

A photograph of a modern building at night, featuring large glass windows and a curved facade. The building is illuminated from within, and the sky is dark. The image is used as a background for the top half of the slide.

WHEN TRANSLATION MATTERS

**MTA** | MOSCOW  
TRANSLATION  
AGENCY

**Expert in Translations for  
Business**

# About us

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Dear partners,

Moscow Translation Agency has been working on the translation services market since 2006. Since then we've grown rapidly and gained considerable experience in the field of professional business translation, to the point that now we're one of Russia's top translation agencies.

Through our long-term relationships with major corporate clients who are leaders in their industries, our company has had an opportunity to gain unique professional experience and to participate in many large translation projects. Together with you, we plan to continue to implement our ideas while rendering translation services of the highest quality.

We hope our skills and knowledge will remain useful for your business activity and will also support the further achievements of all our partners.

Best regards,

Kirill Kosolapov  
Managing Partner

The image shows several rolled-up architectural blueprints on a table. The blueprints are white with black lines and text, depicting various technical drawings and floor plans. A teal-colored rectangular overlay is positioned in the upper left quadrant, containing the text 'Moscow Translation Agency Services and specialization'. The background is a light blue gradient, and the overall scene is brightly lit.

## Moscow Translation Agency Services and specialization

# Services and specialization

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Moscow Translation Agency provides written translation and interpreting services for corporate clients, working with more than 40 languages. Industry specialization enables us the ability to provide the best solutions to the clients based on the specifics of their business.

- **Written translation.** Moscow Translation Agency provides written translation of business and legal documents as well as large translation projects where thousands of pages are to be translated quickly.
  - **Page makeup.** Texts of drawings, diagrams and illustrations are changed for translated texts in strict compliance with the original document for subsequent printing.
  - **Consecutive and simultaneous interpretation.** Our specialists work as interpreters at a wide range of events including negotiations, technical supervision, meetings at the highest level and international conferences. The equipment for simultaneous translation is provided when necessary.
  - **Website translation and localization.** Translation and adaptation of existing informational resources to the local cultural and language environment.
  - **Multimedia translation.** Translation of flash applications, e-learning, audio and video, dubbing.
  - **Legal support for translated documents.** Notarial attestation of the signature of translators, notarized copies, apostilles and consular legalization.
  - **Courier service.** Take advantage of our free courier service for document exchange.
- Industries:**
- Automotive
  - Mining and metallurgy
  - Media and entertainment
  - Real estate (including construction and accommodation business)
  - Oil and gas
  - Manufacturing
  - Communications
  - Technologies
  - Fuel and energy complex and electric power
  - Financial sector (including asset management, banking and capital markets, insurance)
  - Legal services, audit and consulting

# Moscow Translation Agency

## Major translation projects



# Major translation projects

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Setting up production in Russia by foreign companies and implementation of manufacturing modernization and large-scale infrastructure projects typically require to get thousands of pages of technical documents translated, including front-end engineering documents, specifications, documentation on the construction project, the setting up of production and processing lines, descriptions and manuals.

For this, a lot of help is needed—translators, editors, layout designers—and someone to manage them all. This may take over a year to complete, and significant costs will arise.

MTA has extensive experience using specialized software that makes it possible to adhere to high quality standards while keeping costs lower and turnaround times shorter.

- All of our translators work on one server, which means they use the same glossaries and follow the same processes;
- This keeps the terminology consistent throughout the documentation, which is crucial when it comes to technical documents;
- The translation memory system we use reproduces translations of segments of text that have already been translated;
- This means you get your project done 25% faster while saving 25% in costs.

A detailed black and white photograph of a mechanical watch movement, showing various gears, springs, and metal components. A semi-transparent blue rectangular overlay is positioned in the upper left quadrant, containing the text 'Moscow Translation Agency' and 'Quality'.

Moscow Translation Agency  
Quality

# Quality

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MTA's translation quality management system complies with the requirements of ISO 9001 and includes the following processes:

- Providing a personal manager for each client as well as the necessary instructions for the person doing the work;
- Management of all working processes under the client's instructions with the use of the XTRF system for management of translation projects;
- Creating and updating a glossary for the client's projects;
- Use of Translation Memory technology to maintain the quality level of the translation and consistency of the terms used;
- Editing of all translated documents (European standard EN 15038);
- Three-level testing, attestation and regular training of the specialists.





