



YOUR PARTNER FOR GLOBAL COMMUNICATION

## WELCOME TO LEXINGTON HOUSE YOUR PARTNER FOR GLOBAL COMMUNICATION

**At Lexington House** there is no such thing as a language barrier. We are a team of professional translators and interpreters with a proven affinity for foreign languages and utterly prompt solutions. In our business, continuous and excellent communication with worldwide clients is the key to success.

Our work is defined by joint efforts of project managers, professional translators, editors and proofreaders all of whom share the passion for multilingual communication and outstanding service. The proficiency of our team gives us the edge over our competition.

In case communication needs to be rendered easier or additional information is required in order to surpass language barriers and understand the country and cultural specificity of deals, transactions or legislation, to maintain the integrity of your organization and the consistency of your message, you can always rely on us.

"Permanent project management optimization and quality enhancement control have been our strengths in the long-term partnerships that we have with our clients, many of which are renowned national and international companies. Working with us is easy. We apply precise procedures in every stage of our projects and focus on qualitative results, while observing specific requests. Projects are selectively assigned to translators based on their experience in specific fields, and term bases and glossaries are constantly compiled, updated and improved per translation languages, areas and subareas of expertise in order to save time and ensure consistency."

CRINA STANCU  
PARTNER

## WHO WE ARE

### PROFESSIONAL TRANSLATORS AND INTERPRETERS

**Lexington House** is a leading provider of a complete range of linguistic services, the brand of which has been standing for competence and reliability in global communication for many years. In a very competitive market, we position ourselves in an elite sector, governed by the absolute need to obtain work of perfect quality guaranteeing exceptional standards for the most demanding of clients, whether it is a one-off project or an ongoing requirement.

We work with carefully recruited professionals, each of them specializing in different areas and complying with high working standards. We specialize in multi-task linguistic projects by integrating processes, expertise, technology and exquisitely implemented procedures.

We follow through on all our assignments and in every step, starting from the moment we receive a project until its delivery, while preserving a strict confidentiality policy. The execution of non-disclosure agreements protecting our clients is deemed to be part of our duty of care.

For each project, we gather the right team of project managers, expert translators, proofreaders and editors that is best suited to the specific requirements of that particular assignment, and any necessary specialized research is included as part of the translation package.

Our dedicated project managers will be your single point of contact and will identify your requirements, select and coordinate the appropriate team and ensure your project is delivered in the required format, on time and on budget.

Our technical translation team handles documents including tender books, specialized manuals, installation guides, feasibility studies, product descriptions and technical specifications.

Our legal translation team deals with contracts, powers of attorney, subpoenas, pleadings and briefs, contractual terms and conditions, and legislation.

Our medical translation team covers medical certificates, medical analyses, equipment specifications, medical clearances, medical charts, patient information leaflets, clinical trial documents.

Our communication team prepares newsletters, magazines, business correspondence, press releases, business reports and catalogues.

### CLIENT TESTIMONIAL

"In our activity, translation services are of utmost importance in reaching our clients' objectives. Lexington House has provided exactly what we needed as an integrated, multilingual language solution specialist that has always proven experience and linguistic skills in completing large volume assignments within strict deadlines."

MIRUS GROUP

## WHAT WE DO

### LINGUISTIC QUALITY AND COMPETITIVE SERVICES

We translate in over 20 foreign languages and combinations of languages from German to Romanian, from Spanish to French, from English to Italian, from Russian to Chinese and so on. Our network of tested language professionals stretches all the way around the world. The experience and knowledge of our in-house team and of our global linguistic partners mean that your projects will always be handled professionally.

#### SPECIALIZED TRANSLATIONS

We have a vast experience in translating highly specialized documents related to a wide range of industries, including technical, legal, pharmacy, energy, IT&C, cosmetics, and the list may continue.

#### CERTIFIED AND LEGALIZED TRANSLATIONS

All our translators are authorized by the Ministry of Justice and we benefit from a long-lasting collaboration with Notary Public Offices.

#### APOSTILLE AND OVER-LEGALIZATION

We can provide our support in case an apostille or over-legalization is required, depending on the organization or the country for which the translation is intended.

#### SIMULTANEOUS AND CONSECUTIVE INTERPRETING

Whether consecutive interpretation for client meetings or simultaneous interpretation for large conferences is required, we can assign the best interpreters of our team to meet such needs.

#### WEBSITE TRANSLATION AND LOCALIZATION

We adapt the format and content of any website to any specific language and culture so that it seems natural to that particular country or region.

#### CONTENT PROOFREADING AND FORMAT EDITING

These are the crucial final stages of any writing process. Confusing or even costly outcomes may result if such stages are not adequately performed. We take time and care to carry out a proper check in any of our translation languages.



## CLIENT TESTIMONIAL

'We highly recommend Lexington House for their commitment to quality and on time delivery of professional services. We are very pleased to have them as a reliable partner for any translation related issue that we may encounter in our business activity.'

