



LF Rate Card

Last Updated on May 2008

Service	Remarks	Details	Charge (not including GST)
On Site Interpreting	Standard Hours ¹	First 90 minutes (1.5 Hours) or part thereof	\$125
		Each additional 30 minutes	\$40
	After Hours ²	First 90 minutes (1.5 Hours) or part thereof	\$ 170
		Each additional 30 minutes	\$50
	Reschedule ³	Changes are made to date / time of job	Appropriate fees where applicable
	Cancellation ⁴ (Must be received in writing)	At least 24 hrs prior to appointment	Appropriate fees where applicable
		Less than 24 hrs prior to appointment	As Per Total booked time
Translating	Standard Job ⁵	See <i>Notes</i> below	35 cents per word
	Non-standard Job ⁶	See <i>Notes</i> below	Variable
	Changes ⁷	See <i>Notes</i> below	
	Cancellation	Job is cancelled after booking has been made	Total job fee
	Reviewing	To certify existing translations	17.5 cents / word

NOTES (SEE OVERLEAF FOR TERMS & CONDITIONS)

¹ Standard Hours are 8am to 6pm Mon-Fri & After Hours are 6pm to 8am Mon-Fri, all day Sat, Sun & Public Holidays.

³ Interpreters charge a rescheduling fee since it represents an opportunity cost to them. Language Factory will advise the client as to this fee when the change has been made

⁴ As in point (3)

⁵ This defines the Language Factory rate for a standard document translation. A standard document is defined as one that requires a straight text translation from one language to another, where the source document is provided in a common format such as Word, and converted documents need to be in either Word or Portable Document Format (PDF).

⁶ Translation rates vary based on the type of translation. For non-standard jobs, we must first call upon Translators with the requisite skills, obtain quotes from them, and provide you your quote.

⁷ Once work has commenced, changes to information either during or after the job may incur additional charges.

Terms & Conditions *

- To book Language Factory's services, go to our online booking form accessible on the *Booking* page of the Language Factory website. It can also be downloaded as the *Language Factory Booking form* of the *Library* page of the Language Factory website
- We will respond to your booking request by email within 48 hours. All bookings are considered tentative until confirmed by mutual agreement between the client and Language Factory
- To assist Language Factory to assign the most appropriate employee, we ask clients to provide us with detailed information when filling out a Language Factory booking form
- If necessary, Language Factory will request more specific information about the booking to ensure the interpreter or translator is fully prepared to take on the job
- Although Language Factory makes every attempt to meet your request, there are times when we may not be able to take on a job due to non-availability of a suitable interpreter or translator for the job
- If an interpreter cannot be found for the client's request, the client will be notified as soon as this becomes apparent and not less than within 48 hours of the commencement of the booking

* A comprehensive version of Language Factory Terms & Conditions, titled *Using Language Factory Services*, can be downloaded of the *Library* page of the Language Factory website

FOR FURTHER INFORMATION :

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These rates are provided on the basis of commercial in confidence