

NOON[®]

Twenty Six Twenty Eight

Every Letter Work Better

Introduction

We are a content solutions company based in KSA and EGYPT, providing full content services include creating, translating, formatting, converting and reviewing content in English and Arabic.

We mean by content all information, data and ideas stored in one or more digital format such as text files, images, web pages, audio files, video files, software ...etc.

We believe in that every person and entity in the world always need content services. Ideas, data and information should be written in the right words to be effective and persuasive, expressed in the right language to be understood and displayed in a professional looking format to be attractive.





What is 2628?

2628 is not a random numbers, 26 represents the letters of the English Alphabet, while 28 represents the letters of the Arabic Alphabet.

Why English and Arabic?

English is widely spoken and written more than any other language; it has often been referred to as «The World Language», while Arab countries especially GCC countries are considered one of the biggest markets in the world.



What sets us apart?

- We Deal with any content format.
- We ensure quality controlled services.
- We offer competitive rates.
- We have innovative ideas & solutions.

Vision & Mission

Vision statement

"Helping worldwide entities to communicate effectively using the right words in English and Arabic"

Mission statement

"To increase communication effectiveness between our clients and their target group; by providing integrated content services include creating, translating, converting, reviewing and formatting content, depending on talented experienced team works in creative environment and through professional process"



Our Values



Speed

Speed is as important as quality, most clients need tight delivery deadlines and maintaining high quality. However, we never accept unrealistic deadlines, as this would undermine our quality.



Dedication

Also we are dedicated to provide high quality services with competitive rates; so we work upon vary of principles include being in time, stick to clients instructions regarding to the company policy seeking to fulfill all our promises and duties.



Confidentiality

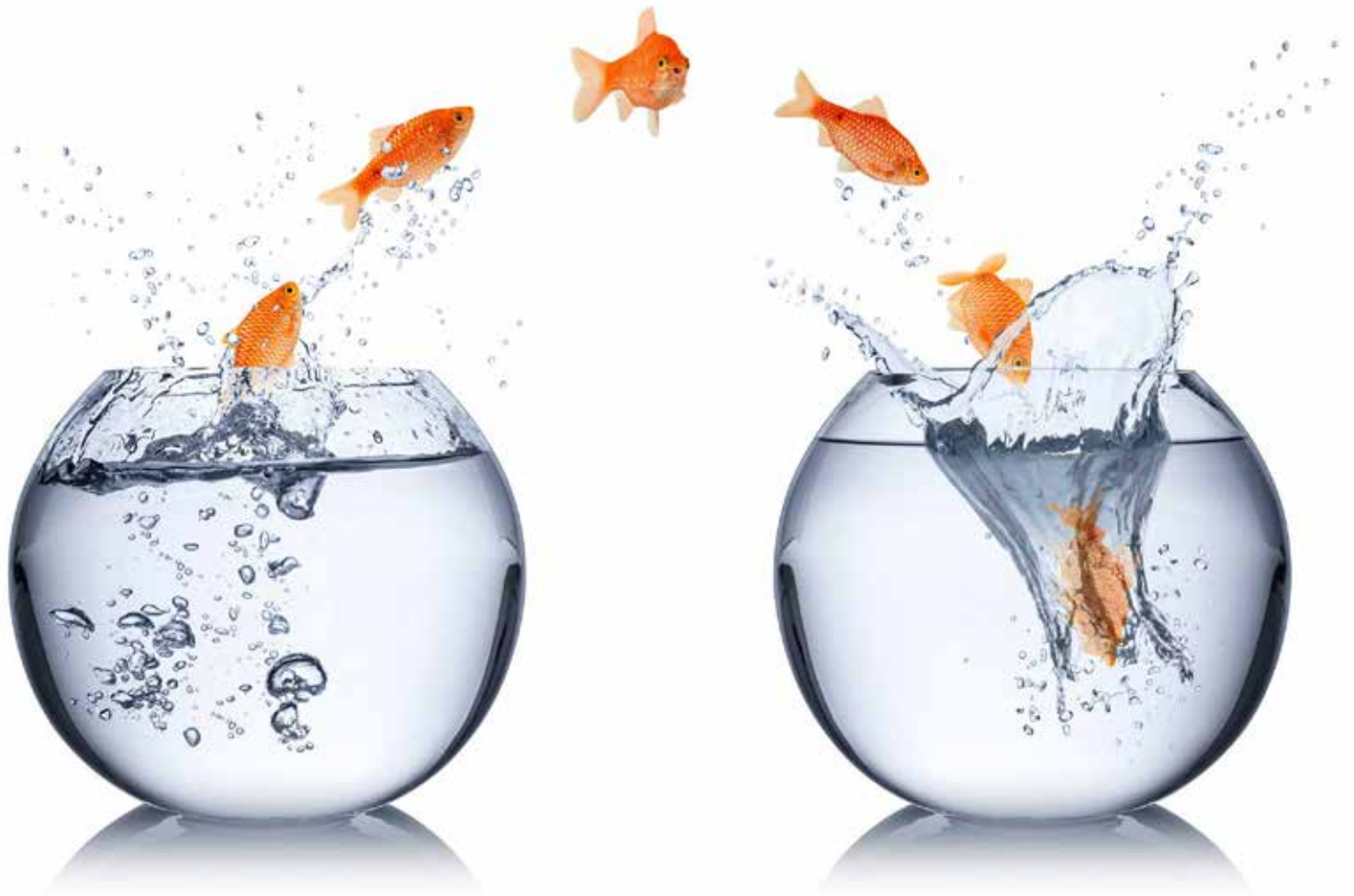
What is inside our offices will be always kept in side and there is no way out for it; all our agreements and contracts with employees, freelancers and clients have non-disclosure terms to reserve all information rights for our company and our clients.



