



CORNERSTONE

Translation Agency



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GO GLOBAL WITH US



Natalie Bagramiants, Co-founder and Managing Director of Cornerstone Translations, graduated from the Faculty of English and Spanish at the Maurice Thorez Institute of Foreign Languages after studying in the USA (Lakeside School, Seattle, WA) and in England (Merchant Taylors' School, London). After working successfully as a translator in two international law firms, Freshfields and Lovells, and also working for CNN and NTV, she returned to Moscow from the USA in 2000 on receiving an invitation to head Cornerstone Translation Agency, which at that time only existed on paper. Since then she has successfully managed the company's entire business, including its social projects. Natalie is among the Top-1000 Professional Executives in Russia according to the Russian Managers' Professional Reputation ranking, 2005. Natalie is a member of the Russian Association of Writers and Translators.

Ladies and Gentlemen,

Thank you for your interest in our services!

I am honored to present Cornerstone Translations, an agency successfully operating worldwide since 2000, the year of its foundation. We started this business as a boutique agency within the Cornerstone Group, and have grown very fast into a global servicing company and a leader in the Russian market, by offering first-rate professional translation and interpreting services, based on trust, honesty, and confidentiality. We continuously work towards building strong relationships with every client, by fulfilling clients' tasks, often complex and urgent, by offering various extra services, and simply by making the clients' working processes much easier with our help. I'm pleased to say that throughout these years, I regularly receive 'thank you' letters from our clients, and we are recommended to partners of our clients, and therefore, our work is highly satisfying to all of my staff.

Professionalism and reputation are the two key assets we have!

Cornerstone Translation Agency is always open for cooperation and will be happy to see your company among our clients!

Natalie Bagramiants,
Co-founder, Managing Director

BACKGROUND



The agency worked under the name of Penny Lane Translations from the date of its foundation in 2000 until May 2006, when it changed its name to Cornerstone Translations.

2000 - Cornerstone Executive Search, a headhunting company, expands and diversifies its business by opening Cornerstone translation agency. Natalie Bagramiants, co-founder of the agency, is appointed the agency's managing director.



2003 - Cornerstone Translations within the Cornerstone group of companies becomes a member of the American Chamber of Commerce.

2004 - Cornerstone Translations' share in the Russian translations market by strategic sectors: Banking & Finance - 56%, Legal - 65%, Oil & Gas - 35% (*the agency's turnover in the specified sectors by year*).

2005 - Partnership Project with leading translation agencies operating in the CIS countries, and in Europe and the USA, is successfully completed and incorporated in the agency's daily business.

2005 - Natalie Bagramiants, Managing Director of the agency, is among Top-1000 Professional Executives in Russia according to the Rating of Russian Managers' Professional Reputation.

2006 - Cornerstone Translations is awarded the Golden Star-2005 Prize founded by the 'Who's Who in the Translations Market' magazine as The Best Translation Agency for Financial and Legal Translations.

2007 - Cornerstone group of companies becomes a member of the Association of European Businesses and the Russian Association of Managers.



WHY USE THE AGENCY?

Have you ever thought about how translations of excellent quality delivered on time can affect your business, lower your costs, and allow your team to concentrate on their primary tasks?

Translating requires quality, precision, promptness, and professionalism, which can mean pressure for companies, especially where valued clients are concerned. In-house staff can be too busy to undertake complex projects. Managers with bilingual client-specific knowledge can be too occupied to check lengthy documents. Stylistic variations between languages mean that work produced in-house needs native speakers to perfect the final text.

A high-level business meeting, or a visit at short notice, demands world-class conference interpreters, who are also skilled in intercultural communications.

And it is here that Cornerstone Translations offers you a full range of services relating to any and all the translating and interpreting needs of your company.



TRANSLATORS & INTERPRETERS



Cornerstone Translations employs professional translators and conference interpreters who specialize in particular industries, keep up-to-date with currently accepted terminology, and are certified by various professional associations and government agencies.

Translators translate into their native language. This rule ensures written fluency so that the translation doesn't read like one. The only exceptions to this are when translator availability is very low. For instance, there may not be enough native-English speakers who have a solid grasp of Albanian in order to translate it, and a native Albanian who is almost fluent in English must do the translation. Then to ensure an excellent final product, close collaboration between a native-English speaking editor and the translator is an essential final step in the process.

