



**APPLICABLE FEES AND CONDITIONS
FOR TRANSLATION AND INTERPRETING ORDERS**

Tariff per page

- Base tariff applied to texts of average complexity:
CHF 100.00 per standard page.
- Base tariff applied to identity papers and acts of a civil status:
CHF 140.00 per standard page.

In the following cases the price might up to CHF 180.00 per standard page:

- Translations of average complexity with complex page set up.
- Translations of average complexity with the lead time less than 3 days.
- Translations of average complexity from manuscripts, illegible or in non-editable format.
- Translations of high complexity, which require additional research work and knowledge of specialist terminology.

A standard page counts 1600 characters. The count is done with the Word tools. The total number of letters is divided by 1600 and rounded to the nearest integer or to the nearest half-page; this way the client pays only for the real volume of work.

Tariff per page, applied to orders above 15 pages

- Base tariff:
CHF 90.00 per page.

In the following cases the price might up to CHF 120.00 per page:

- Translations of average complexity with complex page set up.
- Translations of average complexity with the lead time which is short compared to the volume.
- Translations of average complexity from manuscripts, illegible or in non-editable format.
- Translations of technical texts of high complexity, which require additional research work and knowledge of specialist terminology.

Tariff per hour

- Base tariff for proof-reading and corrections:
CHF 100.00 per hour.
- Consecutive translation (interpreting):
CHF 100.00 per hour.
- Simultaneous and whisper translation: individual estimation.
- Glossary and terminology research:
CHF 100.00 per hour.
- Proof-reading and corrections of complex texts which require research work and knowledge of specialist terminology: up to CHF 135.00 per hour.
NB: We reserve the right to suggest a new translation when the work does not correspond to our quality criteria. We do so in the client's best interest and only in the cases where the application of the hourly rate leads to a price increase. This way the client obtains a quality translation while reducing its costs.
- Other works: on request.

The minimum tariff per order

- CHF 100.00 for any work delivered either as a hard copy or in electronic format;
- 2 hours for all types of interpreting;
- 4 hours for simultaneous and whisper translation.



Translation Support Consulting Networking

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Cancellation of order by the client:

- If the client cancels an order for written translation when the work has already been started, the estimation amount must be paid in full.
- In the case the client cancels an order for any type of interpreting, the following applies:
 - ✓ For cancellations up to 72 hours in advance: the client is obliged to reimburse the executing party's expenses;
 - ✓ From 72 to 12 hours in advance: the client is obliged to pay half the estimated cost of the order and to reimburse the executing party's expenses;
 - ✓ Less than 12 hours in advance: the client is obliged to pay for the order in full and to reimburse the executing party's expenses.

Other fees

The certification fees, where required, shall be paid by the client. In the canton de Vaud, the indicative fees include:

1. Certification of the translator's signature by a notary: CHF 40.00 per document, plus estampille CHF 2.00 per page.
2. Certification of the notary's signature by le Service de légalisation des documents du canton de Vaud : CHF 25.00 per document.

Any travel fees: added to the amount of the invoice, CHF 70.00 for the time of journey and additionally CHF 0.70 / km if car is used.

Estimation offer

An estimation offer is supplied on your request. It is free if the original texts are supplied in an editable format. The effective work shall be invoiced within the limits of variation of 15% of the total amount of the estimation.

Confidentiality

We guarantee total confidentiality.

Payment terms

In the case where the client has an address in Switzerland: nett, on delivery.

In the case where the client has no address in Switzerland: prepayment of the estimation amount, settlement of the balance to be made on delivery.

For new clients and voluminous orders, a partial prepayment might be required, usually 50 % of the estimation.

Corrections after delivery

Base tariff per hour.

Claims

No claims shall be accepted 15 days after delivery.

Virus

Our computer system is subject to a regular and thorough anti-virus control. We decline any liability for damages caused by a virus.