



ASSOCIATED TRANSLATORS & LINGUISTS P/L

ACN 002 840 995 ABN 31 002 840 995

Incorporating

Dimo Galiungi & Associates

SCHEDULE OF FEES - INTERPRETING (GST Inclusive effective as from 01/01/2010)

- **NORMAL BUSINESS HOURS:** All work between the hours of 8.00am to 6.00pm Monday to Friday inclusive.
- **OUTSIDE BUSINESS HOURS:** All work outside Normal Business Hours, including 24 hour service on weekends and Public Holidays.
- **MINIMUM FEE:-** One (1) hour applies to most instructions (excluding Court assignments as defined below).

The fee for on site interpreters is inclusive of travel time and travel costs.

The same fee is applicable to all nature of assignments (except Court matters) undertaken in the City of Sydney and Suburbs, **but exclude distant Suburbs and difficult locations not serviced by public transport**, such as Camden, Campbelltown, Caringbah (Hinkler St), Little Bay, Penrith, Richmond, Springwood, Picton etc. where the **minimum booking time is 1 hour 30 minutes**, a travel fee of **\$25.00** also applies.

The minimum booking time accepted for Investigations / Interviews / Assessments etc.- at the Client's home; at the Client's place of work; Metropolitan Correctional Centres and all Interstate bookings is **1 hour 30 minutes**. Distant Correctional Centres by negotiations

Hourly Rates: <i>(Normal Business hours)</i>	1st hour (inclusive of travel costs)..... \$128.00 plus for each additional hour \$78.00 plus for each ¼ hour or part thereof \$19.50
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Hourly Rates: <i>(Outside Business hours)</i>	1st hour (inclusive of travel costs)..... \$154.00 plus for each additional hour \$95.00 plus for each ¼ hour or part thereof \$24.00
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Daily Rate: <i>(Normal Business hours)</i>	Full Day (7 hours) \$474.00 plus for each additional hour..... \$78.00
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Daily Rate: <i>(Outside Business hours)</i>	Full Day (7 hours) \$568.00 plus for each additional hour..... \$95.00
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Courts:	Half Day (10.00am to 1.00pm or 1.00pm to 4.00pm) \$284.00 Full Day (10.00am to 4.00pm)..... \$407.00 Campbelltown, Penrith, Picton, (inclusive of \$499.00 \$25.00 for distant travel)
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Court Conferences:	Preceding court hearings (per ¼ hour or part thereof)..... \$19.50
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Multiple Days Booking:	When matters are settled early or the Interpreter is no longer required, a Minimum Fee equal to <u>half of the days booked</u> will apply.
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Phone Calls: Interpreter call to client (Confirmation of appointment) **\$16.00**

3 Way Phone Initiated by Interpreter.

Teleconference: Up to 1 hour duration - calls to two (2) fixed lines **\$72.00**
Plus 0.50/minute for each Mobile Phone called.

Use of Motor Vehicle:

Should motor vehicle travel be required and such travel approved by the Client. A fee of \$0.65/km (inclusive of GST) will apply.

Interpreter Bookings:-

- a. To assist you in booking an Interpreter you may contact our office and we will provide you with a blank facsimile booking proforma. Alternatively at your request we can provide you with a personalised facsimile booking proforma which is completed by you and returned to our office.
- b. The most efficient method of engaging an Interpreter is **Online** by visiting www.atl.com.au and selecting the **Online Booking** option.
A confirmation Email will be sent to you as soon as an Interpreter is secured.

Note: At the time of booking you must advise ATL if you require the interpreter for longer than one (1) hour or one and a half (1½) hours. Please be advised that you will be charged for the time set aside by the interpreter irrespective of the actual duration of the assignment. Interpreters have the right to leave to attend other appointments after one hour or after the hours that were set aside.

CANCELLATION FEES:

Cancellations of assignments will only be accepted if communicated in writing (by Email or facsimile) **DIRECT** to our office by the Client responsible for engaging the services.

When notice of cancellation is received:-

- before 2.00pm on a working day preceding the scheduled appointment- **no fee will apply.**
- between the hours of 2.00pm and 5.00pm on a working day preceding the scheduled appointment then- **66% of the full fee will apply**
- on the same day of the appointment- **the full fee will apply.**