

Interpretation Fee Schedule

Type of interpretation	Half-day per interpreter (Up to 3 hours)	Full-day per interpreter
Conference	JPY 35,000	JPY 70,000
Exhibition	JPY 20,000	JPY 30,000
Tour guide attendant	JPY 20,000	JPY 30,000

* Prices excluding consumption tax.

* Prices are for one interpreter within Japan.

* Prices listed may change without prior notice.

- The full-day fee is charged for eight hours of an interpreter's time, which comprises seven work hours plus a one-hour break. The half-day fee is charged for three hours of an interpreter's time. If more than three hours of an interpreter's time are required in a day, the full-day fee applies regardless of whether or not the interpreter works a full seven hours. When more than eight hours of an interpreter's time are required, the overtime charge (25% increase/hour) is added. In the case of tour-group interpreting, each hour that the interpreter spends with the tour group (i.e., from group assembly to dismissal) is considered a work hour. Lunch-hour and other breaks are included as work hours.
- A transportation surcharge is added when assignments lie 100 km or more from Tokyo Station, or one-way travel time is more than two hours. Accommodation and *per diem* fees may apply depending on the time.

For travel time of more than two hours on the day before or the day after an assignment, or for an on-site non-working day (such as preliminary meeting for approximately one hour)	Half-day fee × 1/2
For travel time of more than two hours on the day of an assignment, or for a half-day spent on-site	(Full-day fee minus Half-day fee) × 1/2
For a full-day spent on-site	Full-day fee × 1/2

※In the case of a day trip, a full round trip applies.

For interpretation overseas, we will make a quote separately.

- Transportation cost is surcharged. Early-morning or late-night travel, or distant locations will incur taxi fare charges.
- In the case of consecutive interpretation, one interpreter will be assigned for interpretation of four hours or under; two interpreters will be required for sessions over four hours.
- A separate preparation fee may be required if the assignment is highly technical or specialized.

Cancellation Fee

Cancellation after the formal order will be subject to the following cancellation fees.

Cancellation	Percent of quoted fee payable
4 to 7 days before	30%
3 days before	50%
2 days before	70%
0 to 1 day before	100%