

Information about our Translation Services

Office Penguin Translation Agency



What Sets Us Apart: Features of Our Translation Services

1

Accurate and Natural translations

Translation by native speakers of the target language combined with cross-checking ensures that your translations will always be faithful to the source text but also idiomatic and tailored to the intended audience.

2

Clear designs for a great impression

Your delivered files will be clearly and beautifully formatted for readability. If you need text for copy-and-paste insertion, we will provide it in a format that makes it easy to match the original with the translated text.

3

Simultaneous Multilingual Translation

Whether it's English to Japanese and Chinese, the reverse, or some other combination, our simultaneous multilingual translation service ensures accuracy and consistency across languages. For Chinese, both simplified and traditional Chinese are supported.

Some of the Fields We Handle

PR & IR

- Integrated reports, sustainability reports, annual reports, CSR reports, internal reports
- Financial results, notices of convocation of general meetings of shareholders, financial statements, annual securities reports
- Corporate website, corporate brochures, business brochures, press releases

Legal

- Contracts (basic transaction agreements, quality assurance agreements, non-disclosure agreements, memoranda of understanding, etc.)
- Rules and regulations (internal control, compliance, supply chain documents, etc.)
- Standards (quality, environmental, etc.)

Marketing

- Sales materials, proposals, product and service brochures
- Instruction manuals, product inserts, SDSs
- Information for visitors to Japan

Creative

- Texts in games and apps
- Video subtitles, text for interviews, speeches, etc.
- Catch copy (multiple suggestions), product names

Other fields are also supported.

We offer technical translations for a wide variety of industries.

- Machinery and electronics, transportation equipment, materials
- Finance, information and telecommunications, pharmaceuticals and biotechnology, food
- Construction and engineering, resources and energy
- Wholesale/trading, logistics, warehousing, retail
- Tourism, leisure, entertainment, services



Rates and Charges for Regular Translations

Source		Target	Rate (excluding tax)
English (100 words)	→	Japanese	¥1,600 – 2,200
Chinese (100 characters)	→	Japanese	¥1,000 – 1,500
Japanese (100 characters)	→	English	¥1,400 – 1,600
Japanese (100 characters)	→	Chinese	¥1,200 – 1,500

- Translation rates usually fall within the ranges shown in the table.
- The translation charge is calculated by multiplying the rate by the quantity (1 per 100 words or 100 characters of the source text, rounded up to the nearest whole number).
- In most cases, [our rate is lower than the industry standard published by the Japan Translation Federation](#).
- A separate design formatting fee may apply. (Simple formatting in Word is free.)
- Estimates are free of charge, and the estimated amount will usually equal the invoiced amount.

Estimated Turnaround Times

English → Japanese	Turnaround
1,500 English words	About 2 business days
3,000 English words	About 3 business days

Chinese → Japanese	Turnaround
2,000 Chinese characters	About 2 business days
4,000 Chinese characters	About 3 business days

Japanese → English / Chinese	Turnaround
1,500 Japanese characters	About 2 business days
3,000 Japanese characters	About 3 business days

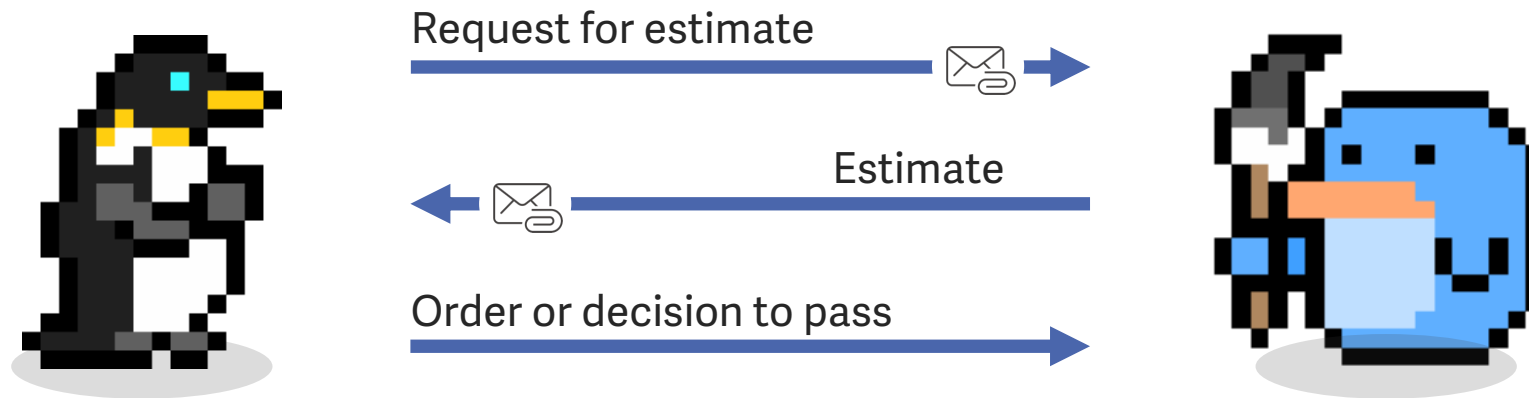
- The above are rough estimates. Turnaround times may vary depending on the season.
- If you are in a hurry, we can provide an express service. We will provide you with an indication of availability together with the estimate. Express service may result in a surcharge of 10-50% of the translation charge.

Estimates

Please send us your manuscript as an email attachment (info@office-penguin.com or to your contact person).

We will normally send you a quotation with prices and turnaround time within the same day.

Estimates are free of charge.



Translation begins when you place your order

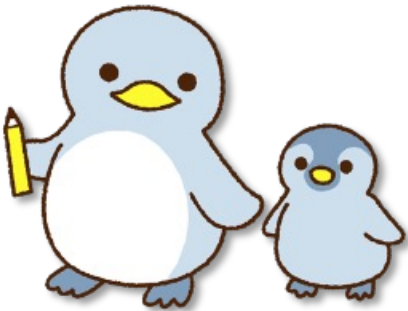
- If your manuscript is not yet complete, we can provide you with a tentative estimate based on your unfinished manuscript.
- If you cannot send us your manuscript, we can still provide you with a tentative estimate if you give us a description of the content and the word or character count.
- Regardless of whether or not a nondisclosure agreement has been signed, we will independently assume a strict obligation of confidentiality and take steps to ensure that any materials or information you send us will not be leaked.
- Charges are invoiced after delivery (in the case of corporate clients). Please deposit the fee by transfer to our bank account or via PayPal.

Company Information

At Office Penguin, we specialize in providing text solutions, including high-quality translations, to support our customers' business communications.

Company	Office Penguin LLC
Address	Kuwano Bldg. 2F, 6-23-4 Jingumae, Shibuya-ku, Tokyo, Japan
Main Business	Translation, DTP, Web promotion
Established / Incorporated	2016 / 2021
Representative	Hideki Nagai, Representative Partner
Bank	MUFG Bank, Shibuya Branch (and others)
Unified Supplier Qualification for all government offices	206196 (Translation, interpretation, etc.)

Old logo



New logo: Enhanced from pen to brush!



info@office-penguin.com



We welcome your inquiries and look forward to hearing from you!