

General terms for interpreting

Fields

Company meetings, negotiations, factory visits, machine installation, court interpretation (civil and criminal), seminars, international events, visits overseas, etc

Rates

The cost of interpreting will be the total of the following three amounts, plus consumption tax where applicable.

- a) Basic interpreting fee
- b) Fee for travel time
- c) Travel and accommodation costs

a) Basic interpreting fee

Period of work	Basic fee	Overtime charge
Full day (4 to 8 hours)	50,000 to 100,000 yen	Hourly charge × 120% (30 minute increments)
Half day (Less than 4 hours)	30,000 to 60,000 yen	Hourly charge × 120% (30 minute increments)

- The "period of work" is defined as the time from when the interpreter is required to arrive at the location until the time they leave. (If this period spans lunchtime, then the period of work is to include a one-hour lunch break. In other words, an eight-hour day of translation includes seven hours of actual interpreting.)
- The basic fee will be set depending on the conditions and subject of the interpreting.
- The overtime charge is calculated by adding 20% to the basic hourly charge in thirty-minute increments. For example, 20 minutes of overtime would be calculated as [hourly charge × 0.5 × 120%]. (The hourly charge is the full-day rate divided by eight, or the half-day rate divided by four.)
- Please contact us for details of rates for interpreting assignments that either start before 8:00am or continue past 10:00pm.

b) Fee for travel time (within Japan)

There will be no extra charge for travel time if the location for the interpreting can be reached by car within 30 minutes. For locations which are further away, the following charges will be applied.

Case	Charge
Total of interpreting and travel time exceeds 9 hours	50% of half-day rate
Less than 4 hours traveling on the day prior to or following the interpreting	50% of half-day rate
4 hours or more traveling on the day prior to or following the interpreting	50% of full-day rate

c) Travel and accommodation costs

The costs of travel by airplane, train, bus, taxi etc. to and from the location of the interpreting assignment, and of any taxis etc. used during the assignment, are to be paid by the client.

Cost for pre-assignment briefing

If any extensive preparation is necessary before the interpreting assignment, the time necessary for this will be charged at half the basic interpreting rate.

Cancellation policy

Once an interpreter has been reserved for an assignment, the following cancellation charges will be applied.

Same day or one day before	100% of basic fee
Two days before	50% of basic fee
Three or more days before	20% of basic fee

Saturdays, Sundays and national holidays are not included in the above calculation of the cancellation date. (For example, if an assignment is scheduled for a Monday, and cancelled on the Friday before, it will be considered to have been canceled one day before the assignment.)

Other conditions

Please contact us for details of anything not mentioned above.