ai-ti Asoc. Int. de Traductores e Intérpretes
Int. Association of Translators and Interpreters

2009/2010 RATES FOR INTERPRETING AND LANGUAGE SERVICES (TAXES NOT INCL.)[1]

CONSECUTIVE INTERPRETING SERVICE	€ 495.00 / HALF DAY	€ 572.00 / FULL DAY
SIMULTANEOUS INTERPRETING SERVICE	€ 396.00 / HALF DAY	€ 484.00 / FULL DAY
LIAISON INTERPRETING SERVICE	€ 60.00 PER HOUR [2])	€ 80.00 / HOUR (SWORN[2])
BILINGUAL GUIDE SERVICE	€ 35.00 PER HOUR [2])	€ 190.00 / FULL DAY [2])
BILINGUAL SECRETARIAL SERVICE	€ 20.00 PER HOUR [2])	€ 140.00 / FULL DAY [2])

plus any expenses incurred: telephone, fax, travel expenses etc. (minimum €5.00 per associate and day)

[1]) NOTE 1:

For those interested, we also have price lists available for translations to almost all languages, also for language classes by native teachers also available at home and company premises.

[2]) NOTE 2:

Invoicing will commence and finish with the exit and entrance in the office of our associates, and will be made out always per full day, half day or whole hours, in accordance.

DESCRIPTION AND REQUIREMENTS OF THE SERVICES INDICATED

In order to select professional interpreters, we must receive confirmation of the estimate at least two weeks in advance, and we must also be provided with all the information regarding the event: name and number of speakers, final reading or draft of the text, CD presentations, exact duration of each reading and other relevant information such as internet links.

In **consecutive or simultaneous interpretation** carried out in conferences, congresses, etc., the **half-day service is equivalent to a 4-hour day** and a **full day service is equivalent to 6 hours**. Other interpretation services will be invoiced per hour and the bilingual guides and bilingual secretarial services will be invoiced per full day up to 8 hours of work or per hour, the choice is up to the client.

If the **simultaneous interpretation service** requires the use of booths, we can provide contact details of companies specialised in their installation, if requested by the client. Generally, a minimum of two interpreters will be used per booth, except for conferences that do not last longer than 45 minutes, when perhaps only one interpreter can be used.

The **corresponding travel, accommodation and other expenses can** be included in the estimate. If our services are contracted at least 2 weeks in advance, travel and accommodation offers can be obtained, which will lower the final cost. If not, the client should inform us of the corresponding reservations as soon as possible.

Liaison interpreters act as mediators in conversations between various people who speak different languages, for example, in visits to trade fairs or notaries. **Bilingual guides** accompany customers to any type of business appointments or visits to cultural events. The **bilingual secretarial service** involve the secretarial duties of great responsibility that require speaking various languages, which may include making telephone calls (both at our offices and those of other companies), writing short texts (fax, e-mails and similar), the transcription of tapes, etc.

ALL PAYMENTS SHOULD BE MADE PREFERABLY BY CREDIT TRANSFER, BANK CASH DEPOSIT OR IN CASH AT OUR OFFICE. EXCEPTIONALLY, PAYMENTS CAN ALSO BE MADE BY NON-NEGOTIABLE CHEQUE IN THE NAME OF AI-TI. IN THE CASE OF NEW CLIENTS, AN ADVANCE PAYMENT OF 50% OF THE TOTAL OF THE ESTIMATE WILL BE MADE, AND REGULAR CLIENTS, UNLESS CONFIRMED OTHERWISE IN WRITING, SHOULD PAY THE FULL AMOUNT WITHIN A PERIOD OF 10 DAYS AFTER THE INVOICING DATE.

ASSOC./CONTACT TELEPHONE NUMBER: (ASSOCIATE TRANSLATOR'S STAMP)	**ai-ti Central Office in Spain** **National telephone 902 014 014** **Int.tel. (24 h) +34 600 43 23 93** **Fax 901 020 637 & 928 980 602** **Mails info@ai-ti.info & aiti@aiti.es** **P. O. Box (Aptdo. de Correos) 1199** **E-35080 Las Palmas de Gran Canaria** **Canary Islands – Îles Canaries – Kanarische Inseln**

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