



TransMedia Link

accessible document solutions



Audio Braille Large Print Easyread BSL Language Translations

“The standard of products and customer service is outstanding. I can always get through to someone and any queries are dealt with straight away.”

Forms and Laser Analyst
Leading High Street Building Society

General Manager’s foreword

Our mission is to provide you, and ultimately your customers, shareholders and employees, with a first class service for all your alternative communications requirements.

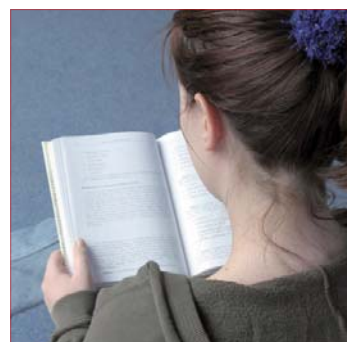
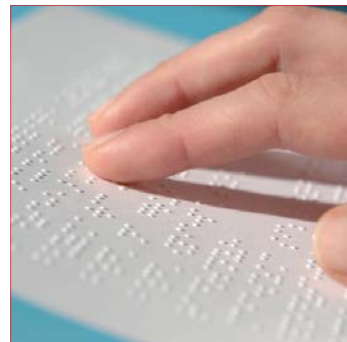
Here at TransMedia Link we know that no two organisations are the same, an understanding which forms the foundation of the personal approach my colleagues and I take in developing a service that suits you.

Complementing this unique attitude are the fast turnaround times and quality and professionalism our satisfied and loyal clients have come to expect from our unfailing and ever-improving service.

Whether you are completely new to the idea of producing your material in a different format or would like a fresh approach that matches your brand and your budget, please take the time to read through this brochure - I have every confidence that TransMedia Link will more than meet your needs.



Morrison Ellis
General Manager



The Transcription Specialists

Who we are

TransMedia Link is a business-to-business service offering professionalism, guaranteed high standards and an innovative approach to the transcription of standard print into accessible formats.

Our aim is to offer a service tailored to suit the needs of your business. We have exceptionally fast turnaround times and our products are of the highest quality-assured standards.

From individual letters, statements and bills to mass mailings and large volume publications, TransMedia Link can assist you every step of the way.

What makes us different

With our expert staff and over 20 years experience in the disability sector, we are highly accomplished and proficient at helping you find the right solution for your individual accessibility requirements.

Our competitive prices reflect our understanding of the pressures many organisations experience when balancing legal disability accessibility requirements with increasingly tight communications budgets.

We pride ourselves on our fast turnaround times that organisations in both the private and public sectors have come to expect and demand.

Our dedicated account managers and highly proficient production team are always available and very happy to offer advice and help to guide you through the best options for you and your business.

“We have an excellent relationship with TransMedia Link. They fully understand our clients and have a very proficient delivery turnaround.”

Business Support Administrator
Healthcare and Medical Insurance Provider

Our services

Large Print

Our highly skilled production technicians incorporate RNIB and COTIS guidelines to re-format text using a minimum of 16pt Arial font in a clear simple layout. Non-compliant items such as italics, coloured text and patterned text boxes are removed. Complex diagrams and tables are modified to produce a reader-friendly, clear and concise large print document. We remain faithful to your corporate image and designer’s concept of the original document so that your product is easily identified by the reader.

Audio

All productions are recorded in our in-house studios using professional voice artists. Complex tables and diagrams are modified and read in a clear and concise way to ensure the document is easily understood by your customers, and our highly competent audio technicians will select the appropriate style and music to compliment your company’s brand. Your productions will be professionally presented, with full colour artwork reflecting your company’s brand, a choice of packaging for both cassettes and CDs and Braille labelling where appropriate.

Braille

We can transcribe your document into either Grade I or Grade II Braille. Tables, charts and forms are modified and described in order that they can be clearly understood. Your company logos and images can be used on front covers along with Braille labelling so that your product is easily identified by both sighted and blind readers. Our highly skilled Braille production technicians utilise the latest technology and industry knowledge to produce all of our transcriptions. All documents are proofread and finished to the highest possible standards.

Tactile

This format is used to replicate application forms, maps, charts and images. Innovative and forward-thinking production techniques ensure your message is clearly presented and understood.

