

**TOLLUND SERVICES OVERVIEW**  
2010

# TOLLUND

## OVERVIEW OF TOLLUND, INC.

Established in 1995 and located near Boston and in New York City, Tollund provides legal and language-related consulting services to U.S. law firms and Danish, Swedish and Norwegian companies.

In addition to translating legal documents and legislation and providing legal and diplomatic interpreting services, we also advise law firms and Danish, Swedish and Norwegian companies on discovery cost avoidance, disclosure, document production and preparation of Scandinavian witnesses.

We currently provide superior-quality language services to law firms, corporate counsel and major financial institutions and handle projects for fellow language services providers in need of legal language specialists in the United States, Canada and throughout Europe.

Our focus is on confidentiality, guaranteed deadlines, customer service, quick turnaround, and unmatched skill in our areas of specialization.

## IN BRIEF

Tollund works principally with law firms and corporate legal departments.

### Discovery Assistance

We have developed numerous resources to help facilitate your discovery involving Scandinavian companies (depositions, evidence gathering, etc.) and we can provide you with critical links to legal capacities in the Scandinavian countries best able to direct and focus your search.

### Languages

We provide language services involving materials related to the legal, financial and IP fields covering Swedish, Norwegian, Danish, Finnish, Icelandic and English (US, UK and EU English – US/UK GAAP/IFRS).

### Business Segments

Our business segments include the traditional Scandinavian key business areas, such as Energy (Oil, Wind, Hydro), Life Sciences (Pharma, Medical, Biochemical, Foods), and Shipping/Logistics.

### Linguistic Expertise

We provide translations of legal texts performed by carefully screened linguists with extensive experience in legal terminology (and, if required, the various accounting standards or patenting requirements).

### No Intermediary

We are privately owned and operated, providing you with direct access to people whose expertise in translation and interpretation can ferret out potential problems and special challenges before they arise.

## STAFF

**Christian Schoenberg:** Christian has 16 years of experience as a translator and interpreter. He has interpreted at numerous depositions, the United Nations and in various federal and state court proceedings. Christian translates and performs document selection and translation triage on a regular basis. In addition to performing work at private law firms, he also translates for various government agencies and holds U.S. security clearance.

Before translating and interpreting full time, Christian worked as a management consultant for A.T. Kearney's Financial Institutions Group and later for the Stanford Research Institute's consulting arm.

Christian is currently serving as head of the Nordic Division of the American Translators Association (ATA), ATA certification chairman for Danish-English, and is himself certified by the ATA. He is an active member of the National Association of Judiciary Interpreters & Translators (NAJIT), Northwest Translators and Interpreters Society (NOTIS), New York Circle of Translators (NYCT), the New England Translators Association (NETA), and the Houston Interpreters and Translators Association (HITA). Christian holds a Master of Philosophy degree from the University of Copenhagen, a Master of Philosophy degree from Stirling University, and Master of Studies and Doctorate degrees from the University of Oxford.

**Nils Eskestad:** Nils has worked as translator since 1995. He holds a Master's degree in English from the University of Copenhagen and a Doctorate from the University of St. Andrews. Before working full time for Tollund, he held various academic posts in Britain and Denmark, including an assistant professorship at Copenhagen Business School. In 2006 he was appointed external university examiner in English by the Danish Ministry of Science, Technology and Innovation.

**Rune Christensen:** Rune holds a doctorate in Comparative Literature from University of California, Davis. His experience has centered on discovery and document reviews and translations from Danish into English. He is located in Indianapolis and handles projects in the midwestern states.

**Dan Sivertsen:** Dan holds an LLB from the University of Copenhagen, a J.D. from Duke University, and is admitted to the bar in New York. He practiced for several years as an attorney in the corporate and international departments of a number of major New York law firms where he worked on complex cross-border transactions and advised clients in numerous industries on transactional and regulatory matters.

**Robin Swados:** With over twenty years' experience in top-tier publishing, Robin Swados's experience includes working as a copy editor at the College Board and an editor at such distinguished publishing houses as Alfred A. Knopf and Doubleday. He has been with Tollund, Inc. for almost ten years.

## EXPERIENCE

Hundreds of law firms, in-house counsel, general management and legal LSPs both in the United States and the Nordic countries have already relied on and benefited from our unique expertise within and focus on discovery cost avoidance and savings, witness preparation consulting and language-related services in both the corporate and litigation realms.

Over the past 16 years, our project experience has included the following fields:

**Corporate:** We are capable of handling projects of all sizes, from relatively simple contracts comprising no more than a few pages to financing documentation totaling thousands of pages. Documents that we handle on a regular basis include corporate correspondence, bylaws, minutes of meetings, annual reports, prospectuses, securities filings, merger and acquisition and joint venture agreements, and insurance policies.

