

CHARGES

Day: - One (1) clear working day (defined as 9am – 5pm)
Pre-booked: More than 2 days notice
Emergency: Fewer than 2 days notice
Out of Office Hours: 19:00hrs – 07:00hrs

The minimum booking for interpreting is 1 hour –additional time after the first hour will be charged in ¼ hour increments.

Unsociable hours (i.e. early mornings, evenings and weekends) are charged at the emergency rate. All assignments are booked for 1 hour minimum unless otherwise requested. BSL charges may vary.

INTERPRETING (simultaneous)

@ £45 per hour (pre-booked)
@ £55 per hour (emergency)
@ £65 per hour (Out of Office)

Court / Police / Probation interpreting

@ £45 per hour (3 hours minimum)
@ £14 per hour travel time

British Sign Language

@ £45 per hour (pre-booked) // £55 per hour (emergency)
2 hours minimum. Additional time after the first 2 hours is charged in 1-hour increments.
@ £14 per hour travel time
Train/ bus tickets as necessary

Telephone Interpreting

@ £1.00 per minute (at all times)
International calls will be invoiced at the applicable international rate, additional to the above.

TRANSLATION

@ £30 minimum charge for up to 200 words
@ £15 per 100 words subsequently (pro-rata, i.e. by the word)
Standard rate: 4 working days
Urgent rate (+50%): 2 working days.
There may be a surcharge for rare languages – please check when booking.

CANCELLATION

All cancellations must be communicated verbally to a member of L.I.T.S.
If an assignment is cancelled with fewer than 2 days' notice, 50% charge will apply.



Language Interpreting & Translation Service

For BSL assignments a 100% charge may apply to cancellations made within 1 week of the assignment date.

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