**Mohamed Abdelkawey**

**Interpretation & Translation International Bureau.   
"Touch your word to feel it by creative use of words"**

**- Career & Experience:**  
  
Translator/Interpreter/ Linguist Mohamed Abdelkawey is the founder, owner and manager of Interpretation *&* Translation International Bureau (ITIB); accredited, certified, recognized and acknowledged agency by Embassies, Consulates, Egyptian and Foreign Bodies and Governmental Authorities, performing professional language and translation works for individuals and government and non-government agencies in Egypt and Worldwide.  
- Former Consultant Translator/Interpreter and Head of Translation Department and former International Relations Specialist at Egyptian Media Production City Company (EMPC).

**-A brief about Mohamed Abdelkawey**

- He has a long track record in translation and interpretation as a freelancer and experience in managing large translation projects for local and international agencies and companies.

- He holds the position of (Accredited - Certified - Sworn) Translator/Interpreter.   
- He knows what the client needs so he fulfills such needs spontaneously.

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**Home**

**Vision:** Providing a full range of first-class language and translation services to be a global leader and innovative translation and interpretation agency in the whole world.

**Mission:** ITIB is dedicated to handling clients' needs with the utmost professionalism, honesty and integrity in translation and language consulting.  
  
ITIB aim is to offer clients a better cost benefit relationship every time and better personal attention in order to establish a more productive alliance and long-term relationship with its clientele.

ITIB Provides all types of translation with an excellent high quality services at competitive prices to bridge the communication gap between civilizations culture and overcome language barriers.

**Values:** Values are Paramount at ITIB

We have a world-wide reputation of reliability, honesty, efficiency, excellence, commitment, accuracy, quality, obligation, professionalism and confidentiality.

**# Code of Ethics and Conduct**  
- All our translators and interpreter are bound by the ITIB code of ethics and conduct

- ITIB has some sort of code of ethics and conduct that its staff are supposed to follow.

- A code of ethics and conduct is important because it clearly lays out the rules and regulations for behavior and provides a Preemptive warning.  
- Office staff and clients shall be committed to the rules and regulations of ITIB by laws.  
- ITIB as an accredited and certified translation of agency and it shall practice and provide all kind of translation and language consulting on the local and international levels and that's include all known translation specializations according to hereinafter codes:

1. All translated pages shall be attested with own recognized seal and signature.

2. Translators and Interpreters under take appropriate preparations for all assignments.  
3. Translators and Interpreters complete assignments they have accepted, unless they are unable to do so for ethical reasons.  
4. ITIB adhere to appointment times and deadlines, or advise client promptly of any hindrance.

5. The acceptance of a translation or interpretation assignment is an implicit declaration of a translator's or interpreter's competence to carry out that assignment.

6. ITIB Staff is not responsible for what clients Say as write.

7. Professional detachment is required for translation and interpretation assignments in all situations.

8. Where impartiality may be difficult to maintain because of personal beliefs or other circumstances, translators and interpreters do not accept assignments or they offer to withdraw from the assignment.

9. Translators and Interpreters do not alter, add to, or omit anything from the content or intent of the source message.

10. Translators and Interpreters acknowledge, admit and promptly rectify any translation and interpretation mistakes.  
11. ITIB resolves any disputes with clients in a cooperative, constructive, good and professional manner.

12. ITIB word accounting based on the target document not the source one.

13. The basis of accounting is 250 words per page for written translation, but oral translation based on number of hours.  
14. ITIB protects the confidentiality of all professionally acquired information, disclosing such information only when properly authorized or legally professionally obligated to do so.   
- The confidential nature of our relationship with clients is also respected.  
- We refuse to divulge any confidential information to any person without the knowledge and prior consent of the client.   
- Our staff is contractually bound to treat any work assigned by ITIB during and after its performance as confidential.  
15. Breaking and breaching the code of ethics and conduct can result in termination or dismissal from ITIB.

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**About us**

- Mohamed Abdelkawey Interpretation & Translation International Bureau is a world-wide reputable language and translation agency based in Egypt.  
- ITIB's Translation is accredited, certified, recognized, acknowledged, approved, authenticated, authorized, attested, documented, ratified, sanctioned, notarized and legalized by embassies, consulates, public and private authorities and Egyptian and foreign bodies.

- Since our establishing, we have been at the forefront of the translation field due to our uncompromising focus on four key elements: language and translation standards, reasonable prices, time efficiency and client satisfaction.

- We have previous experience and professionalism in specialized translation of many works and we have many undertaken the translation to and from most languages of many projects.

- Every project is treated with the utmost respect and the exceptional levels of service which our clients have come to rely on.

- Each translation project is always supervised by a project manager who is responsible for carrying out the project in accordance with ITIB procedures, regulations and rules.

-We believe that project management is one of the main cornerstones of an efficient work flow.

- We translate all forms and specialities of translation and interpretation.

- The policy of our bureau is to employ highly qualified professional translators, Interpreters, editors and proofreaders.   
- Our translations are not limited to translate from and to Arabic language but we also translate from and to all other major international languages.  
- We offer Professional translation services for most languages combinations or pairs and specialist fields.  
- Our translations are carried out by well-reputed and experienced professional translators, editors and proofreaders.  
- Our professional staff working hand in hand to provide the clients with top quality services and helping them to reach full satisfaction from the performed translation work at a highest level of professionalism, accuracy and success.  
-We treat all received documents with a full confidentiality and our client's information is never released to the third parties, we safeguard each client's work confidential.

- ITIB is officially registered in register office and notary public office.

- Moreover, ITIB has been approved and acknowledged on both national and international base, by embassies, consulates, all governmental departments and administrations public and private sectors companies foreign and local organizations, Institutions, unions and associations public and private agencies, offices, foundations and bureaus, courts, hospitals, dispensary, clinics, universities, academics, schools, hotels, resorts, sporting clubs, TV and radio stations, cinema and theatre complex, museums, event organisers and police stations.

- Transparency and understanding is the key to success in any business, and we are committed to unlocking every door for our clients, by offering skilful translation and interpretation services in a wide selection of most languages.  
- ITIB provides a wide range of services and can tailor solutions to suit your need; you can trust our multidisciplinary staff to fulfill your specific requirements.  
- ITIB offers solutions for small, medium and large sized enterprises.  
  
**Labour:**  
-The number of the employees at Mohamed Abdelkawey Interpretation and Translation International Bureau (ITIB) are 300 persons including freelance and employee translators and interpreters, in addition to customer services and secretarial employees and couriers.

- All these employees possess certain qualities, and are distinguished by experience, high efficiency, transparency, fidelity, professionalism, solid back ground in their fields, sincerity in work, and above all this; necessary services and Patience for the client, we always appreciate the clients' notes.

