

### **1. Translation Services:**

The cost of translation is detailed as under:-

1. Minimum one page : Rs. 500/-
2. General documents : Rs. 2.5 per word
3. Technical documents : Rs. 3.5 per word
4. Proofreading : Rs. 2 per word

Additional charges may be applied if:

1. The document involves heavy formatting work.
2. Hard copy is provided by the client; charges will increase by 20 %.
3. There are bills to be reimbursed for courier and printing/scanning.

### **2. Interpretation services:**

These services will be taken up and will be chargeable on an hourly basis.

Minimum number of hours for an assignment: 2

Charges: 800 per hour.

Outstation and full-day assignments to be considered on a case-to-case basis.

(Food, travel, accommodation to be provided by client)

### **3. Teaching services:**

30 hour fun program to learn conversational French for beginners or people who want to brush up the language.

This program will enable them to speak French in quotidian situations and interact with clients in a professional setup.

Course duration: 3 hours on Saturdays

Course fees: 16000 INR.

Location: Sion/student's residence (fees will be revised in case of latter)

#### **Payment terms\*:**

50% of the sum to be paid before starting the assignment.

After completion, the balance amount should be paid within 5 working days of submission of document.

For teaching, 50% to be paid before commencement of course. The balance amount to be paid after 15 hours.

Payment forms : Cash, cheque and NEFT.

\* All rates are subject to change without prior notice.