

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; Diane Cappiello  
Julia Vicidomini

From: Kim Conti



Date: May 1, 2018

Approve Inlingua (95 Summit Ave, Summit New Jersey 07901), to provide translation and interpretation services for the 2018-2019 school year, not to exceed \$3,000.00. (Acct# 11-000-216-320-01-19)



**CONSECUTIVE INTERPRETATION RATES  
2018/2019**

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



## TRANSLATION RATES 2018/2019

	... 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
Albanian	28¢	30¢	\$90
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
Flemish	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	26¢	28¢ - 30¢	\$90 (license \$80.00)
Greek	30¢	32¢	\$90
Gujarati/ Tagalog	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
Latvian	28¢	30¢	\$90.00
Marathi	36¢	38¢	\$110
Nepali/ Hindi	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	28¢	30¢	\$90 (up to 350 words)
Thai	30¢	32¢	\$90 (up to 350 words)
Turkish	32¢	34¢	\$90 (up to 350 words)
Ukrainian	28¢	30¢	\$90
Urdu	34¢	36¢	\$100
Vietnamese	32¢	34¢	\$100
Other languages	Please call		

YOUR FULL-SERVICE LANGUAGE CENTER  
95 SUMMIT AVENUE, SUMMIT, NEW JERSEY 07901 • TEL (908) 522-0622 • FAX (908) 522-1433



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)