

**TIPS MEANS TRANSLATION INTO PORTUGUESE**

<i>Established in</i>	1994
<i>Business hours</i>	9.30-12.30 and 14.00-18.00
<i>Time zone</i>	GMT (same as UK)
<i>Management team</i>	Managing director – Félix do Carmo Associate partner – Gisela Couto
<i>In-house production team</i>	Production manager – Sérgio Lira Project managers – Sónia Lopes and Marlene Moreira Quality managers – Suzana Simões and Pedro Moreira In-house translator/reviewer – Diogo Gonçalves All in-house team members are university graduates or have a Master's Degree in Translation or Languages.
<i>Freelance resources</i>	More than 50 professional translators, some of whom are organised into teams, allowing us to multiply our production capacity.
<i>Mission</i>	To foster the growth of the translation industry in Portugal by offering high-quality translation services, managed in the most efficient way and using the best resources available.
<i>Translation as a service</i>	Translation is a high-value service, carried out in a highly specialised and technological environment, with the purpose of improving communication by breaking language barriers. It is closely linked to and has a major impact on the main concerns shared by companies all over the world, such as client retention, company image, and global sales.
<i>Specialisations</i>	Technical translation into European Portuguese. Language services using the most advanced computer-aided translation and localisation tools, in a networked environment. Translation, revision, and quality control. Project management focused on maximum efficiency and productivity. Single Language Vendor for European Portuguese for multilingual companies all over the world. Sole provider of European Portuguese translation services for various translation companies, agencies and users.
<i>Type of texts translated</i>	TIPS translates a variety of text types, including user, technical, and maintenance manuals; content for static and dynamic websites; software for different platforms; marketing material; company memos and financial information; scripts for voice-over and audio production; etc.
<i>Results</i>	Over 5 million words translated and revised every year. Over 3000 projects delivered within established deadlines each year. Considered a very reliable Language Service Provider by more than 50 Project Managers world-wide. Recognised as the main provider of European Portuguese translation services for some of the most successful translation companies in the world.
<i>Guarantees</i>	<ul style="list-style-type: none">- Professional indemnity insurance- Confidentiality agreement- Service level agreement- Procedures that ensure compliance with industry and quality standards