

## PRICE GUIDE

January 2008

### Translation Rates (all subject to VAT)

The following is a guide to the rates per 1,000 words we charge for those languages we handle most frequently; however please contact us should you need a price for a language outside the categories listed.

	Into English per 1,000 wds	From English per 1,000 wds
<b>Western European</b> eg. French, Danish, Dutch, Flemish, German, Italian, Norwegian, Portuguese, Spanish, Swedish, Welsh	£95 - £125	£110 - £160
<b>Eastern and other European</b> eg. Albanian, Bosnian, Bulgarian, Croat, Czech, Greek, Finnish, Hungarian, Kazak, Kosovan (Albanian), Latvian, Lithuanian, Macedonian, Moldovan, Polish, Romanian, Russian, Serbian, Slovak, Slovene, Turkish, Ukrainian	£120 - £155	£145 - £190
<b>Middle Eastern</b> eg. Arabic, Dari, Hebrew, Farsi, Kurdish	£140 - £180	£160 - £200
<b>South Asian</b> eg. Bengali, Gujarati, Hindi, Mirpuri, Nepali, Punjabi, Tamil, Urdu	£150 - £200	£195 - £250
<b>African</b> eg. Amharic, Shona, Somali, Tigrinya, Swahili	£180 - £225	£225 - £250
<b>East Asian</b> eg. Chinese, Japanese, Korean*	£150 - £225	£175 - £230
<b>South East Asian</b> eg. Indonesian, Malay, Thai, Vietnamese	£150 - £225	£150 - £250

\* per 1,000 characters

### Minimum charges from £35

Translation costs are based on the number of words to be translated or keyed in the original (source) text.

Cost of translation depends on:

- the language
- the type of document
- the subject matter

and whether it is highly specialised, repetitive, urgent or requires extensive formatting.

Once we receive a copy of the text for translation we will provide a written quotation, which will remain valid for 30 days.

We can give a rough price estimate without sight of the text, provided that we are given the language, subject matter, size of the document, or a few sample pages.

Discounts are available on assignments in excess of 5000 words.

Please contact us with details of any specific assignment for further information.

**Tel: 01273 414155 Fax: 01273 414199**

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## Interpreting Rates

The rates below cover interpreting between English and those languages we handle most frequently. Please call us if you need a price for a language combination not listed.

Guide to Interpreting Charges	per half-day	per day
Albanian, Czech, Dutch, French, German, Greek, Hungarian, Italian, Polish, Portuguese, Russian, Spanish, Ukrainian Bengali, Gujarati, Hindi, Mirpuri, Punjabi, Sylheti, Urdu	from £180	from £320.00
Latvian, Lithuanian, Romanian, Kazak, Turkish Cantonese, Japanese, Korean, Mandarin, Thai, Vietnamese Amharic, Arabic, Dari, Farsi, Igbo, Kurdish, Lingala, Pushto, Somali (Maha & Mai), Sorani, Tagalog, Tamil, Tigrinya, Twi, Yoruba	from £210.00	from £350.00

Interpreting is usually booked on a minimum half-day basis (to cover up to 4 hours attendance and travel time). However, depending on language and location, we may be able to book shorter periods at an hourly rate to match your requirements. In addition, we may be able to offer reduced rates for assignments lasting several days if we are given reasonable notice. A tiered system of cancellation charges may apply if a booking is moved or cancelled.

### TERMS OF BUSINESS

VAT is added at the current rate for UK clients. Non-UK clients will be invoiced without VAT but those based in the EU should supply their VAT/IVA number.

Payment is due within one month of the date of invoice or on completion if a credit limit has not been agreed. Payment may be made by cheque, cash or BACS. One additional month's credit will be allowed where we are advised **in advance** that a case is funded by the Legal Services Commission. However, our fees are not subject to taxation and remain the responsibility of the company or individual placing the order. Payment **must** be made on or before the due date, regardless of whether reimbursement has been received from the Legal Services Commission, any client or insurance company.

We apply the Late Payment of Commercial Debts (Interest) Act 1998 as Amended and supplemented by the Late Payment of Commercial Debts Regulations 2002; therefore interest at the rate of 12% per annum will be charged on overdue invoices, and we reserve the right to claim Compensation as allowed under the above Regulations.

We also carry professional indemnity insurance.



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