

Critical Content into All Languages of the World.

Three Gateway Center, Floor 14W, Pittsburgh, PA 15222 | [Trustpoint.One](http://www.trustpoint.one/translate-one)



Helping Alcoa manage global business communications since 1984, Trustpoint.One (formerly Echo International) provides comprehensive multilingual translation and localization services.

**Alcoa current and recent projects include:**Alcoa Foundation Projects, Alcoa Monthly Newsletter, Alcoa Updates, Alcoa Wellness, Health and Safety Projects, Anti-Corruption Training, Business Conduct Survey, Chairman’s/CEO Letters, Code of Conduct, Integrity Poster, Global Voices Project, SDS, HR System Translations…and much more.

**Contact Information**
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Working Successfully with Trustpoint.One:

**Sending Files for a Quote or Project**

* You can email files up to 25MB directly to alcoa@trustpoint.one.
* Alternatively, we can provide you with access to our client portal to facilitate file transfer.

**Additional Request Information**

* Send native files whenever possible. If you are sending PDFs, images, embedded text—essentially anything non-editable—let us know if the native files will be available at a later date.
* Provide a list of languages—and in the case of Spanish, French, Portuguese, and Chinese, provide the locale (Spain vs. Latin America, etc.).
* Provide a desired deadline if you have one; otherwise, we will quote using standard turnaround.

**Quoting**

* Once we have analyzed the files, we will send a quote within 24 hours unless otherwise agreed.
* When you approve the quote, send the PO or cost center number for the project.

**In-Country Review Recommendations**

* Identify a stakeholder for each language to review and sign off on the translation.
* In-country review ensures the translation will be acceptable to your target markets.

**Our process includes the following steps:**

**We look forward to working with you.**

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