

# An Introduction to Afia Translation Services

Afia Corporation

April 1, 2009

# Afia's Translation Services



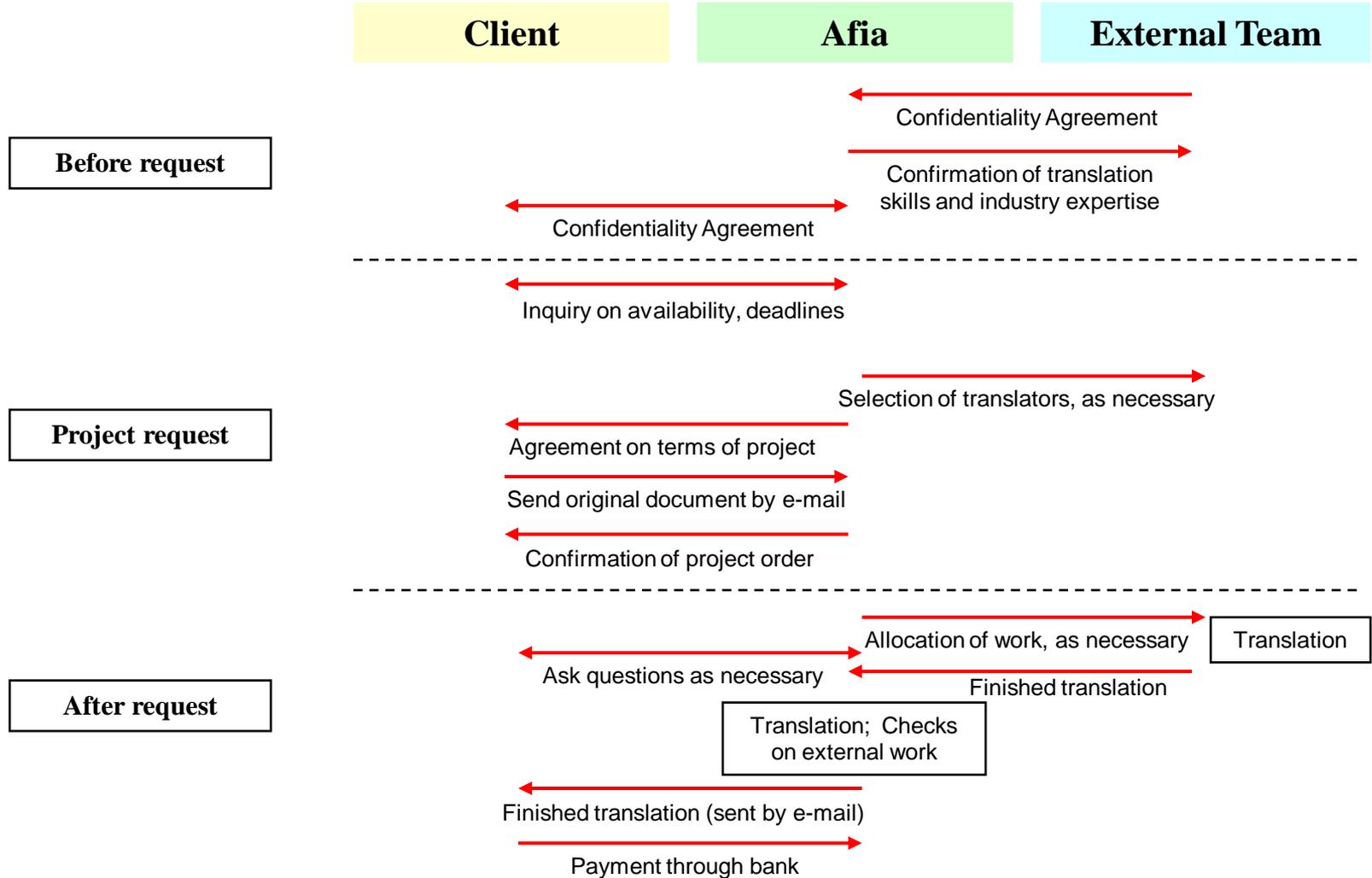
- Afia Corporation was established in 2003 as a management consulting firm, and has been converted into a high speed/high quality translation services company as of January 2006, with a focus on clients in the financial services sector
- Afia is committed not only to the quality of the translations, but also to the presentation of the documents. We therefore format each page to create a professional look or to match client templates in Word, Excel, or PowerPoint for no extra charge
- A team of over 20 translators with extensive experience in financial services located worldwide provide high quality services on a 24-hour basis, even for documents in specialized areas
  - Selection of translators who are both native English and Japanese, with extensive experience in the financial industry
  - Translators are free to accept or decline any project from Afia, maintaining their motivation for projects they do accept
  - Through their experience as bankers, they respect the need for confidentiality and have signed strict NDAs
  - These translators submit finished work to Afia, and their work is checked again for accuracy
- Approximately 40 corporate clients, mostly in financial services
  - Foreign/domestic investment banks, private equity funds, hedge funds, trust banks, corporate IR divisions, etc.
- Translation Supervisor

## **Tak Okamoto, Ph.D., CPA, CMA, CFM (President & CEO)**



Upon graduating from the Wharton School of the University of Pennsylvania, Tak worked on numerous cross-border M&A transactions in the Investment Banking Division at Goldman Sachs (Japan) Ltd. He then performed marketing, advertising, and competitive analysis functions at Microsoft before becoming a founding member of the Business Planning Group within Microsoft's Xbox Division. Tak founded Afia Corporation as a management consulting firm in June 2003, and serves over 40 corporate clients.

# Translation Request Process



# Fee Structure and Contact Information



- The simple fee structure precludes the need to count words per page or to consider formatting expenses in calculating translation fees

## Fee Structure

- **15,750 yen per A4 page (after tax)**, regardless of word count, content, formatting needs, E/J or J/E
- **18,900 yen per A4 page (after tax)**, for hard copies, PDF files, and other non-editable documents
- The above rates do not apply in some cases (e.g. documents with small font, very tight deadlines, etc.). Afia reserves the right to request higher per-page rates in its quotations at its sole discretion
- The above rates are established on the assumption that there will be pages which are not full of text.  
**There are no discounts for pages with less than a full page of text**

## Disclaimers

- **Same-day requests are not accepted** (overnight requests may be accommodated)
- Requests accepted by **e-mail only**
- By making a translation request to Afia Corporation, you agree that Afia will not be legally liable for any losses arising from errors in translation (e.g. for translation of contracts, etc.)
- Acceptable file formats: Word, Excel, PowerPoint, Visio, PDF
- For documents where text is included in graphics files, please also send original files on which text editing is possible
- Please note that we may not be able to accept every translation request

## Contact Information

- For translation requests or inquiries, please contact us at [afia@afia.jp](mailto:afia@afia.jp)
- Call Tak Okamoto at 090-3688-9530 only in the case of an **emergency** (**Please leave a message**)
- Information concerning Afia can also be found at: [http://www.afia.jp/index\\_e.htm](http://www.afia.jp/index_e.htm)