



MTA

MOSCOW
TRANSLATION
AGENCY



About Us

Moscow Translation Agency provides professional translation services to business.

Our company has been active since 2006, in which time we have acquired enormous experience and completed a large number of translation projects.

We have built long-term relationships with our customers through a conscientious and responsible approach to what we do. Our customers include major oil and gas, engineering and power engineering companies, banks, and several leading audit and consulting firms.



Professional Services for Business

▶ **Written translation**

Professional translation with appropriate specialization. Strict observance of deadlines (we carry out urgent jobs regularly and efficiently).

▶ **Preparation of documents in all formats**

We can translate and prepare final versions of technical drawings, graphics, pictorial materials and presentations.

▶ **Simultaneous and consecutive interpreting**

Translation equipment and selection of interpreters for all types of events (negotiations, conferences, etc.). We can meet urgent requests for interpreting services, with same-day response.

▶ **Consular legalization, apostil, certification by a notary and copies by a notary**

Delivery of documents by our courier service, urgent certification by a notary.

Our Focus Areas

Technical



Production and transportation of oil & gas



Oil refining and petrochemicals



Mining, metallurgy and machine-building



Power engineering

Financial and legal



Corporate documents and contracts



Litigation documents



Audit and consulting (RAS, IRFS)



Bank documents

Our Strengths

Customer service to the highest standards

We do all we can to ensure that our partners are comfortable working with the MTA team: we use feedback to improve our service and find a solution for any task you bring to us.

Professional competence

We know how to organize work on a large and complex project, we only use qualified specialists and we select translators taking account of the specialization of your business.

Quality management system

Our quality management system is designed to comply with official international standards for the translation industry.



Customer Service to the Highest Standards

Personal manager

A manager who is familiar with the details of your project

Rapid response

Guaranteed response within an hour

24/7 support

We work with urgent tasks and with customers in different time zones

Listening to you

A specially selected team works how you want it to work

Flexible payment

Payment arrangements to suit the individual needs of customers



Professional Skills

Urgent translation

We work with large texts and strict deadlines: we can handle over 500 pages a day without loss of quality.

Large-scale projects

We have the resources and experience to work on large-scale projects (50,000 pages or more).

All formats

We translate in the format of the original document, from MS Office to AutoCAD and InDesign.

Careful selection

We take industrial and thematic specialization of the translators into account when selecting a team for your project. Our translators are required to confirm their qualifications.

Quality control

We put our translations through three stages of checks, in accordance with the ISO 9001 and ISO 17100 international standards. All translations are read by an editor and proof reader. Additional quality control is carried out using specialized software.

Quality Control System

Professional editing of all translations in compliance with EN 15038

Compliance with the customer's terminology requirements, compilation and updating of a glossary for each project

Use of licensed software (Trados, Memsource, SmartCat)

Automated quality control ensures that the translation matches the original

Unlimited guarantee of translation quality, professional liability insurance

Feedback from the customer for continuous quality improvement



Project Portfolio

Technical translation

Our written translations of technical and design documentation are much appreciated by our customers



