

RC Interpreter & Translator Services

Full Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Cell phone: _____

Email: _____ Website: _____

Company: _____ Phone: _____

Interpreter Services: ___ Consecutive or ___ Simultaneous ___ Online Interpreter ___ Express

Estimate time of service: _____ Hour _____ Minutes

Language: () Portuguese () English () Spanish

Date of Service: ___ / ___ / _____ Time: _____

Address of your service: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Service Subjection/Reason: _____

Special Instructions: _____

Translator Services: ___ Standard or ___ Express Translator ___ Notarize ___ Do not Notarize

Number of Certificate of Accuracy: ___ All in one Certificate ___ Certify individually (per each document)

Estimate numbers of documents/page: _____ documents and _____ pages

Address: _____ City: _____

State: _____ Zip Code: _____ Email: _____

Special Instructions: _____

By signing this form, client understands and agrees with RC Services rates and policy.

Client's Name (print)

Signature

_____/_____/_____
Date

RC Interpreter & Translator Services

Rates & Policies – Quick Guide

Thank you for choosing **RC Interpreter & Translator Services**. I am happy to assist you as an Interpreter or Translator.

Interpreter Services

Type	PA	Out-of-State
Consecutive	\$85/hr	\$100/hr
Simultaneous	\$95/hr	\$115/hr
Express (Consec./Sim.)	\$120/hr	\$180/hr
Half Day (6 hrs)	\$720	\$1,080
Full Day (8 hrs)	\$960	\$1,440
Travel Fees	\$0.62/mile	\$0.78/mile

Notes:

- Minimum 2 hrs in PA with 50% deposit.
- Express service: booked & paid <72 hrs before appointment.
- Travel fee may be waived within a 5-mile radius.
- Reserve early—days or weeks in advance is recommended.

Translation Services

Service	Rate
Standard Translation	\$45/page
Express Translation	\$60/page (same-day via email)
Business Email Translation	\$35–\$50/email

Notes:

- Standard delivery: **7–10 business days** via email.
 - Express: **24 hrs** from payment (email only, excludes large document sets).
 - Optional notarization: ~\$10/document.
 - Standard mail delivery: from \$5.
 - Certificate of Accuracy included; extra fee for individual certification.
 - Payment required **before work begins**.
 - Clients must **review documents before notarization**.
 - No refunds on translation services.
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Payment & Agreement

Payment confirms your understanding and agreement with RC Interpreter & Translator Services' rates and policies.

Thank you for choosing RC—I look forward to working with you!

Policy of Interpreter Guidelines

1. **Minimum Compensation**
 - Interpreters hired at an hourly rate are guaranteed **no less than two hours** of compensation per assignment.
2. **Cancellations**
 - **≥72 hours' notice:** No cancellation fee.
 - **<72 hours' notice, before travel:** Fee = **1 hour pay**.
 - **After travel begins or interpreter appears:** Fee = **2 hours pay**, regardless of hourly, half-day, or full-day rate, or number of cases.
 - Interpreters are entitled to reimbursement for any incurred expenses.
3. **Travel Reimbursement**
 - Mileage, parking, tolls, and travel time reimbursed as follows:
 - **Mileage:** Paid at prevailing county/court rates if >50 miles round trip.
 - **Parking:** Reimbursed if no free parking exists within a 5-block radius.
4. **Long-Distance Travel**
 - Travel >2 hours one way from the interpreter's business location: **half the hourly rate** for travel time.
 - If train or plane is required: **full travel costs and per diem reimbursed**.
5. **Overnight Accommodation**
 - Required overnight stays for assignments are reimbursable.
6. **Receipts**
 - All reimbursement requests must include **proper receipts**.
7. **Interpreter Substitution / Unexpected Cancellation**
 - If an interpreter must cancel, a **substitute interpreter** will be provided.
 - If no substitute is available, **no charges** apply and deposits are refundable.

Note: Rates may increase according to **Federal/State Interpreter Guidelines**.