

ANNUAL REPORTS



Tell your story

Your company's annual report is a big deal. It greatly influences your image, while telling an accurate and informative story of your company over the past year. A successful annual report brings a company and its stakeholders closer together and fosters greater mutual understanding and loyalty.



Plan wisely

Annual report season can be a particularly stressful time for investor relations and corporate communications departments, which need to compile a year's worth of data *and* ensure complete accuracy and consistency. This is no easy task, especially when additions and alterations come at the eleventh hour. Translating your final annual report into multiple languages for your multilingual stakeholders adds another layer of complexity.

To create the most engaging and accurate annual reports in multiple languages, companies must plan ahead. Choosing the right language services provider is crucial — life is far easier if you can rely on the right provider to do much of the heavy lifting involved in large, complex projects of this kind.

Your report, our priority

Lionbridge has specialized in creating and translating annual and quarterly reports for over 20 years. Every year our team of financial and linguistic professionals write, edit, and translate over 100 annual reports in multiple languages across a wide range of industries.

Lionbridge is equally at home with digital reports and more traditional formats, and we are experienced with all aspects and sections of annual, semi-annual, and quarterly financial reporting. In addition to the expertise and experience of our employees, we leverage state-of-the-art technology to manage intricate processes and maintain terminological consistency. Our infrastructure is outstanding, with a combination of personalised service, the highest levels of security and confidentiality, and advanced project management tools.

Secure, safe, sure

Lionbridge has a highly developed security system and confidentiality regulations. In addition, our enhanced security measures apply to our annual report services, including translators working on your premises and content added directly into a content management system. We work safely and securely in whatever way works best for you.

Clarity, consistency, readability

Because the annual report is such a key document for your company, clarity and readability are vital. Lionbridge's editors specialize in readability and will eliminate all unnecessary jargon and overly complicated sentences. Additionally, our terminologists will ensure consistency of terminology throughout your text.

A shining example of a top annual report: Nestlé



One of the many annual reports Lionbridge is proud to have contributed to is Nestlé's 150th Anniversary edition (in 2016). In that year's Swiss Annual Report Rating, 6 of the 12 highest-rated reports were from our clients, including Nestlé. This project was the continuation of a long-term (and ongoing) collaboration:

- **518** pages (all languages)
- Translated from **English** into **German, French, and Spanish**
- By **20** translators
- Over a **three-month** period

What you get from us

SERVICE	FEATURES AND BENEFITS
Translation	Our global presence means we can translate any language pair for you — and our translator teams are second to none, with a wealth of experience in all major industries.
Editing and Proofreading	Our editing professionals will proofread and optimize the style, readability, tone, and terminology of your text so it resonates perfectly with your target audience.
Writing	A professional writer will take your content and create text that says exactly what you want it to. We'll make you sound good — and your message will be heard.
Transcreation	We'll transcreate your core message for a new audience, in a new language. The new text will stay faithful to the goal of the original while being culturally sensitive.
Terminology	Our terminology services define and refine your corporate language, so your communication is a model of clarity and consistency — and you maintain control over your corporate image.
CMS connections	We can connect to content management and annual report systems for heightened security and seamless management of data between your system and ours.
Project Management	Seasoned project managers keep their cool, regardless of the number of languages and volume of your annual report — or how many last-minute changes you make.

5 tips for annual report preparation

- Give us as much information as you can about your schedule as early as possible
- Tell us exactly what services you need
- Send us reference documents in the languages you require
- Tell us about your terminology and corporate style
- Let us know about your technical and system requirements in good time

5 reasons to team up with Lionbridge

1. Always meet your deadlines
2. Work with linguists who specialize in your industry and in the latest financial regulations, including HGB and IFRS
3. Benefit from state-of-the-art language technology
4. Rely on flexible, dedicated project managers
5. Rest assured your text is always in a highly secure IT environment

Get Started

Contact us to speak with an expert today.

[LIONBRIDGE.COM](https://www.lionbridge.com)

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