- Our services are provided by a group of highly skilled experienced Professionals we place great emphasis on getting the right and appropriate person for the task.  
- The ITIB management staff brings diverse experience in languages and translation and desire for excellence to the office.   
- We believe in excellence in our performance.  
- We sanctify our work and respect our principles which are accuracy, competency, commitment, effort, honesty and success, so that we got your respect and satisfaction.  
- ITIB is committed to diversity in a working environment where there is mutual trust and respect and where everyone feels responsible for the performance and reputation of our agency.  
- We respect the dignity of the individual and the right of employees we do not use any form of forced, compulsory or child labour.  
- ITIB and employees are required to comply with the laws and terms of the countries in which we operate.

- Our production runs 24/7 and across all continents, and with our production platform, we can ensure that there will be no interruptions in communication and workflow.

- You'll be impressed with the way in which we handle your project from start to finish.  
- Our well trained and friendly staff is waiting to answer any questions you may have about our services and to provide you with a free quotation for your requirements.   
- Call us or come in person for free consultation.

**Services:**  
  
- We offer solutions fully tailored to your specific language need.  
- We are open six days a week around the clock to serve you.

- With a vast acumen and knowledge of various foreign languages you can be sure about the quality of our services.  
-We have highly qualified translators, interpreters, editors and proofreaders in diverse subject areas.

- Today, our language and translation services keep pace with the speed of your enterprise

.  
**ITIB is Proud to offer our distinguished clients the following array of services:**   
1- Translation.

2. Interpretation.

3- Subtitling.

4- Language Consulting.

5. Editing.

6- Proof reading.

7- Localization.

8. Transcription.

9- Desktop Publishing.

10- Voice-over.

11. Dubbing.

12. Transliteration.

13- Copy writing.

14. Authorship.

15. Multimedia.

16. Graphic.

17. Events organizing.

18. Broadcasting systems.  
  
**Translation Expertise and Specialities:**  
- ITIB is proud to provide accredited & certified language& translation services through the elite staff of professional consultants translators, interpreters, editors and proofreaders in various fields of multi translations.

- We make sure that our services comply with strictest quality standards.  
- Our competent, reliable and friendly staff can cope with any translation task.  
- We devote a specific translation team managed by a dedicated project manager to ensure consistency and quality throughout the whole assignment, our highly trained and experienced translation staff can handle all subject matters.  
- Our experience covers a wealth of translation specialities.  
- Our language and translation services are tailor-made to every individual need.   
- All translations are carried out professionally with excellent & fast turnaround times.   
- Our qualified consultants work hard to give you the tram station you need now and in the future.  
- We provide a stamped & signed copy of all translated papers.  
\*Below is a listing of specialities in which we can provide language & translation services in all areas and in any subjects including:  
  
**1- Personal Translation (Standard Documents & Certificates)**  
- Our official personal translation service can help you with all kinds of documents to be presented to embassies, consulates, Governmental agencies, educational institutions, legal entities and companies or firms.   
- This speciality is divided into two types of documents, IDs and Certificates.

- We translate all the following and more:

- Identification Card.

- National Number Card.

- Passport.

- Birth Certificate.

- Death Certificate.

- Driver's Licence /License.

- Marriage Certificate/Contract.

- Divorce Certificate / Decree.

- School Graduation Certificate.

- University / College / Academy Graduation Certificate.

- Diplomas.

- Academic Degrees / Academic Transcript.

- Academic Records / Transcript of Grades/marks.

- Transcript of Academic Degrees.

- Post-Graduate Certificate / Graduate Certificate.

- Certificate of Education.

- Certificate of Training.

- Immigration Papers.

- Naturalization Papers.

- Residency Papers.

- Citizenship Papers.

- Refugee Claimant Papers.

- Will Papers / Last Will and Testament papers.  
- Adoption Papers.

- Fostering Papers.

- Police Clearance Certificate.

- Secured Criminal Record.  
- Health Certificate / Medical Certificate.

- Certificate of Police Record.

- Visa Papers.

- Green Cards.

- Certificate of Evidence / Proof.

- Affidavit.

- Bank Statement.

- Employment Reference Certificate.

- Employment Verification Certificate.

- Work Permits /Licences /Licenses.

- Experience Certificate.

- Career Certificate.

- Certificate of Insurance / Insurance Policy.

- Prenuptial Agreements.

- Domicile / Dwelling | Habitation Documents.

- Real Estate Deeds /Titles/Muniments / Contracts.

- Property Deeds | Titles | Muniments / Contracts / Documents.

- Electricity Bill.

- Gas Bill.

- Phone Bill.

- Water Bill.

- Bankrupt's Certificate / Bankruptcy Certificate.

- Certificate for Costs.

- Certificate of Beneficial Interest.

- Certificate of Acknowledgment

- Certificate of Air Worthiness.

- Certificate of Assize.

- Certificate of Clearance.

- Certificate of Competency / Competence / Merit.

- Certificate of Compliance / Compliancy.

- Certificate of Damage.

- Certificate of Deposit.

- Certificate of Discharge.

- Certificate of Incorporation.

- Certificate of Indebtedness.

- Certificate of Guarantee / Guaranty.

- Certificate of warranty.

- Certificate of purchase / Bill of Purchase / Act of Purchase.

- Certificate of Sale / Bill of Sale/Act of Sale.

- Certificate of Preferred Stock.

- Certificate of Stock / Share Certificate.

- Certificate of Quality.

- Certificate of Excellence / Distinction / Superiority.

- Certificate of Registry/Registration.

- Certificate of Conformity.

- Certificate of Confirmation/Affirmation.

- Certificate of Ratification.

- Certificate of Verification.

- Certificate of validity/Validation.

- Certificate of Manufacture / Manufacturing.

- Certificate of Production/Producing.

- Certificate of Expiration / Expiry.

- Certificate of Authentication/Authenticity.

- Certificate of Attestation.

- Certificate of Approval / Consent / Assent.

- Certificate of Subscription.

- Certificate of Contribution / partaking.

- Certificate of Participation.

- Certificate of Achievement.

- Certificate of Accomplishment.

- Certificate of Completion.

- Certificate of Partial Completion.

- Certificate of Attendance.

- Certificate of Proficiency.

- Certificate of Ownership.

- Certificate of Origin.

- Certificate of Posting.

- Certificate of Pratique.

- Certificate of Protest.

- Certificate of Survey.

- Certificate of Inspection.

- Certificate of Seaworthiness.

- Certificate of Transfer/Alienation.

- Certificate of Cession.

- Certificate of Fitness.

- Certificate of Compatibility.

- Certificate for Scheduling and Operation.

- Rating Certificate.

- Recognition Certificate.

- ISO Certificate.

- Certificate of Appreciation.

- Thank you Certificate.

- Certificate of Good Conduct/behavior / Manners/Ethics.  
- Certificate of Reputation and Honor/ Honour.

- Certificate of Privilege.

- To Whom It May Concern Certificate / Letter.

- Letter of Reference / Reference Letter.

- Letter of Recommendation / Cover Letter.

- Personal Correspondence / Letters.

- Release Certificate.

- Exemption Certificate.

- Certificate of Military Service / Duty.