Moscow Translation Agency  
Our experience

# Our experience

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In the 8 years since MTA was founded, our partners have entrusted plenty of difficult projects to us. Here is the information on some of them.

- **For one of the largest international law firms.**  
Translation of the materials of the evidentiary basis for legal proceedings in one of the European jurisdictions including different agreements, minutes, powers of attorney, statements, accounting documents, judicial documents, business correspondence, memorandums. The total number of documents amounted to more than 48,000.
- **For an international manufacturer of welding materials.**  
Translation of a catalogue of welding and facing materials for the oil and gas industry, namely on carbon and low hydrogen steel which is used in exploration of oil and gas fields, extraction and transportation of hydrocarbons, as well as on stainless steel and nickel alloys which are used for extraction and storage of oil and gas.
- **For a general contractor in the sphere of construction of thermal and nuclear power stations.**  
Translation of the contract documentation including agreements, minutes of the approval of contract prices and technical specifications for elaboration of the design documents for a diesel power station. Translation of contract documentation for construction, building, installation, testing and commissioning of the generator power station based on a reciprocating engine.
- **For the Russian representative office of one of France's largest engineering and design institutes.**  
Translation of the design documents on the construction of a segment of the Moscow – St. Petersburg highway, including the following sections: “High and low-voltage networks,” “Data transmission network,” “Lighting installations,” “Video surveillance systems,” “Automatic emergency detection systems,” “Engineering systems dispatching,” “Motion control systems dispatching,” “Payment system,” etc.

# Our experience

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- **For one of the world's leading manufacturers of energy equipment.**

Translation of the design documentation and drawings for the construction of the wastewater outlet of an HPP including the following sections: "Engineering-geological and hydrogeological environment," "Report on the topographical works," "Engineering and technical measures of civil defense and emergency preventing measures," "Fire safety measures," "Wastewater outlet," "Hydromechanical equipment," "Electrical supply."
- **For the world leader in the sphere of technologies for electrical energy and automation.**

Translation of the documentation on the methods of energy inspection of airports of the Russian Federation including the following sections: "Measurement technique," "Heating systems," "Hot water supply," "Ventilation and air conditioning," "Water consumption systems," "Measuring equipment," "Measurement in heating systems, hot water supply, ventilation and air conditioning," "Pressure and temperature measurement," "Infra-red thermography," etc.
- **For a general contractor in the sphere of construction of thermal and nuclear power stations.**

Translation of the design documentation on the construction of a hydro power plant including the following sections: "Topographical data," "Hydrological data," "Geological and geotechnical data," "Analysis of the energy generation volume," "Engineering and geodetic data," "Ecological data," "Operation and generation of HPP."
- **For a Russian automaker.**

Translation of the documentation for the granting of a syndicated loan to the Russian automobile holding by a banking consortium managed by one of the Britain's largest banks.

# Our experience

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In the 8 years since MTA was founded, our partners have entrusted plenty of difficult projects to us. Here is the information on some of them.

- **For a leading builder of industrial and infrastructural facilities in the fuel and energy field.**

Translation of the tender documentation for design, engineering, supply, installation, testing and commissioning and adjustment of a gas reprocessing facility with a capacity of 45 million normal cubic feet per day for gas dehydration via turbo-expander molecular filters and additional facilities at a prepared field in India.

- **For a Russian automaker.**

Translation of the materials on the automated system of the technological planning of automobile production, namely, the list of technical process schemes and drawings of the workplaces. Translation of the instructions on the technical maintenance and repair of certain automobile models. The total volume of translated materials under the project is more than 12,000 pages.

- **For an international oil pipeline operator.**

Translation of the documentation for a project on the oil pipeline flow capacity improvement including the description of the reactors with fixed-bed catalyst, compressors, production train equipment, fractionating columns, fire heaters, heat-exchange equipment, bubble-cap plates, gantries, ejectors, electric motors etc. The total volume of translated documentation is more than 8,000 pages.

- **For a major Russian natural gas producer.**

Interpreters of the highest caliber and narrow specialization were provided on-site at meetings held by the company's upper management in the Asia-Pacific region. Specialists were located and tested on site, making it possible to ensure a speedier provision of services, as well as to substantially reduce the client's expenses.

# Partners



Shaping the future.



RUSSIA'S LEADING INDEPENDENT  
NATURAL GAS PRODUCER



# Contacts

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