



**ALEXANDRIA TRANSLATIONS LLC** ■ 5222 Burke Drive ■ Alexandria VA 22309

Phone: 703-799-7606 ■ Fax: 703-799-7607

E-mail: [alextrans@earthlink.net](mailto:alextrans@earthlink.net) ■ [alextrans@cox.net](mailto:alextrans@cox.net) ■ [info@alexandriatranslations.com](mailto:info@alexandriatranslations.com)

On the web: [www.alexandriatranslations.com](http://www.alexandriatranslations.com)

## 2018 TRANSLATION RATES

**An administrative fee is added to all translation jobs:**

Small jobs : Minimum translation fee + \$25 administrative fee  
 > minimum but ≤ \$500 : Number of words x per-word rate + \$25 administrative fee  
 Jobs over \$500 : Number of words x per-word rate + 5% administrative fee

	<u>Into English</u> (per English word)	<u>From English</u> (per Foreign word)
	Specialized terminology may require a \$.02/word surcharge	Specialized terminology may require a \$.02/word surcharge
<b>Group A:</b> \$75 min.	\$0.20	\$0.22
<b>Group B:</b> \$100 min.	\$0.26	\$0.28
<b>Group C:</b> \$125 min.	\$0.28	\$0.30
<b>Group D:</b> \$150 min.	\$0.30	\$0.32

<b>Group A:</b> \$75 min.	<i>West European languages:</i> French, German, Italian, Portuguese, Spanish
<b>Group B:</b> \$100 min.	<i>Baltic, Germanic, Scandinavian, Slavic, and Uralic languages:</i> Albanian, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, Hungarian, Latvian, Lithuanian, Norwegian, Polish, Romanian, Russian, Serbian, Slovak, Swedish, Ukrainian
<b>Group C:</b> \$125 min.	<i>Central and SE Asian, Middle Eastern, and North African languages:</i> Arabic, Chinese, Dari, Farsi, Greek, Hebrew, Japanese, Korean, Turkish
<b>Group D:</b> \$150 min.	<i>African, Austronesian, Indian, Native American, and other languages:</i> Aleut, Amharic, Armenian, Bahasa Indonesia, Bantu, Celtic, Gaelic, Georgian, Hindi, Hmong, Inuit, Khmer, Lao, Latin, Malay, Punjabi, Sinhala, Swahili, Tagalog, Tamil, Thai, Urdu, Vietnamese, Welsh, all others

**Standard Turnaround:** Group A: 2,000 words per business day plus 2 days for editing/processing (3 days minimum)

Groups B, C, and D: 1,000 words per business day plus 2 days for editing/processing (3 days minimum)

**Rush Turnaround:** 48-hour RUSH: 2,000 words or fewer, add \$0.02 per word; 2,000 - 4,000, add \$0.04

24-hour RUSH: Add 50% of total

Same-day RUSH: 250 words or fewer, add 50%. Over 250 words, add 100% of total (\$150 minimum).

**Note:** Multi-language translations may require additional editing/formatting time in order to ensure consistency and uniformity of style. Documents received after 3:00 p.m. will be scheduled as of the following business day (unless otherwise agreed).

## ADDITIONAL SERVICES (Prices and minimum charges may vary depending on language)

- Abstracting ..... \$100 per hour
- Business cards (translated and typeset) ..... \$100 per card
- Certification of translation with notarization ..... \$20 per certification in English; \$30 for foreign; \$30 for pharmaceutical boards
- Consultation ..... \$100 per hour (2-hour on-site minimum)
- Editing or proofreading against an original copy ..... 50% of translation cost or hourly rate (see Proofreading), est. 1,000 words/hr
- English copyediting ..... \$50 per hour or \$0.05 per word
- PowerPoint or Excel formatting ..... \$10 per slide/page – Group A; \$15 per slide/page – Groups B, C & D
- Proofreading (not requiring comparison to other texts) ..... \$50/hr – Group A; \$100/hr – Groups B-D; est. 2,000 words/hr; 1,500 website
- Software localization ..... Rates determined per job
- Transcription of English recording or text ..... \$0.05 per word or \$50 per hour (\$0.06/\$60 for medical/technical)
- Transcription of foreign-language recording or text ..... 50% of translation cost, \$100 minimum
- Translation from audio or video recording ..... 150% of standard translation charge
- Typesetting/DTP, to include proofreading ..... Free estimates provided on a per-job basis
- Video or audio narration ..... Rates determined per job (\$500 minimum in studio)
- Video script timing/editing ..... \$50 per hour

## INTERPRETING RATES

	ESCORT		SIMULTANEOUS* or LEGAL	
	Group A	All others	Group A	All others
• Half-day on-site minimum (1 to 4 hours)	\$600	\$700	\$700	\$800
• Each additional hour (over 4 hours)	\$150	\$175	\$175	\$200

• Telephone interpreting, \$50 per ½-hr block (Group A), 1 hr min.; \$75 per ½-hr block (Groups B, C, D), 1 hr min.

**Travel:** \$1/mile if more than 10 miles outside the Beltway. Client must arrange transportation if outside D.C. Metro area.  
**Per diem:** Use GSA standard for most locations when traveling outside D.C. Metro area (meals, lodging, transportation, tips, fees).  
**Equipment:** (Booths, microphones, headsets & technician.) Costs depend on location, number of interpreters and audience size.  
**Cancellation fee:** \$100 charge if job is canceled up to 24 hours before scheduled appointment. Full charge if canceled the day of the job.

\* Simultaneous interpreting jobs lasting more than 2 hours require two interpreters who will alternate at predetermined intervals.

These prices are subject to change without notice. Prices may be negotiated based on size of proposed job and turnaround requirements. Please do not hesitate to talk to an Alexandria Translations representative about your specific needs. We will do our best to accommodate all requests.