- Bachelor's Degree Certificate.

- Master's Degree Certificate.

- Doctorate Degree Certificate.   
- Resume & Curriculum Vitae (CV).

**2. Legal Translation.**  
  
- We translate all types of legal documents to and from a wide array of different languages, our supreme quality legal translation service includes:

1- [Contracts - Lawsuits - Cases Documents- Agreement- Covenants - Resolutions- Protocols - Patent Documents- Taxation Cards-Commercial Register Documents –Proxies- Insurance Policy- Bill of Lading- Papers of Accredited & Certified Agent- Invoices-Bills- Vouchers- Receipts Cheques - Promissory Notes- Bonds- Debenture- Legal Memos (Memorandum) - Legal Reports- Police Report-Minutes- Briefings. Declarations- Rejoinders-Replications- Pleas-Litigation- Official Complaints- Witness Statements- Power of Attorney- Process Server Reports - Deeds- Titles- Legal Instruments-Securities- Statutes- Records Rules and Regulations - Franchising and Distribution - Sole or Exclusive Agencies- Legal Rulings- Petitions- Indictments - Sworn Statements- Intellectual Property- Conflict and Dispute- Deeds of Partnership- Pensions- Benefits and Executive Compensation- Customs- Mergers and Acquisitions- Articles of Incorporation / Association General Terms and Conditions - Terms of Business - Assignment of Credit- Welsh Mortgage - Judgements - Muniments - Proceedings- Legal Disclaimers-Depositions- Court Transcripts - Patent and Trademark Filings- Registration Documents- Wills and Testaments Documents- Trusts Papers - Property and Real Estate Titles -Leases Papers- Escrow Instructions – Permits- Summons- Military Service Record-Penal Record-Decrees- Acts- License/ Licence Papers- Legislation.

2- LAW: Banking Law -Commercial Law - Contract Law- Copywriting Law - Corporate Law- Criminal Law- Education Law - Environmental Law - Family Law- Governmental Law- Immigration Law - Investment Law - Industry Law- Insurance Law - Intellectual Law - International Law - Labor Law - Licensing Law- Personal Injury Law- Property and Real Estate Law- Religious Law- Tax Law- Tort Law- Penal Procedure Law - Civil Procedure law- Maritime / Marine Law - Aviation Law - Copyright Law- Patent Law - Domestic Law- Municipal Law - Local Law- National Law-Constitutional Law- Personal status Law- Social Security Law- Public Law - Martial Law- Press Law - Antitrust Law - Administrative Law- Private Law- Bylaw- Company/Corporate Law - Social security law.

- We work closely with many law firms in egypt and abroad.

\*Give us a call when you need translations that do justice to your legal procedure.

**3- Medical Translation:**

Elegant medical translation depends, mostly on precise knowledge of medical terminology and concepts and familiarity with expressions in different fields of Medicine and Surgery.

Medical translation service is a must when language differences have the potential of impacting medical care and lead to unintended consequences.  
Medical translation requires precision and up-to-date medical knowledge by every member of your translation staff to be able to meet the challenge of translating complex medical matters medical translations are carried out by professionally individuals trained to understand and properly communicate medical concepts and terminology.  
- Our supreme quality medical translation services includes:

- Medical Research Papers.

- Medical Study Protocols.

- Medical Reports.

- Medical Claims.

- Pharmaceutical Prescriptions/pamphlets / Reports.

-Therapeutic Pamphlets.

- Patient educational materials.

- Medical and Health care Books, Texts, Articles and periodicals.

- Medical and Health Care Certificates.

- Medical Consultation Records / Medical Charts / Health Records.

- Doctor's Prescription.

- Signage for Hospitals, Clinics, Dispensaries and Medical Facilities.

- Specialization of medicine list as well as dentistry and Veterinary.

# Translating all types of Medical Documents, inter alia:

- Adverse Events.  
- Case Report Forms (CRF).

- Clinical Protocols.

- Clinical Trials.

- CRA Training Materials & Videos.

- Data Sheets.

- Dossiers.

- Drug Registration Documentation.

- Informed Consent Forms (ICFs).

- Instruction for Use (IFU) for Drugs or Medical Devices.

- Investigator Brochures.

- Master Batch Records and Deviation Reports.

- Package Inserts and Labels.

- Patient Information leaflets (PIL) or Prescriptions.

- Patient Questionnaires.

- Patient Reported Outcomes (PRO).

- Patient Recruitment Materials.

- Pharmacological Studies.

- Pharmacovigilance (PV).

- Public Health Information.

- Product Labels.

- Production Manuals.

- Quality of Life (QOL) measures.

- Rater Scales.

- Regulatory Audit.

- SAE Procedures.

- Standard Operating Procedures (SOPs).

- Summaries of Hospital Discharge.

- Types of Pathology list.

- Types of Pharmacology list.

- Vaccination Cards.

- X-Ray Reports.

\*An error in medical translation can be mortal. There is no space for mistake when it comes to the lives of patients, and no time for communication delay when every second counts.

**4- Engineering / Technical Translation:**  
- Engineering / technical translation is specialized translation which rebate deal with the practical application of technology and industry.

- We provide technical translations in every industrial field.  
- We understand that engineering/technical translation work requires an in-depth knowledge of the terminology specific to your industry and technology sector.

- ITIB provides top quality engineering / technical translation services for companies that develop multidisciplinary integrated technical systems and for factories.

- Our professional expertise and high quality performance have proved a real asset to, and ensured the loyalty of our clients, who include major engineering, industrial, manufacturing and IT companies Worldwide.

- For all your technical translation we use state-of-the art CAT (Computer-Aided Translation) tools with translation memories and terminology database.

**- We can handle the complete spectrum of engineering / technical documents, our greatest expertise lies in:**   
  
- Technical Documentation/Reports / Norms.

- Technical Instruction Manuals.

- Electronic Data Processing.

- Engineering Specifications Sheets.

- Standard Operating Procedures (SOPs).

- Material Safety Data Sheets (MSDS).

- Technical Research/Analysis Reports.

- Production & Operation Manuals/Operating Manuals.

- User Guides/Manuals.

- Patents Documentation.

- Bill of Materials.

- CAD Drawings / Technical Drawings (design & manufacture).

- E-Learning.

- Installation Manuals/Instructions.

- Data Sheets.

- Multimedia Audio & Visual Presentations.

- Software & Hardware UI.

-Technical Proposals.

- Safety Manuals / Guidelines.

- Repair & Maintenance Manuals.

-Training Materials.

- Industrial Manuals.

-Technical Brochures.

- System Requirement Documents / System Descriptions.

- Plans.

- Catalogues and Parts Lists.  
  
**-We regularly provide engineering / technical translation and interpretation Services in the following fields:**- Industrial Engineering.

- Civil Engineering.

- Electrical Engineering.

- Mechanical Engineering.

- Electronics.

- Computer Engineering.

- Architecture.

- Tele Communications.

- Automotive.

- Hydraulic Engineering.

- Petroleum Engineering.

