

## **RATES OF PAY FOR INTERPRETERS**

Please note that the following changes to rates of pay for interpreters come into immediate effect and are as follows:

### **Normal Assignments**

1. The hourly rates for normal assignments will be paid at £20.00 per hour, subsequent time will be paid at £5.00 per quarter (15 minutes)

### **Travel Time**

1. £15.00 per for the first hour, subsequent time will be paid at £3.75 per quarter (15 minutes).

### **Travel/Mileage Costs**

1. Car mileage will be paid at **35** pence per mile.

### **Out of Hours**

1. Bank holidays will be paid at time and a half - £22.50 per hour).

### **Cancellations**

1. Booking cancellations will be advised by Translate UK Limited and will be at the discretion of the company.

### **Court Assignments**

1. The hourly rates for court assignments will be paid at £25.00 per hour plus travel expenses.
2. If the court hearing exceeds by an hour then the interpreter will be paid £6.25 per quarter of the hour.

### **Terms and Conditions**

1. Our terms and conditions are available on request.

**Interpreter Details:**

<p><b>Name:</b> .....</p> <p><b>Signature:</b> ..... <b>Date</b> .....</p> <p>I certify that this claim to be true statement of the amount due to me and that I will abide by the written procedure as laid down by Translate UK Limited.</p>
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**Booking Details:**

Booking Reference:	Address Of Booking	Client Name	Language	Date	Time From	Time To	Total no. of Hrs/Mins	Name of Interpreter	Signature of Interpreter	TOTAL (£)

**Travel Costs:**

<b>Train/Bus Fare</b>	
<b>Car Miles @ 35 pence/mile</b>	
<b>Car parking</b>	
<b>Travel time:</b>	
Within locality	
Outside immediate borders	
Anything beyond	
<b>TOTAL PAYMENT</b>	