**Litigation:** We have the capacity to review thousands of pages of case documentation. We are intimately familiar with a wide range of e-discovery and litigation software packages and systems and can apply our particular linguistic expertise seamlessly. We routinely travel to law offices to help clients determine which information and search data they need to facilitate the discovery process, to avoid costs and to assess potential pitfalls related to particular discovery plans. In addition to review-related work, we also translate contracts, general discovery materials, pleadings, briefs, judgments and decrees on a regular basis.

**Government Regulation:** Corporations, litigators and fellow language services providers often call upon us to translate legislative texts, from EU directives implemented into local laws, to tax codes, import and export rules and health, safety and environmental regulations etc.

**Non-Nordic Languages:** We recognize that complex litigation often involves more than just the Nordic languages. On such projects we partner with Juriscribe®, a specialist legal language services firm in New York City committed to Tollund's high standard of excellence.

## PRACTICES

All our translators have extensive experience translating legal terminology. Unless otherwise instructed, we translate foreign language documents into US English and use US terminology for legal and commercial documents. Documents being translated into languages other than English are usually translated and/or edited by linguists who are native of the country where the documents are intended for use. If desired we can also provide translations in EU/UK English.

We can perform sight translations, summaries, and full translations of written documents. Since source language documents often contain errors or ambiguities, clients are also given the option of having the translation emphasize accuracy, reflecting the ambiguities or errors in the source text, or readability, ignoring any such ambiguities or errors.

We can provide a translation certificate (whether for internal records or as proof before a court or government agency) upon request. We can also handle the legalization of certified translations by appropriate governmental authorities.

## TOLLUND® ADVANTAGES

**Resource Access:** Unlike generalist agencies, our translators have broad experience in legal terminology and phrasing.

Our staff also has access to:

*Reference Library:* Probably the most extensive reference library in existence covering the Nordic languages, in-house glossaries and some four million reversible translation units developed over the past ten years.

*Style Guides:* In order to avoid “patchwork translations” (i.e. where translators on big projects use their own 'favorite' style, terms and phrases), we use shared style guides to which strict adherence is required.

**Quality Control:** Our quality assurance includes a multi-step translation process consisting of glossary development, translation, editing, final proofreading and accuracy check. Our translators, editors and proofreaders are encouraged to openly discuss any terminology or problematic issues to ensure the highest degree of accuracy.

**Confidentiality:** Supervision and quality assurance of projects is performed in-house, and all of our translators, editors and proofreaders are required to sign confidentiality agreements before beginning work on any project.

