

Abridge can assist with translations of all types, administrative and logistics processes / formalities, and is also able to provide invaluable executive assistance for business trips to France.

Translation

- Translate website, catalogue, company profile, commercial documents, etc.
- Interpret in live-time on appointments, take notes + provide a written report
- Interpret on stand for exhibitions & trade shows

Administrative

- Conduct market research
- Provide databases for potential clients / prospects.
- Deal with any administrative and legal formalities
- Check the compliance of products with French regulations & standards.

Executive Assistance

- Intelligently organise a business trip through France for you.
- Book domestic flights or trains
- Rent a car and have it handy – the right car, at the right place, at the right time!
- Book hotels and restaurants if needed
- Collect and drop at airports and accompany you on journeys

Logistics

- Search for offices or warehouse facilities
- Screening and selection of potential job applicants
- Organise meetings with distributors, salesmen or customers
- Book venues
- Deal with catering services
- Organise transport if provided
- Book and organise participation at exhibitions
- Oversee the installation of stands by sub-contractors

Abridge discreetly facilitates all aspects of your dealings with France, without obtruding in any way into the actual commerce of your business activities.

Abridge is always happy to consider any request, so please do not hesitate to ask if there are services you require that do not feature on the list above.