- Aerospace Engineering.

- Energy Engineering.

- Air Conditioners Engineering/Air Conditioning.

- Pumps and Compressors Engineering.

- Avionics.

- Oil and Gas Engineering.

- Nuclear Engineering.

- Power Engineering.

- Mining Engineering.

- Drilling Engineering.

- Marine Engineering Maritime Engineering.

- Conservation Engineering.

- Agriculture Engineering / Agronomy.

- Systems Engineering.

- Environmental Engineering.

- Acoustical Engineering.

- Transportation Engineering.

- Photonics / Digital Imaging.

- Pipes and Tubes Technologies/Plumbing.

- Space Technologies.

- Aeronautics.

- Astronautics.

- Aviation.

- Metallurgy / Metal Technology/ Mineralogy.

- Optics.

- Plastics.

- Broadcast Technology.

- Water Purifications Technology.

- Bioengineering.

- Medical Equipment Engineering.

- Mobile radiotelephony (GSM).

- Engineering Meteorology.

- Engineering Geology.

- Plasma Engineering.

- Chemical Engineering.

- Interior Design / Interior Decoration.

- Ergonomics.

- Soot Blowers.

- Cooling and Heating Engineering.

- Traffic Engineering.

- Textile Industry.

- Welding Technology.

- Glass Industry.

**5- Scientific Translation:**- we deliver top-notch translating and interpreting services in the most demanding Scientific fields.- Scientific translation requires perfect knowledge of the subject area.- Scientific translation is a speciality that can be performed only by highly qualified translators, who are keen on science in general or one of its branches in particular.  
  
**- Scientific translation, just like any other translation, consists of two essential stages:**1. Reading and comprehension of the scientific text.  
This is only possible if the translator knows and understands the meaning of the many technicalities that are found in a scientific text.   
2. Drafting and composing the scientific text translation.  
- Translator must have the ability to write correctly and must be well versed in the scientific technicalities of the destination language.

- Scientific translation explains complex ideas using science-specific terminology.  
- Scientific translation focuses on particular fields, subjects or professions.  
- It's essential that all terminology is translated perfectly when translating natural sciences.  
- New scientific words are used to express new concepts, techniques and inventions.   
- The precision of scientific translation must be reflected in the style of the final translated texts.

**- We have extensive experience translating all Subjects of Scientific / natural Sciences including:**

- Biology.

- Chemistry.

- Physics.

- Geology.

- Ecology.

- Astronomy.

- Astronautics.

- Aeronautics.

- Computer Science.

- Pharmacy.

- Veterinary Sciences.

- Biotechnology.

- Cosmology.

- Meteorology / Aerology.

- Mathematics.

- Sitology / Dietetics.

- Hygiene / Hygienics.

- Agriculture.

- Botany.

- Dendrology / Arbori Culture.

- Floriculture / Flower Farming.

- Horticulture / Gardening.

- Forestry.

- Silviculture.

- Paleobotany.

- Animal Culture / Animal Husbandry.

- Fish Culture / Pisciculture.

- Aqua Culture / Aquiculture.

- Food & Drink Technology.

- Zoology.

- Ichthyology.

- Ornithology.

- Entomology.

- Herpetology.

- Paleontology.  
  
**6- Literary Translation:**

- Literary / Artistic translation is one of the most difficult specialisms in the translation Sector.

- Producing a Perfect literary translation requires the ability to adapt to the style of the author or artist.

- Literary translators must also be able not only to adapt to the author's style, but must use their imagination and draw on their cultural experience.- Literary translation is probably the most subjective form of translation.

- A good translator should have a thorough knowledge of the source and target languages, be able to identify with the author of the book or script or Poem or prose, understand his culture, civilization and country.- The literary translator has to take into account the beauty of the text, its style, the lexical, grammatical and Phonological features.-The aim of the translator is that the quality of the translation be the same as the original text without leaving out any of the content.   
-In general, in literary translation we translate messages, not meanings. The text must be seen as an integral and coherent Piece of work.

-The translation of literature is one of the most challenging Kinds of translation despite the fact that it might appear pretty straight forward sometimes.  
-The translation of literature is considered by many one of the highest forms of translation as it involves so much more than simply translating text.  
- A literary translator must be capable of also translating feelings, cultural nuances, humour and other subtle elements of a piece of work.   
- A literary translation is the translation of literature and covers anything from the literary articles.  
- Translating literary material is just one of the very specific types of translation services offered by ITIB.

**- We are able to translate classical and modern literary works in almost any genre of literature including:**

- Short Stories.

- Novels.

- Plays.

- Poetry.

- Poems.

- Songs (Lyricals).

- Prose.

- Essays.

- Scripts.

- Screenplay (Scenario).

- Blogs.

- Comics.

- Literary Articles.

- Tales.

- Literary books.

**7- Media Translation:**

-You can refer to television, radio, newspapers, magazines and advertising and publicity materials as the media, by which information and news is given to large numbers of people.

- Media translation is one of the most important factors of globalization nowadays allowing easy access to all nations.   
- This type of translation deals with the process of translating journalistic texts, audio and video news and advertising and promotional materials.  
- The objective of media text is to emphasize various aspects of human thought.   
- This type of translation uses symbolism, puns and metaphors that target the human emotions rather than trying to convey specific information.  
- ITIB understands the media industry. We have extensive experience working with the top media agencies, companies and organizations and understand the need for fast and accurate media translations.

- ITIB offers a wide range of services for all kinds of international and national marketing campaigns, including multilingual content marketing.  
- Translation Services from ITIB can empower your media agency or company ensuring your message is the same in every country.  
- Media and press translation is not a mere translation, it needs fluency in using both the source and target, it needs a certain language, and it is the language of journalism (Journalese).

- In addition, a translator of media and press articles and texts must be knowledgeable and familiar with all events going on around the world.  
- As a fact, media and press translation is full of expressions that a translator must be must be aware of.   
- It is important that a translator understand technical terminology and procedures associated with media.   
- This ensures the translation and interpretation is precise and no misunderstandings occur.

- Our **press release translation** services are best suitable for News, agencies, advertising and publicity agencies / companies, public relations agencies, art and media production agencies / companies, government entities, corporates and investors who want to draw attention to their brand activities through publishing corporate news covering their events such as product launches or opening of new head offices and branches.  
- Translating a press release provides a global reach; your firm makes an important move on the world stage, an advance that will really grab attention if you can get the right media outlets to tell about it.  
- A multilingual press release will multiply the impact of your message, increase your online clout and boost your reputation.  
 -ITIB will work with your current processes to deliver a customized press release translation service, regardless of the size of your firm or scope of your project.   
- With ITIB's press release translation service, you can be sure that your copy is successfully translated into foreign languages, and that it is effective, professional, and contains all the nuances that your original copy held.   
- One of the most requested forms of media sector is **website translation** or **localization**, your website is one of the first ways new clients in the global market place will reach and evaluate you.

