of specialists:

- Fully Qualified Translators/Reviewers specialised in a technical field.
- Fully Qualified Engineers/IT Specialists who also have excellent linguistic qualifications and technical translation experience.

In addition, our Technical Department provides Product Testing, as well as Online Review and Online Testing services.

Case Study

For over 15 years, we provided weekly software updates for Nokia mobile phones. We not only translated the user interface (UI) text for all models, but we also tested various models and attended a number of workshops in Finland.

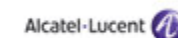
Documents

- Diagnostic Manuals
- E-learning & Training Manuals
- Firmware
- Household Electrical Goods Manuals
- Installation Manuals
- Operation Manuals
- Owner's Manuals
- Patents
- Product Brochures
- Product Labels
- Safety Data Sheets
- Software

Fields

- Automotive & Industrial
- Chemical Engineering
- Electronics
- Information Technology
- Telecommunications

Clients



Desktop Publishing Services

EuroGreek Translations Limited provides added-value Desktop Publishing Services.

Our Desktop Publishing Department employs full-time, in-house, experienced DTP specialists covering all Latin and Cyrillic alphabet based languages, in addition to Greek, at very competitive rates.

We offer the following services, for both Mac OS and Windows platforms:

- Desktop Publishing, using most, popular applications
- Image Processing
- Pre-press file preparation, providing the client with print-ready material
- All types of possible file conversions, including cross-platform and cross-application conversions
- Creation of editable files from non-editable formats, though OCR and other techniques, enabling linguists and project managers to use CAT tools

Software

All DTP workstations are equipped with the latest versions of the following applications:

- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Quark XPress
- Adobe PageMaker
- Adobe FrameMaker
- Adobe Acrobat

Case Study

Since 1999, we have been translating and typesetting the prestigious Swarovski Magazine. The magazine makes frequent use of wordplay, so creative writing adapted to the Greek market is needed. The layout is complicated with limited space. Strong liaison with the client, as well as fast reaction to last-minute adjustments, are required.

“ Having an in-house DTP Department means our clients receive added-value, turnkey language services ”

Clients



Corporate Responsibility

Equal Opportunities

EuroGreek is an equal opportunities employer. The ability to effectively produce the expected results as per the job description, a good social and work ethos and the ability to work harmoniously with the rest of the team are the only criteria applicable during our employee selection process. Race, gender, age, ethnic or social background have never been part of our selection criteria.

Environmental Awareness

EuroGreek's ultimate environmental goal is to become carbon neutral and recycle all of its used materials and equipment.

We recycle all paper and plastic, using appropriately labeled recycling bins. We also recycle all toner cartridges, batteries, mobile phones, cables and electronic equipment.

Charity Work

We provide pro-bono translations for non-profit organisations. Examples are our cooperation with World Swim Against Malaria and the Greek-based NGO To Hamogelo Tou Paidiou (The Child's Smile).

We contribute a small part of our profits to charities such as Médecins Sans Frontières (MSF), the British Red Cross and Action Aid. We also provide much needed goods to organisations such as the Athens Residential Home for the Elderly.

EuroGreek By Numbers

Year
Founded:

1986

Number
of Offices:

2

Location
of Offices:



London, UK
(Headquarters)

Athens, Greece
(Production Centre)

Number
of Employees:

30

Capacity
(In-house):

15 Million
words per year

Production
Centre:

Purpose-built 4-storey Building
800 m²

Server
Room:

5 | 2 | 64TB
Dell Servers | 12 KVA UPSs | RAID storage

Workstations:

35 & 15
Dell PCs | Apple Macs

Opening
Hours:



Monday to Friday
07:00–19:00 GMT

Languages:

EN-EL | EL-EN | FR-EL | GE-EL | ES-EL | IT-EL





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