**RILVAN MOVING AND RELOCATIONS**

## WHAT QUALIFIES US

### PROFICIENCY, EXPERTISE, COMPETENCE

THE EXPERTISE OF OUR TRANSLATORS AND INTERPRETERS  
ALLOWS US TO HANDLE EVEN THE MOST COMPLEX PROJECTS.

Whether you need to translate legal contracts into Japanese in order to close a transaction or the content of your website in ten languages, a press release into Arabic, or a highly specialized technical manual into a bilingual version in English and French, or maybe the accounting balance sheets of your company at the end of the tax year or all payroll documentation of your employees, we can always meet your requirements by delivering comprehensive and accurate translations.

Whether you need to organize an international event or a conference or to participate in court proceedings in a foreign country, it is essential to have a professional interpreter for the project. Our experienced interpreters are highly qualified professionals. We can supply the right interpreter and provide a free consultancy service, offering advice on interpreting and cultural issues.

Always passionate about continuous learning and improvement in translation studies and researching new sources, our translators and interpreters are members of the European Society for Translation Studies, an international organization that promotes research on translation, interpreting, and localization.

All our translators and interpreters, irrespective of their language pairs, have obtained certifications issued by the Ministry of Justice, thus being formally qualified to work as professionals based on their foreign language studies, thorough experience and specialized knowledge.

Lexington House has been awarded the quality management system ISO 9001 certification by Lloyd's Register, meaning that all our processes follow internationally recognized standards. As a licensed service provider, we apply strict standards of service quality and personnel competence, based on a collection of processes focused on achieving quality policies and objectives. So you can be sure that your project is being handled in accordance with the highest possible standards.

We work with Trados 2011, thus successfully rendering automated our recurrent translation work and driving productivity and efficiency levels in translation to new heights, which in the context of a fast-paced globalization is a solid competitive advantage. It helps us save time, cut expenses and allow translators to focus on quality and precision.

### CLIENT TESTIMONIAL

"We appreciate Lexington House for their professional approach to any query that we have addressed to them and for their capacity to provide specialized translation services in a timely manner, being also very responsible with respect to our demands and high-profile expectations at any time during our collaboration."

**JOHNSON & JOHNSON**

## WHAT WE AIM FOR

### BUILDING RELATIONSHIPS BASED ON TRUST

We have a very varied client portfolio and our relatively small size implies quick response times and easy adaptability. We are committed to building collaboration-based relationships transcending the usual roles of provider and client. We aim to work as partners with our clients, so our success results not only from our knowledge and experience, but also from our understanding of each client's industry.

#### OUR PRIMARY GOAL

Our primary goal is to establish a long-term relationship with our clients and to become an integral part of their international expansion. We work with our clients and help them achieve their objectives in local, national and international markets by providing professional translations of the highest quality for their communication needs. All our solutions are client-driven, expertly coordinated and targeted to maximize results.

#### OUR EXTENSIVE PORTFOLIO

Our extensive portfolio of large multilingual projects reflects the diversity of industries and languages we have worked with over the years. We welcome new clients from all areas of business and look forward to forming a new long-term working relationship and collaborating with you for many years to come.





**LEARN MORE ABOUT OUR  
SERVICES AND HOW WE CAN ASSIST YOU.**

[WWW.LEXINGTON.RO](http://WWW.LEXINGTON.RO)

**CERTIFIED TRANSLATIONS**

for a wide range of  
foreign languages:

English  
French  
Italian  
German  
Portuguese  
Spanish  
Chinese  
Ukrainian  
Russian  
Greek  
Serbian  
Bulgarian  
Arabic  
Polish  
Dutch  
Swedish  
Turkish  
Macedonian  
Croatian  
Hungarian

**CERTIFIED DOCUMENT TRANSLATIONS**

Certified translations for a wide range  
of documents and deeds:

**ECONOMIC TRANSLATIONS**  
Business correspondence  
Bank statements  
Financial reports  
Business contracts  
Insurance documents  
Business plans  
Economic studies and analyses

**TECHNICAL TRANSLATIONS**  
Tender books  
Specialized manuals  
Installation guides  
Feasibility studies  
Catalogues and brochures  
Product descriptions  
Technical specifications

**LEGAL TRANSLATIONS**

Powers of attorney and statements  
Contracts  
Laws  
Education-related documents  
Court orders  
Certificates  
Articles of incorporation

**MEDICAL TRANSLATIONS**

Medical certificates  
Medical analyses  
Equipment specifications  
Medical clearances  
Medical charts  
Patient information leaflets  
Clinical trial documents

**AND MORE...**

Please visit our website [WWW.LEXINGTON.RO](http://WWW.LEXINGTON.RO) for  
more information on our practice areas.



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WWW.LEXINGTON.RO

**WE INVITE YOU TO CONTACT US AND LEARN MORE ABOUT  
OUR SERVICES AND HOW WE CAN ASSIST YOU.**

Please visit our website [www.lexington.ro](http://www.lexington.ro) for more information on  
our practice areas.



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