Therefore, Cornerstone Translations team includes:

- ★ native-Russian speakers, based in Moscow
- ★ native-English speakers, and native speakers of other languages, based both in Moscow and in their hometowns.
- ★ journalists and copywriters, based worldwide: they work with PR & marketing texts, to produce accurate target translations.
- ★ editors, based worldwide: they are always native speakers of the 'target' language, and the final product will never be delivered to the client without first going through the hands of a professional editor.



HOW WE SELECT STAFF



It is worth saying that Cornerstone Translations employs the best translators and interpreters. Why?

The answer is very simple: Cornerstone translation agency falls within the Cornerstone Group, which also includes the Cornerstone headhunting agency. We use the headhunters' database and knowledge to find and hire the best candidates.

Along with this, we conduct our own stringent testing, collecting references and recommendations.

Cornerstone Translations is truly proud of all its translators, interpreters, editors, and other staff members, who have generated the success and reputation of the agency.

TRANSLATIONS



- ★ We produce accurate and terminologically precise translations that are consistent throughout single documents, series of documents, and multi-part projects.
- ★ We can process large volumes of text quickly by engaging a group of translators who are skilled in team-work and are supervised by an editor for the project.
- ★ All translations are edited and proofread by editors familiar with client-specific terminology.
- ★ We also do proofreading and editing of translations performed by clients or third parties;
- ★ As an option, we offer the creation and updating of glossaries for on-going projects.

Translation is still done by humans at an average output of 2,000 to 3,000 words per day. Translation done by machine, although improving steadily, cannot yet ensure accuracy or even intelligibility in many instances. Why? Because, contrary to widely held misconceptions, there are rarely one-to-one correlations between words and phrases in different languages. Machine translation is not an accepted practice in the translation industry. Computer Assisted Translation (CAT), on the other hand, refers to memory software used by Cornerstone translators for certain projects and is widely used by professionals in the industry.



INTERPRETING

Translators write; interpreters speak. Interpreting is divided into two types:

- ★ *simultaneous*, used at the UN for example, in which the interpreter speaks at the same time as the speaker, often with the aid of audio equipment, and
- ★ *consecutive*, in which the speaker pauses after every few sentences to allow the interpreter to summarize.

We provide interpreters to give language support at conferences, seminars, business meetings, negotiations, court hearings, presentations, exhibitions, onsite work, and other events. We also arrange tourist guides, and personal interpreters.

NOTARIZATION



Pursuant to the laws of many countries, Russia included, many documents are subject to notarization and/or legalization (apostille). Cornerstone Translations has concluded direct contracts with a few public notaries to provide notarization as quickly as possible to make it a convenient service to our clients.

We assist with:

- ★ notarization of a translator's signature
- ★ notarization of copy documents
- ★ legalization (apostille)

Not all documents, even where they are translated and drafted properly, can be notarized because of certain rules in Russian law. In such cases, we offer:

- ★ Cornerstone Agency Certificate, which certifies that the translation is true and accurate (signed and sealed).



AREAS OF EXPERTISE

- ★ Banking & Investments
- ★ Finance & Audits
- ★ Legal practice
- ★ Oil & Gas
- ★ Industrial
- ★ Real Estate & Construction
- ★ IT & Telecommunications
- ★ Medicine, Pharmacy & Chemical
- ★ PR & Marketing
- ★ Arts & Humanities
- ★ Mass Media



PROJECT MANAGEMENT



Once you decide to place an order with us, the management procedure would be as follows:

- ★ Evaluation of the scope of work and language combinations in the process of a careful study of your company needs, requirements, and the deadline set for the Project.
- ★ Appointment of a Project Manager who will be in daily control of the translation, editing, compiling or other jobs required for the proper fulfillment of the Project.
- ★ Assigning a translator, or team of translators, based on the scope of work and target languages involved.
- ★ Handing over glossaries, comments, and other client materials to the assigned translator, or team of translators.
- ★ Collecting the translated text, or parts of a text, from the translator, or team of translators, and forwarding the completed translation to the editor in charge.
- ★ Receipt of the edited and finalized translation from the editor and forwarding it to the client.



