



Translation-Interpretation Services (Spanish-English)

Latino Community Association
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The Latino Community Association offers translation and interpretation services to the Central Oregon community in order to further our mission, which includes improving access to resources and opportunities. Access, for our immigrant community, often involves being able to read, communicate, and inform oneself in one's native language. We will often translate (free of charge) simple fliers and other informational documents, at our discretion, that can benefit our target community: Spanish-speaking Latinos. This applies to interpretation services as well. By providing these services to other human service organizations, we are contributing to the success of our clients, as well as the success of our community as a whole.

As a non-profit organization, however, we also have a need to generate revenues to pay for our programs and services. Thus, when appropriate, we charge for-profit businesses, public and non-profit groups based on the following fee schedules and process timelines.

Translation Process: Receive document (in-person, fax, or e-mail (preferred)) > review document > contact client to discuss fees-deadlines (determine LCA availability) > locate volunteer or staff member > assign translation > confirm timeline with client > final review of draft translation > delivery of finished product > bill for payment.

Translation Fees (written)		Description
Base fee	\$35/page	simple language – no formatting
Additional fee	\$5-20/page	complicated language (i.e., medical, legal) and/or special formatting
Review fee	\$15-30/page	for third-party quality-review of documents translated by another entity. (rate depends on specialized language and quality of original translation)

**There is a one-page minimum for all projects. Additional text count is charged on a half-page or full-page basis.*

Interpretation Process: Receive request > clarify needs (date-time-location) > locate volunteer or staff member > call client to confirm details and make appointment > clarify estimated fee > assign job > confirm with volunteer/staff on day of > follow up with client and volunteer/staff to evaluate service > bill for payment.

Interpretation Fees (spoken)		Description
Base fee	\$40/hour	simple language – simple communication setting.
Additional fees	\$10-20/hour	complicated language (i.e., medical, legal), large group, or conflict mediation setting.

**Additional fees may be determined, in some cases, after the interpretation appointment based on "Addl. Fees".*

**There is a one-hour minimum charge for all projects. Additional time is charged at 30-minute increments.*

**Additional fees will apply for travel costs incurred by LCA to arrive at and return from the service location when distance is > 10 miles round-trip (\$0.75/mile).*

Non-profit discount: When a requested service directly benefits our target client group (Latino families), we may offer a discount at our discretion.

If your company or organization plans to utilize our services on an ongoing basis, please consider joining our **AMIGOS membership** program to receive discounts on all translation/interpretation work (20% on your first project and 10% thereafter). Annual fees run \$100-\$250. For more information, visit <http://www.latinocommunityassociation.org/join-our-association/>

The Latino Community Association is not responsible or liable for the outcome of any translation or interpretation service provided. Our role is to translate or interpret information as provided by the client and/or all parties involved. We are not liable for the application of words we interpret or documents we translate or the outcome of any mediation we interpret.