



ASSOCIATED TRANSLATORS & LINGUISTS P/L

ACN 002 840 995 ABN 31 002 840 995

Incorporating

Dimo Galiungi & Associates

SCHEDULE OF FEES - TRANSLATIONS

(GST Inclusive effective as at 1/01/2010)

1. **TRANSLATION FEES** - are based on the number of English words. When the source document is not in English, the Client is provided with an estimate of costs. Pending upon the subsequent **English Word Count**, the final cost will be calculated at the rates shown below:
2. **MINIMUM FEE** **\$75.00** apply to all documents of 200 English words or less.
3. **ALL LANGUAGES**
 - From Other into English* **\$33.00** per 100 English words or part thereof.
4. **ROMAN SCRIPT LANGUAGES** (excluding Vietnamese)
 - From English into Other* **\$33.00** per 100 English words or part thereof.
5. **NON-ROMAN SCRIPT LANGUAGES** (including Arabic, Chinese, Greek, Hebrew, Hindi, Japanese, Khmer, Korean)
 - From English into Other* **\$36.00** per 100 English words or part thereof.
6. **TYPESETTING**..... price on application.
7. **AFFIDAVITS**..... additional charge of **\$25.00**.
8. **URGENT SERVICE FEE**..... add 25% to above fees.
9. **CHECKING OF TRANSLATIONS**
 - a. When translated by ATL..... 50% of translation fee.
 - b. When translated by others..... 60% of translation fee.
10. **PROOF-READING**
 - Of typeset document..... 20% of translation fee.

A minimum deposit of \$35.00 per document is required or 50% of quotation (whichever is higher). The balance of FEES is due and payable prior to release of documents.

NOTES

▪ Translation of Personal Documents

Requests for translation of personal documents such as Birth, Death, Marriage, Educational Certificates etc. from non-roman script languages into English, must be accompanied by a list of the preferred English spelling of the given names and surnames. If the names are not provided, the Translators will use their own discretion in selecting the English equivalent, but cannot accept responsibility should the client disagree with their choice of English names.

▪ Request For Urgent Translations

The normal turn-round time for any given document of up to 8 A4-sized pages is five working days, however translators may require more time to complete lengthy documents and you will be advised accordingly. For urgent matters the turn-round time can be reduced but this will attract an **urgent service fee** of 25% above the normal fee.

▪ Checking Of Translations

It is company policy to advise clients that translations which are complex, technical or for publication should be independently checked by a second translator in accordance to ATL's quality control procedures. *(Some clients may prefer to carry out the checking phase in-house, this may add to the turn-round time, all changes MUST BE APPROVED by the translator.)* Due to this process, the turn-around time for a document of up to 8 A4-sized pages is extended to 8 working days.

▪ Quality Control Procedures

1. The translator translates and checks the document.
2. The Checker (second translator) is responsible for checking the document and liaising with the translator.

▪ Typesetting Procedure

1. The document (on disk) is given over for typesetting.
2. The typeset document is proof-read by the translator.
3. Approval of layout is obtained from the client.
4. Finished document is delivered as a PDF file as required ready for printing.