Easy Read

Easy Read is most commonly used by people with a learning disability. It is also useful, however, for people such as the elderly or speakers of foreign languages. Your documents are re-written using Plain English standards, the layout is kept straightforward using clear larger fonts and specially commissioned pictures or photographs are added to help illustrate the information.

British Sign Language (BSL)

We can translate a document into BSL and provide it on your preferred medium (such as DVD/VHS/CD-Rom) for you to distribute. We offer a choice of production options including Subtitles, voiceovers and graphics. Only sign language interpreters with the necessary training and experience (BSL level 3) are used on these projects to ensure your production is of the highest quality.

Language Translations

We offer translations to and from English in almost any language and have a great deal of experience in colloquial, commercial, technical and marketing translations. Documents are proofread by the translator of the document as well as a second independent linguist to ensure highest quality and accuracy. We also provide a full Desktop Publishing service to ensure the translated document retains your brand identity.

What we can do for you



Banking and Financial Services

- Marketing material and in-branch literature
- Complex high level mass mailings
- Urgent and confidential correspondence.
- Customer statements and application forms

Utilities

- Alternative format customer billing
- Marketing material, direct mailings, bill inserts and user guides
- Secure and prompt fulfilment, database management and dispatch direct to your customers

Government

- Confidential reports and publications
- White papers
- Current national campaigns
- Urgent correspondence

Retail

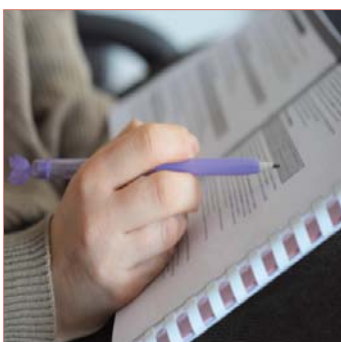
- Magazines and customer shopping brochures
- Full artwork design and finishing to retain your company brand and image
- Secure and prompt fulfilment and dispatch direct to your customers

Transport

- Policy documents and reports
- Customer information leaflets and timetables
- Tactile mapping
- Application forms

Other

- Annual and Interim reports and AGM literature
- Highly confidential legal documentation
- University and College prospectuses
- User guides
- Hotel brochures and menus



What's included

Account management

Your first point of contact will be one of our experienced account managers. Not only will they give you a first class service, but they will also listen to your needs and work closely with you to ensure your projects are delivered to you on schedule and on budget.

Turnaround times

We pride ourselves on our fast turnaround times that commercial companies today have come to expect and demand. We are able to dispatch transcribed documents directly to your customers within 24 hours if necessary.

Full design to print service

Your finished transcribed document will reflect your corporate colours, logo, brand and style so that the alternative format version of your product is easily identified. Our in-house design team will handle the artwork, printing and finishing of covers, label inserts and any other forms of packaging as part of our service.

In-house fulfillment

As experts in mass-mailings, we are capable of meeting your volume requirements no matter how many people you need to deliver your message to. We also proficient in AGMs, information packs, magazines and brochures.

Training

Staff in every department are kept up-to-date with the latest training, newest production techniques and current industry information and standards. Between us all we have an incredible wealth of information and skill to share with our clients.

Security

We have fully equipped secure production facilities and fulfillment areas. All staff are required to sign a stringent confidentiality agreement prior to employment. TransMedia Link takes security seriously. We are an extension to your business and as such are committed to maintaining the trust that exists between you and your customer.

Full disaster recovery

Our company is fully protected by a Business Continuity Plan which was devised and implemented by the Chairman, who has over 20 years experience in IT disaster recovery and continuity planning. This plan ensures we can be up-and-running again within 48 hours of a disaster.

Call 0870 24 10 772 and speak to one of our
Account Managers

We will answer any questions you may have and are also happy to
visit your premises to discuss your requirements. Every quotation is
tailored to your individual needs and budget.

TransMedia Link
Oxford House
Mount Ephraim Road
Tunbridge Wells
Kent
TN1 1EN

Telephone: 0870 24 10 772
Fax: 0870 24 10 773
E-mail: info@transmedialink.co.uk
Web: www.transmedialink.co.uk