- ITIB provides a professional and comprehensive website translation.  
- Clients are much more likely to engage with and buy from websites that speak their language.  
- Our website translation or Localization service will help you reach new markets overseas and promote your business internationally.  
- With ITIB's website translation service, you can be confident in our ability to provide consistent brand and product messaging to your clients all over the world.  
- We at ITIB ensure that your website translation reads like marketing text written by a native speaker, while rendering all the technical details of the source text correctly.  
- ITIB's Website translation can help you increase leads and boost sales generated by your Web Content across multiple foreign markets.  
 -We have the translators and designers to guarantee you a top-notch website translation and localization.  
- On the whole, we can offer either solely the translation of a website text or both the translation and design of a website.  
- **Audio visual translation / Screen translation / Subtitling** is a specialization in the field of media refers to the transfer from any language to another of the verbal components contained in audio-visual works; it is also known as audio-video translation or multimedia translation.  
- Audio-visual Translation, Screen translation, Audio-Video Translation, Multimedia Translation and Intersemiotic Translation are all terms to do with translation for the purpose of the cinema, television, theatre and computer screen.   
- Audio-visual translation is characterized by being able to join a translated text with sound and image.  
- ITTB provides high quality audio-visual translation which includes: subtitling captioning - surtitling - supertitling voiceover dubbing transcription.   
- We at ITIB work with all languages, all texts and all multimedia formats.   
- ITIB provides comprehensive audio-visual translation services to companies, agencies and individuals all over the world.  
- Audio-visual translation services describe the specific nature of audio- visual genres, in particular the way in which sound, image and subtitles work together.  
- Also in audio-visual text there is semiotic interaction between the simultaneous emission of image and text and its repercussions for the translation process, oral and written messages are conveyed with sound and image.   
- Audio-visual translators should be able to use professional subtitling software and hardware to produce monolingual and interlingual subtitles, discuss the audio-visual translation situation in different countries, and know the different between several audio-visual modes.  
- The need for high quality audio-visual translation is a must for the art and media industry.  
- ITIB's range of audio-visual services are ideal for marketing campaigns and reaching international audiences.  
- ITIB provides professional experienced native audio-visual translators (Subtitlers) for the screen translation industry in more than 100 languages.  
- We select our translators from around the world according to rigorous criteria which include first and foremost, ensuring that they translate audio-visual works exclusively into their native language.  
- We also have years of experience working with: scripts, films, series, plays, animations, talk shows, programmes, documentaries, commercials, broad casting events, presentations and video games (Electronic Games).  
- We guarantee the accuracy, true, reliability, authenticity, native fluency and exceptional quality of fully-integrated audio-visual solutions.  
- Last but not least, we can deliver your audio- visual translation on a written, audio or video format.  
**- Marketing / Advertising and Promotion Translation** is often referred to as adaptation. Just as your advertising and promotional materials were written and created by copywriters and marketers. With ITIB's marketing, advertising and promotion translation services, you can be sure that your original copy is successfully translated into foreign languages. Translating copy from one language and culture to another is therefore a highly sensitive operation.  
- Marketing, advertising and promotion translation in the way in which a brand communicates with consumers varies by culture and also according to the product itself.  
- In the translation process, your marketing collateral will be adapted, not only to the target language, but also to the cultural characteristics specific to the particular target market.  
- We work with you to understand your brand, your marketing goals and the scope of your project including deadlines and budgets.   
- Different industries require different marketing approaches, which is why we select the marketing translators that have relevant experience in those areas.  
- We focus on what the copy is intended to convey, and then transcreate that in the target language. In the same way that you carefully ensure you are sending the right message, our marketing and advertising and promotion translation service is all about translating that message clearly and accurately.  
- ITIB offers comprehensive marketing and advertising translation services for both up- and-coming and established global brands.  
- We provide a wide range of services for all kinds of advertising and promotional campaigns. Whether you're a company looking to adapt and target your branding, marketing and advertising for new markets, or an agency working toward these goals on client's behalf.  
- ITIB's marketing and advertising translation services help ensure maximum impact for your efforts  
- ITIB's dedicated staff specializes in helping marketing, advertising, promotion, and branding professionals, agencies and companies adapt and translate their creative vision for any global market.

- ITIB has the language capabilities and expertise to develop foreign language of marketing collateral, brand, message, press releases, advertisements, websites, internal and external communications, labeling, packaging and sheathing, prints and audio-video materials.

-ITIB deals with all translations and drafts into a specific language of advertising and promotional material.

**We put our professionalism to work for you in providing Media translation for the following types of texts:**

- Scripts for commercials

- Brochures

- Flyers

- Handbills

- Leaflets

- Catalogues

- Pamphlets

- Posters

- Folders

- Post Cards

- Business Cards

- Calendars

- Promotional Messages

- Sales speeches & Purchase speeches

- Marketing and Sales-Force Presentations

- Lecture Handouts

- News Letters

- Follow-up Letters

- E-mails

- Business Plans.

- Bids and Tenders

- Sales and purchase & Presentations

- Power Point Presentations /Docs

- Press releases

- Press Kits

- Magazines

- Press Packets

- Multimedia texts

-Labels and Packages Inserts

-Manuals

-Instructions

-Proposals

-Articles for Journals

-Media Reports

-Lectures & Speeches

-Foreign Correspondence

-Newspapers

-Letters to the Editor

-Lampoons

-Commercials

-Social and Advertising topics

-Texts clipped from journalistic materials

-Websites

-Bulletins

-Slogans, Taglines and Blurbs

**- We offer professional translation services for the following audiovisual products and media:**

- Animated Feature-Film scripts.

- Press packets for Movie Debuts.

- Press releases.

- Internet sites for Films and Cartoons.

- Flyer for Live-Action products.

- DVD Content.

- Video games.

- Social media and monitoring.

- Blogs.

- Advertising & Publicity Audio - Video materials.

- Q & A Documents.

**8- Tourism, Travel and Hospitality Translation:**

- ITIB offers a wide variety of translation services for tourism, travel and hospitality industry clients.  
- The tourism, travel and hospitality industry is a sector that is global and multilingual by its very nature.

- Our translation and language consulting agency has been working with the hotels, hostels, resorts and tours and travel agencies and companies for many years, assisting them with their multilingual communication needs, therefore we understand the specific requirements for this industry.  
- With the growth of the internet more tourism and travel businesses than ever before are able to operate at an international level.  
- This means that you can no longer simply rely on high street travel agents and Call Centre Support. Instead, emphasis must be placed on ensuring that on line booking process is as stream lined and straight forward as possible "and that website Contents marketing materials are translated into as Wide a variety of languages.  
- It is very important that customers from every Country in which the business operates are able to easily access the information they need, when they need it in the visitor's native language.  
- Tourism and Travel Companies and Agencies which are serious about Customer Service need to recognise that their Customers are more diverse than ever and expect information to be presented to them in a way that they understand in their language.   
- The first thing people usually do when they are planning a trip, is to turn to the internet, They type a few words in the search field and They are presented with a list of matching sites all in their native language of Course.  
- To organise a local or an international tour, make reservations, book a flight or a hotel, Website visitor must be 100% Confident of its Content before they go ahead and hand-over their Credit Cards details.  
- ITIB, over the past years have forged Strong links with some of the major names in tourism and travel industry, our clients include leading guide book publishers, website designers, national and regional tourist boards, tourist offices, national parks, museums, tour operators, travel agents, resorts, hotels & restaurants and Cafes.  
- We start by seeing the destination through the traveller's eyes, whether they're business travellers or a tourist.   
- ITIB helps tourism and travel Companies or Agencies in their inbound and outbound marketing campaigns, by providing them with a specialised tourism and travel translation service.

