



**ALL LANGUAGE TYPESETTERS & PRINTERS PTY LTD**

A.B.N.: 42 002 792 887

Unit A4, 13-15 Forrester Street NSW 2208

Phone 02 9560 2000

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[www.alts.com.au](http://www.alts.com.au)

## **All Language**

### ***Complete foreign language service***

Panel member

Creative and Digital Communication Service

Buying for Victoria

Buying for NSW

Northern Territory

Catholic Education

WSP Australia Pty Limited

Border Force (sub contractor)

Our services include:

Design, Translation, Checking, Editing, Transcribing,  
Formatting, Subtitles, Voiceover, Print and Social  
Media Monitoring, Interactive and Fully Accessible  
files in any language.

## Our Details

Business Name:	All Language Typesetters and Printers Pty Ltd
Corporate Status:	Propriety Company
ABN:	42 002 792 887
Year of incorporation:	1984
Mailing Address:	Unit A4, 13-15 Forrester Street, Kingsgrove NSW 2208
Registered Office:	Unit A4, 13-15 Forrester Street, Kingsgrove NSW 2208
Number of employees	8
Business Internet Address	www.alts.com.au
Contact Person:	George El-Jalkh
Position:	Director / General Manager
Telephone:	02 9560 2000
E-mail address:	george@alts.com.au
Company E-mail address	alt@alts.com.au

## Our Personnel

<b>Name:</b>	George El-Jalkh
<b>Title:</b>	Director / General Manager
<b>Qualifications/skills:</b>	Business Management and Technical Certificate in the Pre-Press industry
<b>Experience:</b>	With All Language since 1984

<b>Name:</b>	Katerina Kiteri
<b>Title:</b>	Production Manager
<b>Qualifications/skills:</b>	Desktop publishing
<b>Experience:</b>	With All Language since 1985

<b>Name:</b>	Rosa Di Giacomo
<b>Title:</b>	Office Manager
<b>Qualifications/skills:</b>	Accountancy certificate
<b>Experience:</b>	With All Language since 1985

<b>Name:</b>	Peter Huang
<b>Title:</b>	Design Manager
<b>Qualifications/skills:</b>	Design and Desktop publishing
<b>Experience:</b>	With All Language since 1988

## **Brief Summary about All Language**

All Language was incorporated in NSW in 1984.

Since its incorporation, All Language has been in continuous business and grown to be one of the oldest and largest Foreign Language companies in Australia.

### **Our services include:**

Design, Translation, Checking, Editing, Transcribing, Formatting, Sub-titling, Voiceover, Print and Social Media Monitoring, Interactive and Fully Accessible files in any language.

All Language can provide promotional and marketing material for the local and overseas markets, information campaigns, advertising in the local ethnic media or international publications and the creation of multi-lingual web sites.

All Language can provide an integrated service with the highest level of quality and professionalism in the shortest possible time.

Currently, we have 8 full-time, approximately 20 part-time staff and over 200 translators and checkers on our data base, we can undertake any size and many projects at the same time.

Languages spoken on the premises: Arabic, Chinese, Greek, Italian, Japanese, Korean, Tagalog, Vietnamese and of course English.

All translations and checking are sub-contracted to NAATI Accredited Translators at the professional Level (formerly Level III).

Every language is typeset and formatted in-house under the supervision of our Production Manager Katerina Kiteri or Design Manager Peter Huang.

### **Translation quality**

All Language's experience in providing quality translation goes back over 35 years (Incorporated in 1984), which gives us all the necessary experience and the know how to deal with any project.

Since the company's incorporation, we have been using only accredited translators and checkers.

Our reputation is built on quality, we have been providing translation to almost every company or government department which require translation.

Our quality assurance is backed by our Indemnity Insurance, where possible, we must use Accredited translator and checkers.

To guarantee the translation is error free, we always perform a minimum of one set of proofreading after the formatting regardless of the size of the job, we must get the translators and/or the checkers to sign off before we email the files to clients.

### **Design requirements**

Formatting is done in-house by our experience Desktop publishers under the supervision of our Production and Design Managers, which guarantees the look and feel of all the languages to match the English Design.

We have always maintained a State of the Art Equipment and being at the forefront of the technology.

## InDesign files

We can produce translation in any written language utilising the latest technology in Desktop publishing, we currently have state of the art 10 Macs and 3 PC's

Even though we have and use PC's, we are Mac based and have the latest software available, but we mainly use Adobe Creative suite CC in which we have 6 licences.

## Skills/Knowledge

All Language only employs translators (translation, checking, back-Translation or proofreading) who are accredited by NAATI at the professional level (formerly levels III and higher), also, we only employ translators who are Australian residents as they are familiar with every aspect of the Australian way of life (no overseas translators are used).

