


DEPARTMENT OF SPECIAL SERVICES  
Township of Union Public Schools  
M-E-M-O-R-A-N-D-U-M

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TO: Greg Tatum

C: Pat Ditri

FROM: Joseph Seugling 

RE: Board Agenda

DATE: 12/30/2014

The committee recommends and I so move that approval be given to the company inlingua for the provision of interpretation services on an as needed basis. Interpretation services will be billed according to the rates identified in the attached rate descriptions. Total cost to district will not exceed the sum of \$1000.00 for the 2014-2015 school year.

(Acct. # 11-000-216-320-01-19)



**CONSECUTIVE INTERPRETATION RATES  
EFFECTIVE January 2015**

*\$115.00 per hour	*\$155 per hour	*\$165 and above per hour
SPANISH  *\$145 per hour  PORTUGUESE ITALIAN POLISH	GREEK FRENCH HUNGARIAN HAITIAN CREOLE RUSSIAN TURKISH HEBREW ALBANIAN CZECH SLOVAK GREEK GERMAN	GUJARATI URDU HINDI ARABIC KOREAN CHINESE VIETNAMESE  SIGN LANGUAGE (*\$165-\$185) SERBO-CROATION (*\$175) INDONESIAN* (*\$185.00)  JAPANESE – see below.
		Other languages also available.

JAPANESE: Half-day or full-day rates apply.  
 Half-day: \$1475 (up to 4 hours)  
 Full-day: \$2475 (up to 8 hours)  
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**\*A two-hour minimum applies for all interpretation assignments, and these amounts apply for the first two hours. Each consecutive hour after that will be \$25.00 less per hour.**

Rates may be higher for highly technical subject matter, and some Chinese and Indonesian interpreters charge a 3-hour minimum. However, we would let you know that beforehand.

**Cancellations** are accepted without charge up to 24 hours before the assignment begins (unless otherwise specified) and up to 48 hours for sign-language assignments. If you have an interpreter scheduled for Monday, you must call by 4:00 pm on Friday. Late cancellations are charged the two-hour minimum.

*Simultaneous interpretation rates vary for each assignment.*