

# WITS

## Charges for Interpreters (Locally Assessed)

### Interpreting Time

A minimum charge of 2 hours will be made.

All periods in excess of 2 hours will be charged to the nearest 15 minutes.

HOURS	DAYS MON. to FRI. 0800 – 2000 Hrs	NIGHTS: MON to FRI 2000 – 0800Hrs & SATURDAYS & SUNDAYS & PUBLIC HOLIDAYS
<b>Minimum Charge:</b>		
<b>2 Hours</b>	<b>£60.00</b>	<b>£88.00</b>
<b>Charges for periods in excess of 2 hours</b>		
<b>15mins</b>	<b>£7.50</b>	<b>£11.00</b>
<b>30mins</b>	<b>£15.00</b>	<b>£22.00</b>
<b>45mins</b>	<b>£22.50</b>	<b>£33.00</b>
<b>1 Hour</b>	<b>£30.00</b>	<b>£44.00</b>

### Travel Time

Reasonable travelling time will be charged at a rate of **£20 per hour. (Where the total time of interpreting and travelling exceeds the 2 hours minimum payment)**

Mileage will be charged at 40p/ mile. All distances/ times will be charged in accordance with RAC route-finder information.

### Expenses

All reasonable and evidenced additional expenses in connection with travel and meals will be charged for reimbursement.

### Telephone interpreting.

All periods will be charged to the nearest minute at a rate of 75p/ minute.

### Written translation

Fees are charged at £60 per 1000 English words, (**minimum fee £50** for documents of less than 1000 words). NB Multiple jobs will be aggregated.

### Cancellation of Bookings

No cancellation fee will be charged where a booking is cancelled up to 2200 hrs in the evening prior to the day of the booked assignment.

Thereafter the minimum fee will be charged.