

Hong Kong Language Training Center

HKLTC handles a wide range of **interpreting services** from general interpreting to consecutive and simultaneous interpreting for conferences, courtesy calls, inspections, training and seminars.

Type of Interpretation

1. General	Tour guides, exhibition assistants, etc..
2. Business I	General business negotiations, etc..
3. Business II	Business negotiations involving specialized knowledge, such as contracts.
4. Conference I	General conferences such as in-house meetings and presentations, chairing of meetings, etc..
5. Conference II	Simultaneous and consecutive interpretations that require higher technical or specialized knowledge.
6. Special Project	M & A, IPO, Corporate Recovery, Corporate Finance & Reconstruction, Litigation Support , Court Defense and others highly demanding and confidential meetings

Price Quotation

Type of interpretation	Minimum charge (first 4 hours)	Additional charge (Hourly rate after 4 hours)
1. General	\$1250	\$225
2. Business Interpretation I	\$1800	\$405
3. Business Interpretation II	\$2250	\$518
4. Conference Interpretation I	\$2700 - \$3600	\$608 - \$810
5. Conference Interpretation II	\$3600 - \$4500	\$810 - \$1035
6. Special Project	\$4500- \$8000	\$1035-\$2000

Payment Terms

Full payment is required with job confirmation and contract signed.

Remarks

- In principle, 2 interpreters will be required for simultaneous interpretations up to 4 hours and 3 interpreters for longer duration.
- Above rates are calculated based on a portal-to-portal hour scheme, which will also include time spent for prior meetings. Tasks performed outside operating hours (i.e., before 9:00a.m. and after 5:00p.m. for weekdays, and the entire day for Saturdays, Sundays and public holidays) will be charged at 1.5 times of the above rate.
- Above rates are applied on Languages on Mandarin Chinese to English, Cantonese to English, Japanese to English and Korean to English. Other language combination will have different rate.

Cancellation Rates After Exchange of Contracts

Day: working day, except Saturdays, Sundays and public holidays

7 days before interpretation 30%

3 - 6 days before interpretation 50%

2 days before interpretation 70%

Day before/of interpretation 100%

Rates for Prior Meetings (1)

Meetings conducted prior to the date of interpretation will be charged separately at the same rate as in the above table. Although local transportation costs will not be charged in general, actual expenses for transportation to inaccessible locations (e.g., isolated islands) may be charged.

Rates for Prior Meetings (2)

Actual expenses incurred for transportation and accommodation will be charged. There will also be an additional charge for the time lapse before and after the assignment, such as from the time of departure to time when task is executed and that from the completion of the task till interpreter's arrival back home.

Rates for Prior Meetings (3)

In the case when the interpreter arrives a day before or departs a day after the actual day of assignment, an additional charge equivalent to the minimum interpretation charge shown above will be imposed.

In the case when the interpreter arrives or departs on the day of the assignment, additional charges may be required depending on the length of the waiting/travelling time before and after the assignment.