

Interpreting and Translation Team

The Compton Centre

322 Harehills Lane

Leeds LS9 7BG

Tel 0113 3367800

Email: interpreting@leeds.gov.uk

Charges For External Companies for Interpreting and Translation

Face-to-Face Interpreting

Minimum booking of 1 hour

- The hourly charge for interpreting from 7.00 am till 7.00 pm is £27.00 for the first hour thereafter every 30 minutes is £13.50. Time is rounded up to the nearest 30 minutes.
- Plus travel time (a one-off charge of either £7.50 or £15.00 depending on where the interpreter is travelling from). This charge is at cost price.
- Plus travel expenses (either public transport costs or mileage at £0.25 per mile). This charge is at cost price.
- If interpreter makes a telephone call from their own mobile - £5.00
- Plus £0.50 admin charge.
- From the hours of 7.00 pm to 7.00 am for the first hour £38.25 thereafter every 30 mins is £19.13. This is also the weekend rate.

Telephone Interpreting

Minimum booking of 30 minutes

- £19.50 per 30 mins then £9.75 for every 15 minutes. Time is rounded up to the nearest 15 minutes.
- If interpreter makes a telephone call from their own mobile - £5.00
- Plus £0.50 admin charge.

Translations

Minimum charge of £21.00

- £21.00 per 100 words up to 1000 words. £19.00 per 100 words for any above 1000.

Cancellations

If a session is cancelled within 24 hours (working days) of the date of the interpreting session, a cancellation fee at cost price will apply. If cancelled outside 24 hours there will be no charge.

All these rates are exclusive of VAT.

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British Sign Language interpreters

	Minimum charge: 2 hours	Half Day: 3 hours	Full Day: 6 hours
Member of the Register of BSL/English Interpreters	£90.00 + Travel (£45.00 ph)	£135.00 + Travel	£270.00 + Travel
Trainee Interpreters	£75.00 + Travel (£37.50 ph)	£112.00 + Travel	£225.00 + Travel
Junior Trainee Interpreters	£60.00 + Travel (£30.00 ph)	£90.00 + Travel	£180.00 + Travel

Out of area/unsociable hours and weekends

British Sign Language Interpreters

	Minimum charge: 2 hours	Half Day: 3 hours	Full Day: 6 hours
Member of the Register of BSL/English Interpreters	£120.00 + Travel (£60.00 ph)	£180.00 + Travel	£360.00 + Travel
Trainee Interpreters	£105.00 + Travel (£52.50 ph)	£157.50 + Travel	£315.00 + Travel
Junior Trainee Interpreters	£90.00 + Travel (£45.00 ph)	£135.00 + Travel	£270.00 + Travel

Cancellation Charges

If notice is more than 10 days	No fee
If notice is less than 10 days and more than 5 days	Half fee
If notice is less than 5 days	Full fee