**- Here's an overview of the types of projects we currently supply to our tourism and travel clients:**

- Inflight Magazines.

- Travel Articles.

- Tourism and Travel Agreements and Contracts.

- Travel Insurance Policies.

- Multilingual Content and Reservation Capabilities.

- Guide Books.

- Travel Guides.

- Tourism & Travel Brochures, Flyers, Catalogues, Posters, Handbills.

- Airlines.

- Audio Tours.

- Visual- Audio Tours.

- Online Data Base.

- Contracts and Correspondence Terms and Condition of Tourism and Travel.

- Directories of Tourism and Travel.

- Hotel or Hostel Information.

- Menus Translation.

- Translation of Product Descriptions.

- Translation of Tour and Holiday Guides.

- Tourism and Travel Websites.

- Museum and Exhibition Guides.

- Travel and Tourism Newsletters.

- Tours and Travel Transportation Agencies.

- Car Rental Agencies.

- Casino Gaming Industry.

- Cultural Information.

- Tourist Information Websites.

- Promotional Materials for Hotels.

- Visitors Guides.

- Hotels Websites.

- Conventions and Fairs.

- Ecotourism.

- Travel Magazines.

**9- Economic & Financial Translation:**

- ITIB Provides high quality translation of economic and financial documents of any nature.

- We are able to provide the most reliable Service for the banking, investment and insurance industries.

- Economic and Financial translation is particularly sensitive area. It requires a very specific expertise combining a vast amount of knowledge. The terminology is specific and precise and does not allow for any errors.

- In the Case of economic and financial translations, difference between the Source text and the target text can lead of different interpretations and Cause market reactions.   
- ITIB works with translators who are deeply familiar with fields of economics and finance, our economic and financial translators are Carefully Chosen and tested to ensure that only the most suitably qualified translators, editors and revisers are applied to your projects.   
- Our Clients include Public and Private banks, investment funds, accounting and auditing firms, Corporate finance Companies, market research Companies, investment and insurance Companies, Stock brokerage Companies, asset management firms, financial institutions and investors, and import and export offices or companies.

**- We regularly translate all types of documents in the field of economics and finance such as:**

- Financial Statements.

- Balance Sheets.

- Budget Sheets.

- Income Statements.

- Bank Records.

- Auditor's Report.

- Feasibility Studies.

- Transfer Pricing Reports.

- Bank Statements.

- Indentures.

- Tax Returns.

-Tax Certificate.

- Insurance Policies.

- Funds Reports.

- Annual Reports.

- Semi-Annual Reports.

- Quarterly Reports.

- Prospectuses.

- Offerings.

- Proxy Statement.

- Invoices.

- Receipts.

- Stock Market Transactions.

- Controlling Reports.

- Cash flow Statement.

- Payment Orders.

- Tenders and Bids.

- Insurance Documents.

- Investment Letters and Analyses.

- Bank Guarantees.

- Bank Certificate.

- Statement of Account.

- Public and Private Offers.

- Accounting Procedures.

- Due Diligence Procedures.

- Investment Prospects.

- Financial Projects.

- Financial Ratios, Returns, Dividend, Interest.

- Valuation of Assets.

- Manuals of accounts.

- Rating Reports.

- Outturn Accounts.

- Accounting Books.

- KIID'S.

- PRIIP's.

- SEC-required report.

- Loan applications.

- Loan agreements.

- Statutory reports.

- Charts of accounts reports/reporting.

- Foreign trade related texts/documents.

- Customs texts / documents.

- International transportation documents.

- Freight related texts/documents.

- Corporate governance reports.

- Equity issues.

- Financial Publications.

- Trading plat form.

- Market research report.

- Memoranda.

- Consolidated financial Statements.

- Profit/Loss accounts/Statement/Reports.

- Bond research.

- Economic Status.

- Audit Data.

- Government Regulatory Reports and Submission.

- Acquisitions, Mergers and Stake sale.

- Income/Expenditure.

- Annexures.

- Informative leaflets regarding banking product or stock.

- Economic and business Proposals.

- Statistical analyses.

- Economic reports and Commentaries.

- Investors relations.

- Articles of incorporation and demand and Supply Contracts.

- Bank letters of guarantee (LIG).

- Letters of Credit (L/C).

- Transaction Notes.

- Share issues.

- Shareholder Briefings.

- Promissory notes.

- Credit documents.

- Accounting records.

- Insurance texts.

- Macroeconomic Survey.

- Bills of Lading.

- Cargo manifests.

- Budgets/forecasts.

- Comptroller's / Controller's Reports.

- Mutual Funds Publications.

- Government Tax Reports.

- Financial reporting guidelines.

**10- Business & Commercial Translation:**

- Business entities and companies around the world use business and commercial translation service as a core part of their everyday operations. From aiding communications to boosting sales, business and commercial translation helps companies and individuals operate smoothly and efficiently across international borders.

- It is critical that business documents and correspondence be well-written and equally important that they are well-translated and clearly communicate the intended message.   
- We work closely with your company every step of the way.  
- Multinational organisations need to communicate with a worldwide audience through business translations of documents, reports and other types of Content to reach their business goals. An accurate and flawless business translation will pave the way to business success.  
- Business document translation may be the difference between success and failure. Your success overseas will rely heavily on how adequate your foreign language communications are.  
- Business translation is essential when it comes to entering new markets, establishing relationships with institutions, organisations, Partners, Suppliers and clients from other countries.  
- Commercial translation is the translation of a source language text into a target language text for Commercial and business purpose and for remuneration. Commercial translation is the process used to translate commercial documents.  
- This type of translation necessitates a translator to possess specialized skills, like knowledge of the business jargon, and the industry to which the business belongs. Sometimes the commercial translation could overlap with legal translation in the sense that entities handle legal paperwork alongside business and Commercial paperwork.

In the realm of translation, business refer to the translation of management or administrative texts we often see being used in organisations, companies, firms and offices whether huge corporations or regional businesses. Though pretty similar to commercial translation, it is not exactly the same. While business translation can be called a subset of Commercial translation, all commercial translation is not necessarily business translation.  
- Commercial translation is specialized in rendering commercial reports, tender documents, company accounts and correspondence.

**- Our professional Business and Commercial translation services cover a wide array of document types such as:**

- Business plan translation.