Quality

Quality is our priority; all our efforts are targeted to assuring the highest quality. Every word/statement is supervised by different experienced members to ensure the highest accuracy.

Our Services



Translation & Localization

We provide English into Arabic and vice versa translation and localization.

We work on the following CAT tools to deal with large volumes of word counts and provide consistent terminology:

- **SDL Trados 2007**
- **SDL Trados Studio 2011**
- **SDL Trados Studio 2014**

Also we cover the following translation fields by our specialized team:

- **Automotive**
- **Business/Commerce**
- **Computers (Hardware, Software)**
- **Finance**
- **Games**
- **Hotels & Tourism**
- **Legal**
- **Marketing**
- **Media & Journalism**
- **Medical**
- **Technical**



Desktop Publishing

We provide formatting layout and desktop publishing services uses the following tools on windows and mac high configuration devices to produce PDF documents ready for print or ready for web:



 **Office** Microsoft Office



 **ID** Adobe InDesign



 **Ps** Adobe Photoshop




 **Ai** Adobe illustrator



 Adobe Acrobat **Acrobat professional**



 **Quark** Quark Express



Copywriting

We simply answer your three questions:

1. What should I say?
2. To whom?
3. How could I make my message persuasive?

We focus on creating persuasive, simple and clear content with correct grammar and spelling. We avoid double meaning expressions, fuzzy words and unspecialized terms.

Our professional copywriting team could write and edit:



- Ad Copy
- Articles for journals and websites
- Biographies
- Blogs
- Business Plans
- Catalog Copy
- Company profiles
- Curriculumms & Training
- Event Materials
- Final reports
- Flap copy & jacket copy
- Portfolios
- Presentations
- Press releases
- Publication Content
- Slogans & Taglines
- Social media posts
- Speech Writing
- Success stories
- Survey and quizzes
- Technical Writing
- Video scripts
- Website Content

Content Converting



Digitization:

It is the safest way to keep your hard copy documents (especially old ones) from being lost, by converting them to soft copy.

We convert hardcopy documents to editable word files or PDF files with acceptable resolution; this service supports vary of business types which have a lot of paper work or many documents need to be archived.



Transcription

For translation or content analysis proposes we provide transcription service to transcript audio files with verbal content into text file format with excellent accuracy.

Proofreading & Revision



However the revision phase is a major process in our work cycle but we also provide this service separately.

Our revision could include corrections implementations phase or just reviewer comments, it depends on the client instructions.

We make our clients feel totally free to discuss our reviewer comments and to have more clarification and explanations on our comments, especially when our clients require revision for a foreign language (foreign language for the client).

We provide content revision service includes:

- **English and Arabic text proofreading and analysis**
- **DTP revision for different layouts**



Contact Information



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