

WORDEXPRESS

Multilingual Solutions Worldwide

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Rates and Terms for Translations, Editing, Proofreading and Copywriting as of 1/1/2006

(Replaces all previous Rates and Terms)

	Word Rates	Hourly Rates
Translations	20 – 40 cents	\$ 60.00 - \$ 120.00
Editing	10 – 20 cents	\$ 45.00 - \$ 90.00
Proofreading	5 – 10 cents	\$ 30.00 - \$ 60.00
Copy Writing	22 – 42 cents	\$ 66.00 - \$ 126.00

Please note: The word count is usually based on the target language, using the word count in WORD. If the target language features non-European characters, the word count is based on the source language.

Binding estimates, usually in form of flat rates, will be provided after review of your material and before work begins.

Estimates are issued in writing, if so requested. All estimates depend on these factors:

1.) **Language or language pair and language direction.** The following categories apply:

- English
- Spanish
- Other European languages with high diffusion (French, German, Portuguese, Italian)
- European languages with low diffusion
- Most non-European languages.

2.) **Size or volume of projects:** Discounts are offered for large documents and yearly contracts.

3.) **Degree of difficulty:** Texts with specialized terminology (e.g. technical, medical, legal) require more time and are subject to higher rates.

4.) **Quality level:** WordExpress offers three quality levels for translations and editing:

AAA Certified Professional Translation or Editing with a sworn statement (affidavit) guaranteeing accuracy and correctness. This statement will be notarized upon request.

AA Extra Professional Translation or Editing, which includes extensive editing and proofreading by two or more language experts.

A Standard Professional Translation or Editing, which includes editing and proofreading by one language expert.

Please note: No certifications are issued for copywriting and proofreading projects.

5.) **Urgency of project:** Discounts are offered for projects with an extended turnaround time. A 25% surcharge applies to rush orders (reduced turnaround or evening/weekend/holiday work), and a 50% surcharge to super rush orders.

6.) **Layout:** If not otherwise requested, the translations are **wordprocessed** on PC or Mac state-of-the-art equipment. They are presented in a way that allows for easy cross-reference to the source document. **Basic formatting features** (centering, underlining, bolding, italicizing) are included in the standard rates. **Additional formatting features** (alignment, tables, columns, boxes, different typestyles or type sizes etc.) or overwriting of formatted source documents are considered **Page Layout** and charged extra. **Desktop Publishing** is available on the latest versions of QuarkXPress, and the Adobe family of programs with PageMaker, FrameMaker, Acrobat, Illustrator, Photoshop and In-Design, and many other applications.

7.) **E-Format and Output:** For target languages with Roman characters, **two electronic files, one in PDF format and one in WORD format**, are included with the project without charge. For target languages with non-Roman characters, an **electronic file in PDF format** is included. Additionally, output in form of **hardcopy** is included without charge where required. No electronic file is provided for certified translations of personal documents. Other forms of electronic format or output are available for an additional charge. **There is no file format that WordExpress cannot accommodate.**

8.) **Textual Continuity:** Lists of terms, glossaries, labels, etc. **that do not constitute continuous text**, are subject to an additional charge. A surcharge also applies to handwritten, partly illegible or partly unintelligible texts, or any other texts that are not submitted in electronic or printed form.

9.) **Delivery:** Available via e-mail, online FTP transfer, fax, messenger, UPS or via any other service if so requested. Additional charges will accrue for any delivery other than electronic and/or fax delivery.

A **minimum charge** of \$ 85 per language applies to all orders for languages with Roman characters, and \$ 110 per language to all orders for languages with non-Roman characters. These minimum charges do not include delivery other than via e-mail and/or fax.

Prepayment is required for private parties. For companies, a 50 % **deposit** is required for orders exceeding \$ 1,000. **All balances are due upon delivery unless otherwise arranged. We accept VISA, MASTERCARD, DISCOVER, AMEX and FAXCHECK.**

Payments may also be made through our website www.wordexpress.net. Click on **PAY HERE** and follow instructions.

Please see our brochure or visit our website www.wordexpress.net for more details!

For any questions or to place your order call (310) 260-7700, ext. 125 or toll-free (800) 570-0700, ext. 125.

Our Client Care Consultants will gladly assist you!

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MEMBER: American Translators Association (ATA) • California Court Interpreters Association (CCIA)
Southern California Translators & Interpreters Association (SCATIA)