

**DEPARTMENT OF SPECIAL SERVICES  
TOWNSHIP OF UNION PUBLIC SCHOOLS  
M-E-M-O-R-A-N-D-U-M**

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**TO:** Pat Ditri

**From:** Donna Wozniak *DW*

**Re:** Board Agenda Items

**Date:** June 3, 2014

Please place the following on the board agenda:

The committee recommends and I so move that approval be given to inlingua, to provide translation and interpretation services for the 2014-2015 school year, not to exceed \$3,000.00. (Acct# 11-000-216-320-01-19)



## TRANSLATION RATES 2014/2015

	... into English (non-technical) (rate per word)	English into ... (non-technical) (rate per word)	Minimum Charge (300 words or less) Into English. \$10.00 more if into a foreign language
Arabic	30¢	34¢	\$90
Bengali	34¢	36¢	\$100
Chinese	32¢	34¢ - 40¢	\$90
Czech/Slovak/Bulgarian	28¢	30¢	\$90
Danish	26¢ - 30¢	32¢ - 34¢	\$90 (up to 350 words)
Dutch	28¢	30¢	\$90
Farsi	30¢	34¢ - 36¢	\$100
Finnish	28¢	30¢	\$90
French	22¢ - 24¢	24¢ - 26¢	\$80 (up to 350 words)
French (Canadian)	28¢	30¢	\$90 (up to 350 words)
French/Haitian Creole	30¢	32¢	\$90
German	24¢	26¢ - 28¢	\$80 (up to 350 words)
Greek	30¢	32¢	\$90
Gujarati	34¢-36¢	36¢-38¢	\$100
Hebrew	30¢	32¢	\$90
Hmong	32¢	34¢	\$100
Hungarian	28¢	30¢	\$90
Indonesian	34¢	36¢	\$100
Italian	22¢	24¢	\$80 (up to 350 words)
Japanese	34¢	36¢	\$100
Korean	32¢ - 36¢	34¢ - 40¢	\$100
Marathi	36¢	38¢	\$110
Nepali	32¢	34¢	\$100
Norwegian	26¢	28¢ - 34¢	\$90 (up to 350 words)
Polish	26¢	28¢ - 30¢	\$90 (up to 350 words)
Portuguese	22¢	24¢ - 28¢	\$80 (up to 350 words)
Romanian	30¢	32¢	\$90
Russian	28¢	30¢	\$90
Serbo-Croatian	28¢	30¢	\$90
Spanish	22¢	24¢	\$80 (up to 350 words)
Swedish	26¢	28¢	\$90 (up to 350 words)
Thai	26¢	28¢	\$90 (up to 350 words)
Turkish	26¢	28¢	\$90 (up to 350 words)
Ukrainian	28¢	30¢	\$90
Urdu	34¢	36¢	\$100
Vietnamese	32¢	34¢	\$100
Other languages	Please call		
Notarized affidavit	\$10 per certification, \$15 into foreign language, \$10 current copy \$25 per certified copy of a previous translation.		



Rush surcharge	A rush surcharge of 25% – 50% applies. May also apply for other assignments, depending on document length.
Proofreading	Minimum charge per hour. (1,000 words/hour)