

ANNUAL REPORTS

Your company's flagship

TELL YOUR STORY

An annual report is a big deal. It greatly influences a company's image, and in addition to being accurate and informative tells the story of your company over the past year. It brings a company and its stakeholders closer together, fostering greater mutual understanding and loyalty.

PLAN WISELY

Annual report season can be a particularly stressful time for investor relations and corporate communications departments. It's not just about compiling all the data, it's about ensuring complete accuracy and consistency – no easy task, especially with additions and alterations at the eleventh hour. It is vital to plan ahead, and 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

CLS Communication, a Lionbridge company, has been specialising in annual and quarterly reports for over twenty years. Every year we write, edit and translate over 100 annual reports. In Switzerland and Germany we translate annual reports for major businesses in a wide range of industries. In Switzerland, CLS is entrusted with writing, editing and translating more than half of all SMI companies' annual reports.

The company is equally at home with digital reports and with more traditional formats, and we are experienced with all aspects and sections of annual, half-yearly and annual financial reporting. In addition to the expertise and experience of our employees, CLS uses state-of-the-art technology to manage intricate processes and maintain terminological consistency. On top of that, our infrastructure is outstanding, with a combination of personalised service, the highest levels of security and confidentiality, and advanced project management tools.

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 CLS

SECURE, SAFE, SURE

CLS has a highly developed security system and confidentiality regulations. In addition, enhanced security measures apply to annual reports, including translators working on your premises and content added directly into a content management system – whatever works best for you.

CLARITY, CONSISTENCY, READABILITY

Because the annual report is such a key document for your company, clarity and readability are vital. CLS's editors are specialists in readability and will take care of all unnecessary jargon and overly complicated sentences. In addition, our terminologists will ensure your text is terminologically consistent throughout.

A SHINING EXAMPLE OF A TOP ANNUAL REPORT: NESTLÉ



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

- **518** pages (all languages)
- translated from **English** into **German, French and Spanish**
- by **20** translators
- over a **three-month** period

1. Your deadlines are always met
2. Work with linguists specialised in your sector 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

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 optimise 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	Let us transcreate your core message to a new audience, in a new language. The new text will be faithful to the goal of the original while being culturally sensitive.
Terminology	Our terminology services will define and refine your corporate language so your communication is a model of clarity and consistency – and your image is what you want it to be.
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 cool regardless of the number of languages and volume of your annual report – and how many last-minute changes are made.