

GUIDE to PRICING

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 or combination outside the categories listed.

Minimum charges from £55 plus VAT (reduced mins available for very short texts)

	Into English per 1,000 wds	From English per 1,000 wds
Western European eg. French, Danish, Dutch, Flemish, German, Italian, Norwegian, Portuguese, Spanish, Swedish, Welsh	£110 - £140	£120 - £160
Eastern and other European eg. Albanian, Bosnian, Bulgarian, Croat, Czech, Estonian, Greek, Finnish, Georgian, Hungarian, Kazak, Kosovan (Albanian), Latvian, Lithuanian, Macedonian, Moldovan, Polish, Romanian, Russian, Serbian, Slovak, Slovene, Turkish, Ukrainian	£120 - £200	£130 - £200
South Asian eg. Bengali, Gujarati, Hindi, Mirpuri, Nepali, Punjabi, Tamil, Urdu	£135 - £215	£135 - £215
Middle Eastern eg. Arabic, Dari, Hebrew, Farsi, Kurdish	£140 - £190	£140 - £190
East Asian eg. Chinese*, Japanese*, Korean*	£145 - £245*	£170 - £210
South East Asian eg. Indonesian, Malay, Sinhalese, Thai, Vietnamese	£150 - £245	£150 - £245
African eg. Acholi, Amharic, Berber, Fante, Hausa, Igbo, Shona, Somali, Tigrinya, Swahili, Yoruba	£180 - £225	£225 - £245

* per 1,000 characters

Translation costs are based on the number of words to be translated / 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 an online quotation, which will remain valid for 60 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.

Certification

On occasions you may require certification of a translation for use in court, for service overseas or for production to official bodies. We can therefore also provide you with a quotation for supplying:

- A statement of truth
- An affidavit from the translator, sworn before either a solicitor or a notary
- Foreign & Commonwealth Office legalisation (attachment of an apostille) for sworn translations
- Legalisation of original signed or sealed official UK documents (eg birth certificates, court orders, probate documents, etc.) prior to translation.

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, Slovak, Spanish, Ukrainian Bengali, Gujarati, Hindi, Mirpuri, Punjabi, Sylheti, Urdu Latvian, Lithuanian, Romanian, Romany, Kazak, Turkish	from £205 plus travel expenses	from £345 plus travel expenses
Cantonese, Japanese, Korean, Mandarin, Thai, Vietnamese Amharic, Arabic, Creole, Dari, Farsi, Igbo, Kurdish, Lingala, Pushto, Somali (Maha & Mai Mai), Sorani, Tagalog, Tamil, Tigrinya, Twi, Yoruba	from £245 plus travel expenses	from £395 plus travel expenses

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.

For assignments funded via the **Legal Aid Agency**, we can offer interpreters at the standard legal aid rate, usually subject to a minimum 3 hour attendance charge plus travel time, and an agency administration fee for sourcing the interpreter and for arranging the booking. Please contact us for further details.

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 BACS or credit/debit card. One additional month's credit will be allowed where we are advised **in advance** that a case is funded by the Legal Aid Agency. 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 Aid Agency, 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 8.5% 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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