

Who we are

We are specialists in the production, transformation and delivery of documents in any format.

In the business of processing documents we distinguish ourselves with our logistics and integration of services.

We create and consolidate commercial relations by offering a quality product, the fulfillment of deadlines and assistance by excellent professionals.

Our clients value the immediate attention given to their consultations, our respect for the negotiated conditions, and the quality of our work.

Text Processing Services

Translations

We include the following service in all cases:

- Translation by a specialized professional.
- Correction and revision by a professional editor.

We specialize in:

- Scientific, literary, legal, technical, financial, accounting, commercial and general interest texts.
- Website translation.
- Translations to and from any language including English, French, German, Italian, Portuguese, Spanish, among others.

Editing and proofreading

The service includes:

- Correction of the grammar, spelling and punctuation of the document.
- Benchmark assessment and management of accuracy, quality, clarity, relevance and consistency.
- Precision in the technical terms employed.

Transcriptions

We transcribe original Spanish, English, Portuguese and French audio and video texts.

Our team will convert an audio document into a text document, working from any tape or standard video or digital format (CD, wav, mp3, ra, mp2, mp, mpg, avi, mov, ram). The final product is a document in digital format (doc, pdf or any other) or hard copy (booklet or book).

Printing

We convert digital files into printed documents in booklet or book form, with any number of copies, depending on the requirements of the client.

Format conversion

We work with documents in any format (doc, pdf, txt, indd, etc.), produced by any application (Word, Works, PowerPoint, Excel, Page Maker, Quark X-Press, InDesign, etc.).

OCR

- We scan printed texts.
- Includes basic correction service (typing and spelling errors).
- We can deliver the final product in an electronic file (Word, PDF or any other) or as a hard copy.

Combined services

Example: You have a conference recorded on an audio tape in English which you need translated into Spanish with 20 or more hard copies for distribution among your employees. Utilizing our services of transcription, translation, format conversion and printing will enable you to do all that with just one supplier, thereby optimizing your time and financial resources.

■ ■ Benefits

One stop shop: a complete service and with only one point of access for everyone.

Quick, free estimates.

We work with all kinds of documents: technical reports, literary texts, brochures, e-books, websites, and legal documents.

IntegralDocs relies on the Cyberferia e-business platform, which provides security and monitoring of transactions, and accepts a wide range of forms of payment worldwide, with low fees.

■ ■ Corporate plans

We put together corporate plans according to the needs of each enterprise. Establishing an ongoing commercial relationship with IntegralDocs will enable you to obtain discounted rates, priority in the deliveries, specific fulfillment of the standards of your company (formats, logos, forms, delivery periods) and the integration of information among different subsidiaries distributed geographically.

■ ■ Associate plans

If you have a website or a newsletter you can become an Associate of IntegralDocs and earn a commission by recommending our services. To find out more go to:
<http://www.integraldocs.com/asociados>.

■ ■ Contact information

For further questions or suggestions about our services, or to establish a corporate account, do not hesitate to contact: info@integraldocs.com.

For more information about our services go to www.integraldocs.com.