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non public

**DEPARTMENT OF SPECIAL SERVICES
TOWNSHIP OF UNION PUBLIC SCHOOLS
M-E-M-O-R-A-N-D-U-M**

**TO: Greg Tatum
Diane Cappiello
Julie Vicidomini**

From: Kim Conti 

Re: Board Agenda Items

Date: April 26, 2017

Please place the following on the board agenda:

Approve Inlingua (95 Summit Ave, Summit New Jersey 07901), to provide translation and interpretation services for the 2017-2018 school year, not to exceed \$3,000.00. (Acct# 11-000-216-320-01-19)



TRANSLATION RATES 2017/2018

	... 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
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
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¢	\$90 (up to 350 words)
Greek	30¢	32¢	\$90
Gujarati	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
Marathi	36¢	38¢	\$110
Nepali	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	26¢	28¢	\$90 (up to 350 words)
Thai	26¢	28¢	\$90 (up to 350 words)
Turkish	26¢	28¢	\$90 (up to 350 words)
Ukrainian	28¢	30¢	\$90
Urdu	34¢	36¢	\$100
Vietnamese	32¢	34¢	\$100
Other languages	Please call		
Notarized affidavit	\$10 per certification, \$15 into foreign language, \$10 current copy \$25 per certified copy of a previous translation.		



**CONSECUTIVE INTERPRETATION RATES
2017/2018**

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



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)