OUR CLIENTS

Banks, Investments:

A1
Alfa Capital Partners
Alfa-Bank
Altimo
Baltysky Bank
BNP Paribas
BNP Paribas - Fortis
Citibank
Citigroup Global Markets
Courant Asset Management
Depfa Bank
Deutsche Bank
EBRD
Evrofinance-Mosnarbank
Garant-Invest
Hansabank
IFD Kapital
ING Bank
J&T Bank
Morgan Stanley
Renaissance Capital
Rosbank
Royal Bank of Canada
Royal Bank of Scotland
RTS Group
Sobinbank
Stalfond
Standard Bank
Svenska Handelsbanken
System Capital Management
The Sputnik Group
TPG
Troika Dialog
Trust Bank
VTB Capital

Law Firms:

Akin, Gump, Strauss, Hauer & Feld
BBH Legal
Bech-Bruun Dragsted
Cleary Gottlieb Steen & Hamilton
Clifford Chance
Clyde & Co.
Debevoise & Plimpton
Fineco
Fleming Family & Partners
Inspace Consulting
Magnusson
Pepeliaev Group
Salans

Consulting:

Accenture
Amrop Hever
Board Solutions
Bowen Craggs
Crown Agents
CTF Consultancy
Global Business Projects (GBP)
Hay Group
Hummingbird Credit Counseling
IMA-Consulting
McKinsey & Co.
PIR Center

Fine Art, Foundations, Educational Institutions:

British Council
CTB Film Company
Christie's
Eurasia Foundation
Ford Foundation
FTM Entertainment

Oil & Gas, Energy, Heavy Industry, Production:

ABB
Alliance Oil Company
Baker Hughes
Gaz de France
Harvest Natural Resources
Highland Gold Mining
Hyosung Corporation
Lukoil
Milio Commodity Services
Maersk Drilling
Module Engineering
Norilsk Nickel
Norsk Hydro
PALL
Petromir
Russdragmet
Salym Petroleum
Severstal
SGS
SHL Group
STEAG
TMK Group
Transnefteproduct
United Technologies (UTC)

IT &

Telecommunications:

Alfa-Telecom
Neoflex
Rusoft
Telia International Carrier
VimpelCom (Beeline)
Megafon
Rustel (Region Telecom)

Manufacturing, Distribution, Retail:

Abbott Laboratories
Avalon Group
British American Tobacco
Bunge
Chateau le Grand
Coca-Cola
ConAgra Foods
Dow AgroSciences
Dunham-Bush
ED&F Man Sugar
Europarts Rus
Gillette
Hawker Corporation
Henderson
Japan Tobacco International
Nestle
Perekrestok
Pharmstandard
Puig Group
Ravex International
Reckitt Benckiser
Sport and Fashion Group
(Reebok, Gant)
Schmitz-Werke Textile
Sumitomo Corporation
Unilever
Unimilk
Universal Distribution
Vision
X5 Retail Group

Transport & Logistics:

British Airways
Four Sides (4sides)
Move One Relocations
Moscow Metro

Marketing, Advertising Agencies, Publishing:

Action Global Communications
'Action!' Magazine
Artcom WP
Axel Springer
BBDO Group
Communicator Group
Creative Media
Hachette Filipacchi Shkulev
InterMediaGroup
Immedia Holding
Independent Media
Insignia Media
'Mezzanine' Magazine
'Oil & Gas Eurasia' Magazine
PR Premier
Promotion PR
Publicis United
RCB Media Group
'Salon' Magazine
Stolica Group
'The Moscow Times' newspaper
Yellow Pages

Real Estate, Construction:

Capital Group
Forum Properties
Jones Lang LaSalle
Engeocom
Ferrostroy
Hines
Kreal
Mosmetrostroy
MIAN
MIEL

IN THE PRESS



17.07.12 'Finam' - Column by Natalie Bagramiants. "Around 40: Midlife crisis or we simply seek for changes?"

14.06.12 'Company' No. 22 (707) - Comment by Natalie Bagramiants. "Code of common sense"

05.06.12 'HR Director' No. 6, June 2012 - Comment by Natalie Bagramiants. "Feel like on vacation at summer time"

10.05.12 Portal RB.ru (Russian Business) - Natalie Bagramiants comments "How to keep your boss in a good mood: advice for subordinates."

20.04.12 Portal RB.ru (Russian Business) - Natalie Bagramiants comments "Holding negotiations: advice for women."

10.11.11 'Finam' - Column by Natalie Bagramiants. "No one has repealed honor, conscience and compassion ..."