## Computer aided translation

No computer aided translation is allowed to be undertaken by our translators and checkers.

## Levels of insurance

Type of Policy	Insurance Company	Policy No.
Workers' compensation	Alianz	MWP0035831033
Business Insurance	CGU Insurance	15T7421913
Professional indemnity	CGU Insurance	02MIS1435878

## Our equipment comprise of:

*Desktop computers:* 10 Apple Macintosh computers and 3 PC's

*Network:* All computers and printers are Ethernet net-worked with the latest Mac OS Network Software.

*Storage:* All our work is stored on a file server with a capacity of 16 x 2TB, 2 x 4TB where the current work is stored on one 4TB hard drive and continuously mirror imaging onto a second 4TB hard drive. Back-ups also done daily, weekly and monthly to a 16TB hard drive and yearly storage on a 16TB.

We also have a drop box account where files can be uploaded or downloaded by users anywhere any time.

Our client list contains up to 7000 clients, which includes Federal, State, Local and Semi-Government Departments Australia wide.

We have undertaken major promotional campaigns in many languages, and some of our work can be found on the internet sites of many Australian Governments (Federal and State) including the Department of Education, Department of Fair Trading, Department of Home Affairs, Department of Health, Department of Housing and ACCC's.

*Work samples:* If you require additional work samples can be downloaded from:

[All Language few samples.](#)

Below please find a qualification list of some of our translators:

Language	Translation			Checking			Language	Translation			Checking		
	Para-Professional	Professional	Advanced	Para-Professional	Professional	Advanced		Para-Professional	Professional	Advanced	Para-Professional	Professional	Advanced
Albanian		✓			✓		Kurdish (Sorani)*						
Amharic		✓			✓		Lao		✓			✓	
Arabic			✓		✓		Latvian*						
Armenian		✓			✓		Lithuanian*						
Assyrian		✓			✓		Macedonian		✓			✓	
Bengali		✓			✓		Malaysian		✓			✓	
Bosnian		✓			✓		Maltese		✓			✓	
Bulgarian		✓			✓		Mongolian		✓				
Burmese		✓			✓		Nepali		✓			✓	
Chin (Hakha)*							Norwegian		✓			✓	
Chinese (Simplified)			✓		✓		Oromo*						
Chinese (Traditional)			✓		✓		Persian (Farsi)		✓			✓	
Croatian		✓			✓		Polish		✓			✓	
Czech		✓			✓		Portuguese		✓			✓	
Dari		✓			✓		Punjabi		✓			✓	
Danish		✓			✓		Pashto		✓			✓	
Dinka*							Rohingya*						
Dutch		✓			✓		Romanian		✓			✓	
Estonian*							Russian		✓			✓	
Fijian*							Samoan		✓			✓	
Filipino		✓			✓		Serbian		✓			✓	
Finnish		✓			✓		Sinhalese		✓			✓	
French		✓			✓		Slovenian		✓			✓	
German		✓			✓		Slovak		✓			✓	
Greek		✓			✓		Somali		✓			✓	
Gujarati*							Spanish			✓		✓	
Hazaragi*							Swahili	✓			✓		
Hebrew**		✓			✓		Swedish		✓			✓	
Hindi		✓			✓		Tamil		✓			✓	
Hungarian		✓			✓		Tibetan*						
Indonesian		✓			✓		Tetum*						
Italian			✓		✓		Thai		✓			✓	
Japanese					✓		Tigrinya		✓			✓	
Karen*							Tongan		✓			✓	
Khmer		✓			✓		Turkish		✓			✓	
Kirundi*							Ukrainian		✓			✓	
Korean		✓			✓		Urdu		✓			✓	
Kurdish (Kurmanji)*							Vietnamese		✓			✓	

\*Currently no NAATI accreditation for this language, only recognition    \*\*Overseas accreditation

## Referees

<b>Company</b>	NSW Department of Education
<b>Contact name</b>	Mary Binder <Mary.Binder@det.nsw.edu.au>
<b>Description of services provided</b>	Foreign language translation, design, layout and accessible files in over 40 languages.
<b>Length of business relationship</b>	Over 30 years

<b>Company</b>	NSW Multicultural Health Communications Services
<b>Contact name</b>	Rajan Manickarajah Rajan.Manickarajah@health.nsw.gov.au
<b>Description of services provided</b>	Foreign language translation, design and layout and over 40 languages
<b>Length of business relationship</b>	Over 15 years

<b>Company</b>	Department of Home Affairs (Contract in conjunction with a Canberra company called Perform)
<b>Contact name</b>	Sue MacLeod <smacleod@perform.net.au>
<b>Description of services provided</b>	Foreign language translation for all application forms in over 60 languages
<b>Length of business relationship</b>	Over 15 years

Regards



George Jalkh - Director