

**About Client:**

FirstBit has been providing business software solutions across Russia and the Commonwealth of Independent States (CIS) for the past fourteen years. FirstBit has established itself as a market leader by successfully completing over 90,000 customized IT solutions. They have created smart IT solutions for various business operations, such as resource planning, finance management, accounting, HR management, logistics, CRM, SCM, MRP, and more.

**About Project:**

FirstBit wanted us to translate a variety of business technical and marketing documents with precision. Considering the technical and critical nature of software documents, we have to assign the project to subject matter expert translators with IT knowledge and follow proper QA processes to ensure high quality outcomes.

**Our Solution:**

- Expert translators with technical language understanding took on the translation project, and we appointed a project manager to oversee the translation processes, ensure quality, and ensure on-time delivery.
- Throughout the translation, our focus was on accuracy and maintaining the authenticity of the original message. For the marketing materials, we used flexible and promotional language while accurately conveying the key technical information.
- The translation of the headings and titles in the documentation needed to follow a consistent structure in the target language, even if the source was consistent in this regard. It was also required that titles should not exceed one line. Translators were advised to check the company and product names in their target language on their website: <https://www.1bit.com>
- We followed the client's style guide: including company-specific instructions, grammar rules, and other style considerations such as formatting notes regarding spacing, fonts, hyphenation, capitalization, etc.
- We thoroughly proofread and edited all translations to prevent errors, typos, missing translations, inappropriate punctuation, and overly complex and misleading language

structures.

- To ensure high translation quality, we implemented the TEP working process and provided three different versions of the TEP-process files, so that the client could spot-check all the files internally.

#### **ABOUT CCJK:**

Founded in 2002, [CCJK](#), a company of highly skilled professionals from around the Asia-Pacific region, has formed an elite engineering group that is dedicated, knowledgeable, and has a deeply rooted sense of responsibility. CCJK always insists that winning clients' trust and confidence in this manner is of paramount importance to the very existence of an organization. CCJK dedicates itself to tailoring its services to meet the unique needs of each client. For every project, no matter whether it is big or small, sophisticated or trivial, the whole team is committed to working synchronically to make the project mutually successful, both for the client and CCJK.