- Business Correspondence / Emails.

- Organisational Structures and Key Executive Resumes Translation.

- Marketing Collaterals.

- Employee Contracts.

- Sales Pitch.

- Logistics papers.

- Business Reports.

- To whom It May Concern Letter/Certificate.

- Request letter.

- Proposal letter/Proposal Request Letter.

- Managerial texts used in different businesses, corporations and organisations.

- Bids / Bidding.

- Tenders.

- Offers.

**Auctions Agreements:**

- Business Proposals.

- General briefs.

- Assessments.

- Industry and Trade Studies.

- White papers.

- News articles.

- Newsletters.

- Account & Banking documents.

- Follow-up letters.

- Leaflets.

- Power Point documents.

- Commercial Contracts.

- Service Contracts.

- Assignment of Credit.

- Commercial Sale and Purchase.

- Participatory Account.

- Deposits.

- Work Execution.

- Commercial / Sureties.

- Freight.

- Forfeiting.

- Public relation translation.

- Translation of Meeting Minutes.

- Sales Copies.

- Intra-Company Memos.

- Advertising and Marketing translation.

- Manual and Leaflet translation.

- Sales speech.

- Agendas.

- Brochure, Catalogue & Handbill translation.

- Company / Profiles.

- HR Policies.

- Corporate Training and Development.

- Employee Handbooks.

- Terms of Service.

- Confidentiality Agreement.

- Bylaws.

- Intranet Translation and Localizations.

- Commercial Zone Journals.

- Commercial Packaging.

- Summons.

- Offers.

- In addition to these, we also translate other documents that are required to carry out international or interregional business.

**Diplomatic and Political Translation:**

- Diplomatic and Political translation represents one of the most complicated, advanced and toughest translation activities in the modern world. Diplomatic and Political translation is more Crucial than ever.  
- As nations engage in complex dialogues and negotiations, precise and culturally sensitive translation becomes paramount.  
- Diplomatic and Political translation acts as the linguistic glue that binds nations together.  
- Ambassadors, Consuls and diplomats rely on accurate translation to convey messages, negotiate treaties and engage in diplomatic discourse.  
- Diplomatic and Political translation isn't just about converting words from one language to another; it's an art that involves understanding the subtleties of cultural nuances, political contexts and the sensitive nature of international relations.  
- One of the significant challenges in diplomatic and political translation is dealing with different dialects and regional variations. In addition to dialects and regional variations, diplomatic and political translators must also navigate the intricacies of idiomatic expressions and colloquial language. These elements can significantly alter meanings and are critical for accurate and correct translations.

- Diplomatic and political translation is carried out with in diplomatic missions, office of prime minister and Ministry of Foreign Affairs.  
- Diplomatic and Political translators work closely with diplomats in foreign affairs, and these translators must exercise the utmost discretion and professionalism. They help others understand issues related to a country's political, economic, security and military interests.  
- Diplomatic and political translators must have a vast wealth of knowledge and be very familiar with international affairs and in particular with political, social and economic situation of their own countries.  
- Interpretation & Translation International Bureau (ITIB) stands at the forefront of providing top-notch diplomatic and political translation services, ensuring that the essence of communication is retained across linguistic boundaries.  
  
**- For example, but not limited to, Diplomatic and Political translation consists of translating:**

- Diplomatic and Political documents.

- Political speeches.

- Diplomatic agreements.

- Diplomatic and Political textual material.

- Texts include joint communiqués.

- Political Statements.

- Press releases.

- Press Counter Proposals.

- Media reports related to politics.

- Diplomatic and Political terminology.

- Political analysis and research.

- Interstate interest relations.

- Territorial issues.

- Cooperation issues.

- Diplomatic protocols.

- Translation of texts related to international organisations and the United Nations (UN).

- Political science books.

- Media political statements.

- Chancery documents.

- Consular documents  
  
 **Sports Translations:**

- Sport is a universal language that unites people of all cultures and nationalities.  
- The world of sports has cultivated a universal audience, which is why true and accurate sports translation services are vital for the industry. In every facet from sports websites and catalogs, to 24/7 sports news Coverage, the world of sports has become an ever-growing and Productive industry. Because of the international appeal that sports have, it is imperative that sports entities offer their fans accurate sports translation of all their media.

- For millennia, sports have helped bring people closer together, and now with the help of television and the internet, anyone, anywhere Can watch the same events whatever their language. However, this globalization of sport brings with it the Challenge of bridging language barriers.

- Sports translation is becoming more important than ever as advance in technology and global tournaments, like the World Cup and the Olympics, mean sports attract fans from all over the world. Even remotely.

- Sports translation can make the most of the power of sports to transcend borders, whether by partnering with clubs, federations, athletic event organizers, Communication groups, sports equipment and supplies manufacturers and sports sponsors.

- The specific aspects of sports translation are somewhat similar to those of the business world; each sports discipline has a specific terminology that includes expressions and words that have no meaning outside that area. Its followers are spread all over the world, so documents need to be translated into a wide range of different languages.

Athletes, Clubs and federations need to promote themselves and reach out to their audiences across different regions.

- That's where translation comes in; it enables messages, strategies and emotions to transcend linguistic limitations. When it comes to sport, language shouldn't act as a barrier.

- At Interpretation and Translation International Bureau (ITIB), we recognize that sports translation requires specialist knowledge and we will deliver skilled and professional translators and interpreters in any language required.

- Whatever the goal, our language solutions will put you ahead of the field.  
- Sports translators must have a deep understanding of various sport including the rules, terminology, and culture associated with each sport. The knowledge is crucial for accurately translating specialized terms and concepts that are unique to sports.  
- Sports translators are required to deal with such specialized vocabulary with a higher degree of precision, both semantically and communicatively, and employ other methods whenever possible. This may include transliteration, transcription, use of domestic expressions, or neologisms (newly- coined words or expressions), and so on.  
- Our sports translators and interpreters understand the terminology, the nuances, and the traditions behind each game, ensuring that their translations fit seamlessly into the rest of your communications strategy.  
- We render reliable sports translation /interpretation services, ensuring duly qualified experts in broadly defined sports.  
- Interpretation & Translation international Bureau (ITIB) specializes in sports translation services. **We regularly provide a broad range of translations for the sports industry; this includes a wide array of sports materials such as:**

- Employment Contracts of athletes, agents and Coaches.

- Sports Incorporation documents.

- Contracts for the management of sports facilities.

- Sponsorship Contracts /agreements.

- Sports management Contract.

- Sports Coach Contract.

- Player Contract.

- Statutes and regulations of sports club.

- Certificates and Licences of Athletes, Coaches and Activists.

- Player transfer agreements.

- Legal Sports Documents.

- Documents for the listing of Sports Company on the stock exchange.

- Legal sports notes.

- Articles of associations and rules of sports clubs and federations.

- Terms and Conditions of sports.

- Articles for sports newspapers, magazines, websites and social media.

- Press releases for sports news, Competition and Championships.

