



## General Terms for Interpreting

### 1. Fields

Company meetings, negotiations, company visits, technical onsite interpreting, court interpretation (civil, criminal etc.), seminars/international events, visits overseas, etc.

### 2. Rates

RMB / person / day( ): overtime charge per 30 minutes

Types of Interpreting	Chinese ⇔ English	Chinese ⇔ Japanese
General Interpreting ( Traveling, exhibitions, etc.)	600~1,000 (60~100)	800~1,200 (80~120)
Business Interpreting ( Technology exchange, company meetings, company visits, etc. )	800~1,200 (80~120)	1,000~1,600 (100~150)
Interpreting for International Meetings ( Seminars, news conferences, presentations, etc. )	1,200~3,500 (120~350)	1,600~4,500 (160~450)

\* Please contact us for details of rates for simultaneous interpreting or other languages.

1. A “full day” assignment shall be no longer than eight hours of work from 9:00 to 20:00, and “half day” assignment four hours, including a lunch break if the work period spans lunch time.
2. If the interpreting work exceeds the set period of four hours, the full-day fee will be charged. For an interpreting job of more than eight hours, an additional fee will be charged per 30 minutes.  
[Ex. : 8 hrs and 50 mins assignment: full-day fee + (overtime fee per 30 mins) x 2]
3. Half-day fee is calculated as 70% of full-day fee.
4. The costs for travel to and from the location of interpreting, accommodation, and meals etc. during the assignment are to be paid by the client.
5. If any extensive preparation is necessary before the interpreting assignment, the time necessary for this will be charged at half the basic interpreting rate.



### 3. Fee for Travel Time

In case the travel time to the location for interpreting takes more than two hours, the following charges will be applied.

Case	Charge
Total of interpreting and travel time for half-day assignment exceeds 6 hours.	50% of the half-day rate
Total of interpreting and travel time for full-day assignment exceeds 10 hours.	50% of the half-day rate
4 hours or more traveling on the day prior to or following the interpreting.	50% of the full-day rate
Less than 4 hours traveling on the day prior to or following the interpreting.	50% of the half-day rate

### 4. Cancellation Fee

Same day or one day before: 100% of basic fee  
Two to three days before: 50% of basic fee  
Four or more days before: 20% of basic fee

Saturdays, Sundays, and national holidays are not included in above calculation.

\* The rates above are only a guide, so please contact us for details.  
We provide price estimates free of charge.