

WORDEXPRESS

Multilingual Solutions Worldwide

TEL (310) 260-7700 or (800) 570-0700 • FAX (310) 260-7705 or (800) 570-5950

E-MAIL: clients@wordexpress.net • WEBSITE: www.wordexpress.net

Rates and Terms for Auxiliary Services as of 1/1/2006

(Replaces all previous Rates and Terms)

Auxiliary Services are only provided in conjunction with our language services.

If the auxiliary services are requested upon placing your order for language services, their charges are usually included in our original flat estimate.

Auxiliary Service

Price in \$

1.) Document-Related

Certification (Affidavit)	No charge if requested with the order for the project
Additional Certifications	\$ 5.00 each
Notarization	\$ 15.00 each
Additional Printouts	\$ 10.00 for each 20 pages (or portion thereof)
Handling of document-related auxiliary services for any previous project: \$ 20.00 – This charge accrues, in addition to any other charges, whenever auxiliary services are requested <u>after</u> the project has been delivered.	

2.) Handling & Delivery

Electronic (e-mail/FTP transfer) and/or fax delivery are included with the project without charge. Other forms of delivery are available for an additional charge, as follows:

USPS First Class Mail within the USA	Actual expenses plus approx. 50 % for handling
USPS Priority Mail within the USA	Actual expenses plus approx. 50 % for handling
UPS Ground within the USA (up to 2 lbs.)	\$ 5.00
Overnight Standard within the USA (up to 2 lbs.)	\$ 20.00
Overnight Priority within the USA (up to 2 lbs.)	\$ 25.00
Messenger	Actual expenses, plus approx. 25 % for handling
International delivery	Customized quotation

3.) 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, as follows:

CD	No charge for large projects, \$ 10.00 for small projects
Non-Roman character file in WORD (instead of pdf)	\$ 20.00 to \$ 80.00 per e-file depending on complexity -- includes ¼ to 1 hour technical support
EPS	Customized estimate
PDF	No charge

◀ **Please note that WordExpress is able to accommodate any file format, including the ones not listed above!** ▶

4.) Other Services

Scanning of graphics or pictures	\$ 10.00 per item
Technical support	\$ 80.00 per hour, with a 15-minute minimum (\$20.00)

5.) Interpretation Equipment Rental

See separate Schedule of Rates and Terms

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!

WordExpress Corporation, 8306 Wilshire Blvd., Suite 200, Beverly Hills, CA 90211

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