



**ALEXANDRIA TRANSLATIONS LLC** ■ 8827 Fort Hunt Road ■ Alexandria, Virginia 22308

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## 2009 TRANSLATION RATES

Small jobs : Minimum translation fee + \$25 administrative fee  
 > minimum but ≤ \$500 : Number of words x per-word rate + \$25 administrative fee  
 Jobs over \$500 : Number of words x per-word rate + 5% administrative fee

	<u>Into English</u> (per English word)	<u>From English</u> (per Foreign word)
Specialized terminology may require a \$.02/word surcharge		Specialized terminology may require a \$.02/word surcharge
<b>Group A:</b> <i>West European languages:</i> \$75 min. French, German, Italian, Portuguese, Spanish	<b>\$0.20</b>	<b>\$0.20</b>
<b>Group B:</b> <i>Baltic, Germanic, Scandinavian, Slavic, and Uralic languages:</i> \$100 min. Albanian, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, Hungarian, Latvian, Lithuanian, Norwegian, Polish, Romanian, Russian, Serbian, Slovak, Swedish, Ukrainian	<b>\$0.24</b>	<b>\$0.26</b>
<b>Group C:</b> <i>Central and SE Asian, Middle Eastern, and North African languages:</i> \$125 min. Arabic, Chinese, Dari, Farsi, Greek, Hebrew, Japanese, Korean, Turkish	<b>\$0.26</b>	<b>\$0.28</b>
<b>Group D:</b> <i>African, American Indian, Austronesian, Indian, and all other languages:</i> \$150 min. Aleut, Amharic, Armenian, Bahasa Indonesia, Bantu, Celtic, Eskimo, Gaelic, Georgian, Hindi, Hmong, Khmer, Lao, Latin, Malay, Punjabi, Sinhala, Swahili, Tagalog, Tamil, Thai, Urdu, Vietnamese, Welsh, all others	<b>\$0.28</b>	<b>\$0.30</b>

**Standard Turnaround:** Group A: 2,000 words per business day plus 2 days for editing/processing (3 days minimum)

Groups B, C, and D: 1,000 words per business day plus 2 days for editing/processing (3 days minimum)

**Rush Turnaround:** 48-hour RUSH: 2,000 words or fewer, add \$0.02 per word; 2,000 - 4,000, add \$0.04

24-hour RUSH: Add 50% of total

Same-day RUSH: 250 words or fewer, add 50%. Over 250 words, add 100% of total (\$150 minimum).

**Note:** Multi-language translations may require additional editing/formatting time in order to ensure consistency and uniformity of style. Documents received after 3:00 p.m. will be scheduled as of the following business day (unless otherwise agreed).

## ADDITIONAL SERVICES (Prices and minimum charges may vary depending on language)

- Abstracting ..... \$100 per hour
- Business cards (translated and typeset)..... \$100 for 1<sup>st</sup> card, \$75 for each additional card using same company template
- Certification of translation with notarization ..... \$20 per certification in English; \$30 for foreign; \$30 for pharmaceutical boards
- Consultation..... \$100 per hour (2-hour on-site minimum)
- Editing or Proofreading against an original copy ..... 50% of translation cost or hourly rate (see Proofreading), est. 1,000 words/hr
- English copyediting ..... \$50 per hour or \$0.05 per word
- Keyboarding (typing) foreign-language copy ..... 50% of translation cost
- PowerPoint or Excel formatting ..... \$10 per slide/page – Group A; \$11 per slide/page – Groups B, C & D
- Proofreading (not requiring comparison to other texts)... \$50/hr – Group A; \$100/hr – Groups B-D; est. 2,000 words/hr; 1,500 website
- Software localization..... Rates determined per job
- Transcription, tape or hard copy to disk (English) ..... \$0.025 per word or \$25 per hour (\$0.035/\$35 for medical/technical)
- Translation from audio or video recording ..... 150% of standard translation charge
- Typesetting/Desktop Publishing..... Free estimates provided on a per-job basis
- Video or audio narration..... Rates determined per job (\$500 minimum in studio)
- Video script timing/editing..... \$50 per hour

## INTERPRETING RATES

	ESCORT		SIMULTANEOUS* or LEGAL	
	Group A and Sign	All others	Group A	All others
• Half-day on-site minimum (1 to 4 hours)	\$600	\$700	\$700	\$800
• Each additional hour (over 4 hours)	\$150	\$175	\$175	\$200

• Telephone interpreting, \$50 per ½-hr block (Group A), 1 hr min.; \$75 per ½-hr block (Groups B, C, D), 1 hr min.

**Travel:** \$0.48/mile if more than 10 miles outside the Beltway. Client must arrange transportation if outside D.C. Metro area.

**Per diem:** Use GSA standard for most locations when traveling outside D.C. Metro area (meals, lodging, transportation, tips, fees).

**Equipment:** (Booths, microphones, headsets & technician.) Costs depend on location, number of interpreters and audience size.

**Cancellation fee:** \$100 charge if job is canceled within 48 hours of scheduled appointment. Full charge if canceled the day of the assignment.

\* Simultaneous or Sign interpreting jobs lasting more than 2 hours require two interpreters who will alternate at predetermined intervals.

These prices are subject to change without notice. Prices may be negotiated based on size of proposed job and turnaround requirements. Please do not hesitate to talk to an Alexandria Translations representative about your specific needs. We will do our best to accommodate all requests.