

Our Fees

Interpreting fees (exclusive of VAT)

Current fees for interpreting are £40.00 per hour and then pro-rata for the following hours e.g. if the session was 1 hour 15 minutes then the first hour would be £40.00 plus £10.00 for an additional 15 minutes. Any interpreting services under an hour shall be charged at the minimum rate (i.e. minimum 1 hour's fee: £40.00).

We offer special rates if interpreting is for a Legal-Aid funded appointment session, current fees are £25.00 per hour and then pro-rata for the following hours e.g. if the session was 1 hour 15 minutes then the first hour would be £25.00 plus £6.25 for an additional 15 minutes. Any interpreting services under an hour shall be charged at the minimum rate (i.e. minimum 1 hour's fee: £25.00).

Fee's would be rounded up to the next 15-minute block i.e. if your session was 1 hour and 20 minutes then the first hour would be £40.00 plus £20 for the additional 30 minutes, total cost would be £60.

Travelling expenses of the interpreter

All travelling expenses for the interpreters shall be reimbursed by the individual requesting the service. The travelling expenses are made up of a travelling ticket or if travelling by car on the basis of travelling mileage and travelling time if applicable.

Public transport expenses will be charged on the basis of a valid travelling ticket (Oyster) from the home address of the interpreter to the interpreting assignment's venue/destination. Car expenses are calculated using HMRC's car allowance rate of 45p per mile.

Travelling time is charged at a flat-rate fee of £10.00 if the interpreter's travelling time one way to the venue/destination is 2 hours or more.

Cancellations

- 2 days/48 hours in advance of the assignment - there will be no charge
- Less than 2 days/48 hours of the assignment - a minimum of 1 hour interpreting fee, i.e. £40.00 will be charged.
- On the day, if the meeting does not go ahead on the day, the individual who has made the booking is fully responsible for paying the interpreter's minimum 1 hour fee plus the travelling expenses and a flat-rate fee for travelling time if applicable. We reserve the right to charge the individual who has made the booking any additional costs encountered during the services.

Written Translating Charges

The following charges apply (exclusive of VAT):

Written text translation: Basic written text translation and typesetting will be charged at £140.00 per 1,000 words. A minimum fee of £35.00 is charged for 250 words or less.

Translation for Legal-Aid work will be charged at a rate of £100.00 per 1,000 words, a minimum fee of £25.00 is charged for 250 words or less.

Editing and Layout: Additional fees are charged for editing of images and layout depending on the level of work/time required. If any translated text is not up to professional standards then all original documents should be returned to us with examples and explanation. An investigation will be carried out and a refund will be considered.