02.09.11 'Finam' - Column by Natalie Bagramiants. "The art of living – in the kitchen"

18.08.11 'Finam' - Column by Natalie Bagramiants. "Looking outward together in the same direction" at 40?"

27.07.11 'Finam' - Comment by Natalie Bagramiants. "Russia has never had a middle class, nor will it ever have one"

26.07.11 'Finam' - Column by Natalie Bagramiants. "A new" daddy – the idyll and the reality"

14.07.11 'Finam' - Column by Natalie Bagramiants. "TV – a destructive habit or a substitute for socializing?"

30.06.11 'Finam' - Column by Natalie Bagramiants. "Portrait of the ideal businesswoman"

29.04.11 'Finam' - Comment by Natalie Bagramiants. "An Expert's First of May: The May Holidays don't need Winter Weekends"

25.04.11 Vedomosti - Comment by Natalie Bagramiants. "How to ask for a raise"

23.03.10 Forbes No. 4 (73) April 2010 (Forbes Woman) – Comment by Natalie Bagramiants. "More than a Business"

09.10.08 Vedomosti - Comment by Natalie Bagramiants. "A Double Agent"

27.02.07 "Glamour" (March 2007) – Interview with Natalie Bagramiants. "How I succeeded..."

13.03.06 Kommersant - Dengi № 10 [566] – Interview with Natalie Bagramiants. "A Golden Vocabulary"

20.06.05 Kommersant - Dengi No. 24 [529] - Comment by Natalie Bagramiants

30.05.05 Finance No. 20 (110) - Comment by Natalie Bagramiants

11.05.05 Secrets of the Firm - Comment by Natalie Bagramiants

28.03.05 Secrets of the Firm - Comment by Natalie Bagramiants





CHARITY

2012. Financial and advertising support for the 'Life' (*Zhizn*) Charitable Foundation to help children. Part of the budget for New Year presents for the Agency's clients was transferred to this Foundation.

2011. "Book Drive" (Suspended Books) by the publisher Pink Giraffe. Cornerstone bought some wonderful children's books for the 'Life' Charitable Foundation.

2011. "Collecting Loose Change" – a campaign by the 'Sozidaniye' Charitable Foundation.

2010. New Year presents for children from the Pokrov Orphanage, organized by Cloudwatchers company.

2009. Financial and advertising support for the 'Life' Charitable Foundation to help children. Part of the budget for New Year presents for the Agency's clients was transferred to this Foundation, and a limited edition of 12 Photos of Moscow calendar was published to advertise the charity's work.

2008. Financial support for the 'Gift of Life' (*Podari Zhizn*) Charitable Foundation. Part of the budget for New Year presents for the Agency's clients was transferred to this Foundation.



RATES



Customers are charged by the word based on the word count of the original language, called the source text. We use the source word count, because it is fixed, instead of the translated text, which may expand or contract depending on the language pair and subject matter. *For reference: 1 standard page A4 format equals 250 words, or 1800 characters. Multiply the selected Rate by 250, and you'll get the cost of one page.*

Translation from / to European languages	Standard, per word	24 hrs, per word	less than 24 hrs, per word
Documents in .doc format over 100 pages	US\$ 0.06	US\$ 0.10	US\$ 0.20
Documents in .doc format less than 100 pages	US\$ 0.08	US\$ 0.10	US\$ 0.20
Documents in hard copy, .pdf; .ppt; and other formats	US\$ 0.10	US\$ 0.20	US\$ 0.40

Editing / proof-reading of texts in European languages	Standard, per word	24 hrs, per word	less than 24 hrs, per word
Documents in .doc format	US\$ 0.04	US\$ 0.08	US\$ 0.16
Documents in hard copy, .pdf; .ppt; and other formats	US\$ 0.08	US\$ 0.16	US\$ 0.30

Interpreting	Per hour	Per day (6 hrs)
Consecutive, 1 interpreter	US\$ 100	US\$ 500
Simultaneous, 1 interpreter	US\$ 150	US\$ 750

Notary and other services	Fixed rate
Notarization of translated documents	US\$ 50 / document
Notarization of copy documents	US\$ 5 / page (min order US\$ 25)
Apostille	US\$ 100 / document
Agency Certificate	US\$ 25 / document



CONTACTS



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