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Capability Statement

DUNS: 117031431

CAGE: 8C6L9

Certifications:

NYC MWBE Certified
NYS MWBE Certified
WOSB (Federal) Certified

We Accept Purchase/Credit Card Transactions

NIGP Codes:

- 20894** - Word Processing, Text Editors, Spell Checkers
- 90812** - Bookbinding Services, Glued or Paste type
- 90822** - Bookbinding, Spiral
- 91527** - Editorial Services
- 96146** - Interpreter Services
- 96172** - Transcription Services: Legal and Medical
- 96177** - Translation Services
- 96189** - Writing Services, All Kinds
- 96530** - Desktop Publishing Services
- 96607** - Business Cards Printed
- 96618** - Copying Services (Reproduction)
- 96631** - Envelope Printing
- 96675** - Printing on Recycled Stock
- 96676** - Print-on-demand Printing Services (Including Print and Distribute Services)

NAICS Codes:

- 323111** - Commercial printing (except screen and books)
- 323117** - Printing and publishing, Binding books without printing in the same establishment
- 561410** - Document Preparation Services (proofreading & editing)
- 541930** - Document Translation



CORE COMPETENCIES

Publish Me ASAP! is a Harlem-based company specializing in language services, multilingual desktop publishing and commercial printing. Our Services include:

- **Translation (Spanish, Creole, French, Chinese, Arabic, & Russian)**
- **Transcription (English, Spanish, Creole, French, Chinese, Arabic, & Russian)**
- **Telephone Interpreting**
- **Video Remote Interpreting**
- **Simultaneous and Consecutive Interpreting**
- **Document Editing and Localization**
- **Document Preparation and Printing**
- **Binding Services – Thermal, Coil/Spiral, Wire and Comb**
- **B&W/Color Copying**
- **Ghost Writing**
- **Copy Editing**
- **Proofreading**
- **Printing & Copying**

PAST PERFORMANCE

DoE: CEC Meetings; Parent Teacher Conferences; Suspension Hearings; Borough Fairs; Enrollment periods, SHSAT Workshops, trainings and many other DoE assignments

DCAS: New York City Hall hearings

ACS, APS, NYCHA & HRA: Hearings, home and office visits for social worker- client interpreting

NYS Insurance Fund and Manhattan Psychiatric Center: patient – doctor/staff interpreting

Performed a site translation for Margaret M. Kolbe, Assistant United States Attorney at the United States Court of Appeals, Second Circuit

Metropolitan Council on Housing: Several simultaneous interpreting conferences and two recent pro bono digital edits and document translations

Tailored Customer Service: Expedited client's book transcription and plagiarism check

DIFFERENTIATORS

- PMA's founder has over 10 years of international UN consulting, academic and human rights experience coupled with a master's from Columbia's School of International and Public Affairs where she focused on Economic and Political Development. PMA's team is uniquely suited to help your document resonate with clients of many diverse backgrounds and in fields ranging from meetings with senior UN officials to patient visits
- Experience with many NYC and NYS government agencies including, *inter alia*, the NYS Insurance Fund, the NYC Department of Education, CEC meetings, ACS, APS and NYCHA in both simultaneous and consecutive interpreting settings
- Translations suited for local audiences
- We are 100% BIPOC woman-owned business offering 24-hour delivery to your inbox or mailbox
- PMA prioritizes accessibility for people of all abilities. Please ask about our voice over services
- Environmental preservation is a priority; we partly use recycled materials with an aim to full recycled materials usage