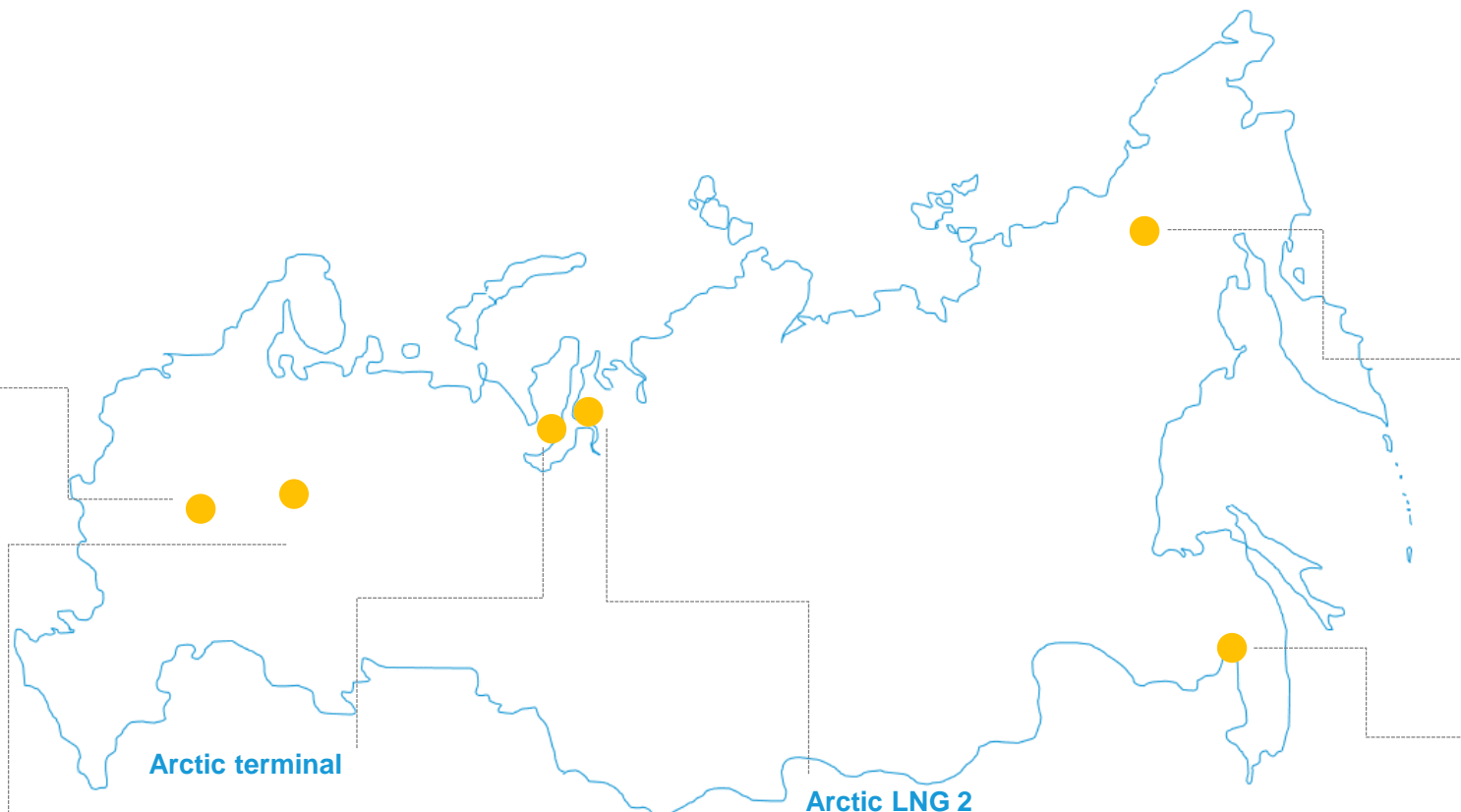
Technical Translation

Moscow Oil Refinery

Translation of technical documentation for construction of the Euro+ oil refining unit at the Moscow Oil Refinery, which supplies 38% of the fuel needs of Moscow Region. Translation was carried out at speeds up to 500 pages per day.

Kstovo Oil Refinery

Translation services for an international group of companies working on design, installation and licensing of equipment for oil residue processing at the Kstovo Oil Refinery. Translation of documents in all formats, including AutoCAD and InDesign.



Arctic terminal

Translation of technical documentation for construction of a year-round oil shipment terminal serving the Novoport field in the Russian Arctic
Translation of materials at all stages of the project, from tender documentation, feasibility study and FEED to project documentation, including technical drawings.

Arctic LNG 2

Translation of tender and technical documentation for the design, construction, installation and commissioning of Gravity Based Structures and related work.
Over 100 full-time translators and editors involved in the Project.

Baimsky GOK

Translation of materials for a major engineering company developing the Peschanka copper and gold deposit, including launch of the Baimsky processing plant. Work included preparation of a project glossary in collaboration with the customer and its adaptation to translation platforms.

Amur Gas-Processing Plant

Full linguistic support for the project: interpreting and translation of project documentation for the construction of a gas processing plant; translation of legal, financial and procurement documentation, diagrams and AutoCAD drawings. Over 100,000 pages translated.

Project Portfolio

Translation of legal and financial documents

Moscow Translation Agency addresses the needs of practising lawyers and consultants for quality translation of business documents



Translation of Legal and Financial Documents



- ▶ **Articles of incorporation, charters and financial statements** of companies in various industries, audit of IFRS financial statements and other analytical materials. We have a permanent group of expert translators and editors with long experience of work with such documents.
- ▶ **Transfer pricing documentation:** large-scale reports (over 200 pages each) on global players by leading consulting companies. We have a specialized team of translators and editors for translation of these materials.
- ▶ **Banking documentation:** payment demands, payment instructions, receipt and expenditure cash documents of international financial institutions.
- ▶ **Contracts, opinions, powers of attorney, certificates, extracts, notices, presentations.** We have extensive experience translating documents related to all aspects of the business of companies in main sectors of the economy.
- ▶ **Litigation.** Language support for criminal, civil and arbitration proceedings
- ▶ **Specialized scientific works and journalistic articles.** Translations intended for publication are proof read by native speakers of the language into which they have been translated.
- ▶ **Laws, draft laws and regulatory acts.** Translation of government and corporate regulations and policies

Our Partners





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