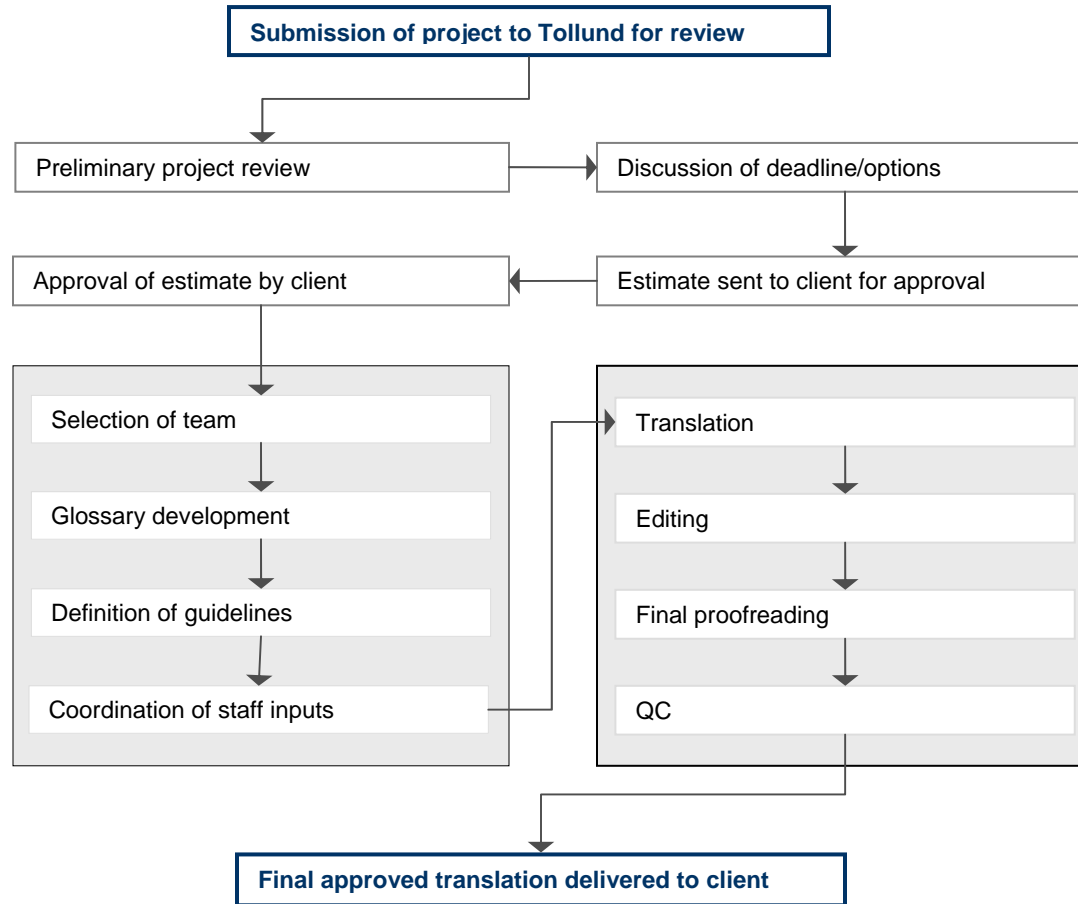
## PRICING

**Quote and Final Prices:** Our prices are extremely competitive in the market. We have a policy of absolute pricing transparency. We guarantee that our final price will never exceed our original quote.

**Deadline Guarantee:** You have court or filing deadlines and we are extremely sensitive to your needs for timely services. Therefore, if we exceed our mutually established delivery deadline, *you will not be charged for the project.*

**Pre-Established Rate Sheets:** We have pre-established rate sheets for our most commonly requested services. They are clear-cut and easy to understand and will allow you to compare our services and prices with our competitors. There are no hidden surprises.

PROCESS



## CLIENTS

We spend very little money on marketing and advertising, relying instead on our reputation and referrals from existing clients. Our client roster includes major law firms, financial institutions, multinational corporations, non-governmental organizations and fellow language service providers. The following selection illustrates the scope of our client base:



# TOLLUND

16 August Union  
ABF Strategy Group  
Alpha & Omega  
Alpha Communication  
Arts & Letters  
ASTA-USA  
Atkins International Associates,  
Inc.  
Attorney Translation Services  
Baker and McKenzie  
Bertelsmann  
Børsen Business Daily  
Bowne & Co.  
Cadwalader, Wickersham and  
Taft  
Choate, Hall & Stewart  
City of Oslo  
Civil Action Group  
Clifford Chance  
Codan  
Comprehensive Language  
Center, Inc.  
Consortra Translations  
Corvus Translations  
CP Language Institute  
Crowe Foreign Services  
CTS LanguageLink  
Danisco  
Danish American Chamber of  
Commerce, New York  
Danish Ministry of Foreign  
Affairs  
Danish Ministry of Social  
Affairs  
Debevoise & Plimpton  
Deutsche Bank  
Echo International

Eiber Translations, Inc.  
ENHESA  
Equality Translation Services  
Finnegan, Henderson,  
Farabow, Garrett & Dunner  
First National Bank  
Foley & Lardner  
Folketinget (Danish Parliament)  
Foundation for International  
Services  
Global Edge Solutions  
Globe Language Services  
Goldberg & Simpson Law  
Offices  
Goodwin Procter  
Gornik  
Greenland NGO  
Guess & Rudd  
Harvard Clinical Research  
Institute  
HL Trad  
Hogan & Hartson  
Holland & Knight  
ILC  
Interbrand  
Intermark Language Services  
Corporation  
Jones Day  
JTG  
Juriscribe  
Kenyon & Kenyon  
Kirkland & Ellis  
Kramer Levin Naftalis &  
Frankel  
Language Center  
Language Innovations  
Language Marketplace

Language Power  
Languages International  
Languages Unlimited  
LanguageWire  
Langu-Edge  
Legal Interpreting Services  
Ligestillingsafdelingen  
Lionbridge  
Marlow  
MasterWord  
McDermott Will & Emery  
Merrill Brink  
Michael Best and Friedrich  
Middlesex Superior Court  
Mosaïque  
MSD Law  
Multilingual Experts  
Multilingual Group  
National Authority for  
Investigation and  
Prosecution of Economic  
and Environmental Crime in  
Norway (ØKOKRIM)  
Nelles Translations  
NSCP  
Nystrom Beckman & Paris  
Park IP  
Paul, Weiss, Rifkind, Wharton  
& Garrison  
Pentagon  
Plummer & Farmer  
Precision Translating Services  
Proskauer Rose  
Regions Mortgage  
RIC International  
Rusin, Vecchi, Berg &  
Bernstein

SG Graphics  
Skadden Arps  
Snelvertaler BV  
Stelbrink  
Sullivan & Cromwell  
Teleingua  
Toward  
TransLangCo  
Translation House  
Transperfect Translations  
TripleInk  
Trustforte Language Services  
U.S. Department of Homeland  
Security  
U.S. House of Representatives  
U.S. State Department  
Univ. of Copenhagen, Legal  
Faculty  
United Nations  
V&L International  
V.M.A. Consulting SPRL  
Vertaalbureau.nl B.V.  
Wachtell, Lipton, Rosen and  
Katz  
Weill, Gotshal and Manges  
White & Case  
Wilson Sonsini Goodrich &  
Rosati  
WordInc Hamburg  
World Translations  
WorldLINK  
Yale Law School

...and more.

# TOLLUND

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