- Journalistic texts of sports.

- Sports marketing texts.

- Sports Presentations.

- Documents for sports Conferences and Conventions

- Sports events

- Press Conference for Sports

- Interviews

- Live broadcasts

- Sports magazines.

- Sports blogs.

- Press reviews.

- Videos.

- Monographs.

- Advertising Campaigns.

- Brochures, Leaflets, Handbills, Booklets and Catalogues.

- Newsletters.

- Product Sheets.

- SEO-oriented websites and portals for businesses, teams, Clubs, federations and associations.  
- Announcements.

- Event Schedule.

- Rules and Regulations.

- Advertising, Press releases, publications and articles for sports.

- Athlete/Federation / Club association social media and websites.

- Promotional videos (voice overs, Subtitling, dubbing).

- Promotional texts for product launches.

- Sports article documentation.

- Labels and Packaging for sports equipment, supplies, Clothing, apparel and footwear.

- Instruction manuals.

- Exercise equipment instructions.

- Sporting equipment and supplies manuals.

- Substance or practice bans.

- Rules adapted to a particular region.

- Recruiting forms.

- Delay or Cancellation Contingency plans.

- Roster changes.

- Sports books.

- Sports training Courses.

**Religious Translation:**

Interpretation & Translation International Bureau (ITIB) provides the best -in-class religion translation solution with a large network of language and translation experts.  
- Religion holds an important role in one's life. It tells people how to lead life according to the instructions given by God. Moreover, it gives people the ray of hope that there is a God that can solve their problems whenever they pray to them.

- The religious doctrine of every religion is in a different language. Therefore to understand the religion and to strengthen the belief, language and translation services are mandatory.  
- Religious translation is not only one of the most important types of translation, religious translation is considered one of the most difficult translations, because it is linked to many topics, and quoting from the Quran in the case of Islamic religious translation, and the same applies to Christian religious translation, Jewish religious translation, and other religious translations in various religions, There are many things related to this type of translation.   
- The need for religion translation service has increased quickly as religion spreads beyond the borders of single country or region.  
- To help people get full information about and understanding of religion, it is vital for religious organizations to translate religious documents into target languages.  
- The religious translation Service in Interpretation & Translation International Bureau (ITIB) is carried out by accredited and certified specialists and consultants.  
- Religious translations from one language to another require more investigation and scrutiny from experts, considering the meaning and content, not a literal translation.

**- For example, but not limited to, religious translation consists of translating:**

- Translation of Quran.

- Translation of Bible.

- Translation of Torah.

- Translation of Psalms.

- Interpretation of the verses of the Holy Quran.

- Translating the Quran meaning into more than one language.

- Translating religious terms.

- Translating religious texts.

- Translating religious contracts.

- Documents related to religion and heritage books.

- Religious Brochures.

- Religious Sermons.

- Religious Lessons.

- Religious Lectures.

- Religious Devotional.

- Religious website.

- Translations of religious documents.

- Religious Books.

- Devotional Articles.

**Turnaround time:**

- How long does it take to get a document translated?

- When calculating turnaround times for translation work the following factors are taken into consideration:

1. Volume; Number of words or pages.

2- Languages: Number of source and target languages involved.

3- Complexity of the Contents.

4- Formatting.

5- Current workload.

6- Time frame: Standard or Express to complete the job.

7. We will review your request and email you or call you by phone.

\* We deliver your translated documents within days at an unbeatable price.

**- Keep the following in mind when preparing and Submitting your text for translation Purposes:**1. Translation Services are provided on a first – come, first-served basis, please plan ahead.

2. Make sure the document is final and approved text before submitting it for translation.

3. Use clear, Succinct writing, Avoid ambiguity.

4. Minimize the use of abbreviations, define acronyms and transliteration.

5. If the document will be printed on a letter head or will contain images, please send these along with the file to be translated.

6. Fees are subject to change without notice and language and translation services fees are non-refundable.

**Rates and Prices**

- In Spite of our experience, efficiency and Professionalism in Language and translation business and the group of highly qualified experienced Professionals at "Mohamed Abdelkawey Interpretation and Translation International Bureau, Our prices are reasonable and suitable for our clients and for our Bureau as a reputable, accredited and certified agency of languages and translation by Comparison with the other Bureaus, offices, firms, companies, centers and agencies of languages and translation.  
- Our rates are low and affordable to all, such that right from Individuals to large Companies and Agencies can hire our professional services within their expected budget range

- We offer strong customer support, a friendly service and efficient turnaround all built into our language & translation price  
- Looking at the market and what our competitors do, we have concluded that even though they produce a high quality translation but it is either: not cost effective and time consuming process and cycle.  
  
- We want to provide our clients with fair and competitive price; we have set our own rules and regulations to obtain the highest quality, meeting the tightest and stringent deadlines and maintain a relatively low cost of our services. Thus we provide cost effective languages and translation services.  
  
- **We offer three types of translation rates:**1- Written translation.

2- Oral translation.

3- Screen translation.

**Rates of written Translation :**

Our rates of translation shall be calculated according to the target language (the language translated to it) not from the source language (the language translated from it):  
it means the number of the pages and words that have been translated through us, not the number of the pages and words that have been delivered from the client to be translated.  
- Our charges are calculated based on the word count.  
- Assuming that the number of the words per page shouldn't exceed 250 words.  
- The basis of accounting is 250 words per page or each single paper  
- If the page words are less than 250 words, the page will be translated for the same price of 250 words as minimum average one page, subject to price variance and fluctuation from a language to another, or language pairing.  
- Personal Documents and Certificates will be charged on the basis of full page regardless of word count  
- Notarization, Legalization, Authentication and Affidavit of Documents by The Notary Public, Register offices, Consulates, Embassies and Ministries will cost extra fees.  
- We charge a small surcharge for urgent translations..

**Rates of Oral Translation (Interpretation):**

- The Interpretation service rates are depending on length of time and language combination.  
- **On-Site interpretation** services are normally based on hourly rates, or number of hours, with a minimum charge of eight (8) Working hours per day. Additional service above the original contracted time period on the same day will be based on half-hour increments.  
- **Over-the Phone interpretation** services are normally based on minutely rates, or number of minutes depending on the language pair, with a minimum charge of thirty minutes for the phone call interpretation.  
  
**Rates of Screen Translation (Subtitling):**

- Subtitling service rates are depending on the time length of the video and the language of the audio for the shown single minute on screen.  
- The cost for subtitling or screen translation is always calculated by number of minutes.  
- Subtitling services rates are depending on the source language and the target language.

**Rates of Editing & Proofreading & Revising:**

* Rates of language editing, proofreading and revision are half price of translation, and shall be calculated according to its editing, proofreading and revision as minimum average 250 words per page, subject to price variance and fluctuations from a language to another.
* The time required for the revision depends on the length of the text.
* Please allow at least a week for a text of approximately 100 pages.
* The cost to edit, proofread and revise is 50% less than fully translating the text.