

Schedule of Fees

A.B.N. 79 863 510 875

Effective 1 July 2012 – inclusive of GST.

INTERPRETING

24 hours, 7 days a week service

During Business Hours

(7.30am to 6.00pm Monday to Friday)

Casual Booking

2 hours (minimum)	\$250.00
Each additional ¼ hour	\$29.00

Contract Block Booking

3 hours	\$250.00
Each additional ¼ hour	\$29.00

Full Day

Full day (7 hours)	\$580.00
Each additional ¼ hour	\$29.00

Outside Business Hours

(Including Monday to Friday, weekends and public holidays)

2 hours (minimum)	\$387.00
Each additional ¼ hour	\$49.00

Full Day

(Saturday, Sunday and public holidays)

Full day (7 hours)	\$1,025.00
Each additional ¼ hour	\$49.00

Country Assignments

As above plus travel/sustenance at cost plus 5% administration.

Cancellation Fee

Payable if the assignment is cancelled within 24 hours of the booked starting time.	\$232.00
Payable if the assignment is cancelled within 48 hours of the booked starting time	\$77.00

Note – Fees are charged from the commencement of the assignment or the booking time, whichever is the earliest and calculated to each quarter hour of part thereof.

TRANSLATIONS

Standard documents – translated into English as an extract

- Birth/Baptismal Certificate, Death Certificate, Divorce Decree /Certificate, Driver's Licence, Passport Extracts, Family Entry/ Household Registers, Identity Document, Marriage Certificate, Military Service Record, Police/Penal Record.

14 business days	\$77.00
<i>Additional fee to deliver translations by Express Post</i>	\$14.00

7 business days	\$96.00
<i>Additional fee to deliver translations by Express Post</i>	\$14.00

Express Service (Not available in all languages)	\$117.00
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Non-standard documents – translated into and from English

- Costing is based on the number of English words, including numbers
- Education qualifications, medical documents, letters, employment records and full translation of all documents listed under Standard documents.

14 business days	
For the first 200 words (or part thereof)	\$117.00
then per 100 words (or part thereof)	\$67.00
<i>Additional fee to deliver translations by Express Post</i>	\$14.00

7 business days	
For the first 200 words (or part thereof)	\$155.00
then per 100 words (or part thereof)	\$67.00
<i>Additional fee to deliver translations by Express Post</i>	\$14.00

Express Service (Not available in all languages)	
For the first 200 words (or part thereof)	\$193.00
then per 100 words (or part thereof)	\$67.00

Affidavits	\$20.00
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MULTI LANGUAGE TRANSLATIONS

- We translate into and from any source: legal, medical, scientific and technical documents as well as posters, brochures, websites, media reviews from ethnic newspapers, transcripts of audio/video tapes and telephone intercepts, subtitles, voice-over etc
- We offer volume discounts.

- We provide additional services such as: checking (linguistic evaluation of a translation by second translator), Desktop Publishing/typesetting in various file formats (i.e. Adobe InDesign/Illustrator/Acrobat PDF, MS Word/Excel/PowerPoint, HTML and many other formats) and proofreading (detection and correction of typographical errors in printer's proofs).

Please email languageservices@multicultural.nsw.gov.au or phone 1300 651 500 for a free quotation.



We employ National Accreditation Authority for Translators and Interpreters (NAATI) certified translators and interpreters.