

In Svizzera dal 1985

Membro di  
ASSOCIAZIONE SCUOLE PRIVATE SVIZZERA ITALIANA  
e FEDERAZIONE SVIZZERA DELLE SCUOLE PRIVATE

في سويسرا منذ ١٩٨٥

عضو في جمعية المدارس الخاصة في سويسرا الإيطالية  
وفي الفيدرالية السويسرية للمدارس الخاصة

In Switzerland since 1985

Member of  
ASSOCIATION OF PRIVATE SCHOOLS IN THE SWISS  
ITALIAN PART and SWISS FEDERATION  
OF PRIVATE SCHOOLS IN SWITZERLAND

## TRANSLATION SERVICES TARIFF – CONDITIONS valid from 02.01.2017

**BASE TARIFF** (one line is 55 characters, spaces included) \*

Language groups		Personal and simple texts	Legal, commercial and technical texts	Publicity and slogans
1	French, English, Portuguese, Spanish, German	CHF 2.90	from CHF 3.90	minimum CHF 125.00 an hour
2	Danish, Finnish, Norwegian, Dutch, Swedish, Albanese, Latvian, Lithuanian, Slavonic languages, Polish, Rumanian, Russian, Hungarian	CHF 4.00	from CHF 4.90	
3	Arabic, Chinese, Hebrew, Turkish, Japanese	CHF 4.70	from CHF 5.90	
4	Farsi (Persian), Greek, Urdu, Oriental, Indian and African languages	CHF 5.20	from CHF 6.90	

\* The base tariff applies to translations from a foreign language into Italian and vice versa. Numbers count as normal text and the fraction of line is considered as a whole line.

Minimum fee to be invoiced CHF 80.00, CHF 100.00, CHF 120.00 or CHF 200.00 (according to the language group and difficulty)

### CONDITIONS

- Costs relative to postage, telephones, fax and/or courier are to be invoiced
- Conditions of payment: for invoices inferior to CHF 500.00 net at delivery, for superior invoices, 50% at confirmation of the order and balance within 10 days from the date of the invoice
- Delivery terms: depending on the amount of work, a minimum of 3 working days, otherwise the supplement "Express Translations" is applied.

### SUPPLEMENTS

- For translation from a foreign language into another foreign language: higher base tariff + 70%
- Express Translations (max. 10 pages): ⇒ within 48 hours: base tariff + 60%  
⇒ weekend and public holidays: base tariff + 80%
- Supplement for particularly difficult translations: base tariff + 40%
- Translations from audio/video machines: base tariff + CHF 40.00 a page of 1'500 characters, spaces included.

### OTHER SERVICES

- Revision (proofreading/checking/correction) of texts already written or translated by third parties: either 80% of the base tariff or by hour: minimum CHF 100.00, CHF 120.00, CHF 140.00 or CHF 180.00/an hour (according to the language group and difficulty).
- Transcription of texts: CHF 1.50 for each 55 characters
- Reproduction/copy of translations already translated/archived till 5 years before, according to length: from CHF 60.00, beyond that term, if still available, from CHF 100.00
- Authentication and legalization: CHF 65.00 for each public notary authentication (or legalization of the authenticated copy of each original document); CHF 165.00 for each public notary authentication (or legalization) and Apostille or authentication of the Chancellery of State

In case of a dispute, the Swiss Law is to be applied at the competent Court of Lugano; eventual contestations should be communicated by registered letter within 5 working days after the delivery. Contestations made after such term shall not be considered in any way.

For other interpretation services (simultaneous, consecutive and transactional) and accompaniment (linguistic assistance) please consult the relative price list.

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1 / 1