


MIS SCHEDULE OF FEES

 On-Site Interpreting Services			
Service	Bookings	Details	Rates incl. GST
Standard On-Site Interpreting	Standard Hours (8.00 to 18.00 Mon – Sat)	First 2 hours or part thereof (minimum of 2 hr service)	\$125.00
	<i>(Additional fee each 30 mins past the 2hrs)</i>	Each additional 30 minutes or part thereof	\$25.00
	After hours	Mon – Sat	\$165.00
	Sundays Public Holidays Before 8.00 Mon – Sat After 18.00 Mon – Sat	First 2 hours or part thereof (minimum of 2 hr service)	\$220.00
	<i>(Additional fee each 30 mins past the 2hrs)</i>		
	Booking Fee	Each additional 15 minutes or part thereof	\$30.00
Cancellation Fee	At least 24 hrs prior to appointment Less than 24 hours notice and after 6.00pm the preceding day	No Charge 100% of the booked fee	
Reimbursements	Standard reimbursement per kilometre if location of assignment is 50km or more from the interpreter's residence \$0.69 cents/km (as per ATO per km method)		
Full Day On-Site Interpreting	After Hours	per 15 mins	\$14.00
	Minimum Charge <i>(Based on when job starts)</i>	per 15 mins	\$28.00
	Booking Fee	per day (Weekdays and Saturdays)	\$448.00 <i>(\$134.40 booking fee at 30%)</i>
		per day (Sun or Public Holidays)	\$896.00 <i>(\$268.80 booking fee)</i>
	Cancellation	At least 24 hrs prior to appointment Less than 24 hours notice and after 6.00pm the preceding day	No Charge Minimum 1/3 of the booking fee.
Reimbursements	Travel from work/home of interpreter or language support services worker	If location of the assignment is 50km or more from the interpreter's residence.	0.69 cents/km
Non Metropolitan Travel Costs & Reimbursements	Travel fares	per kilometre	0.69 cents/km
	Overnight travel allowance (meals and incidentals)	Reimbursement of fare	Actual cost
	Travel Time (Standard Hours)	Each overnight stay	Actual cost
	Travel Time (After Hours)	Per 15mins	\$19.00
	Postage/Telephone etc	per 15 mins	\$30.50
Other Expenses	24 hours or on the day	Reimbursement of expense	Actual cost
Telephone Interpreting		Per 15 mins	\$15.00



MultiLink Interpreting Services allocates assignments and gives preference to employees with professional skills formally recognised by NAATI. NAATI (National Accreditation Authority for Translating and Interpreting) is responsible for the professional accreditation of Interpreters and translators.

All employees of MultiLink Interpreting Services are obliged to conform to the Australian Institute of Interpreters and Translators (AUSIT) professional *Code of Ethics* ©.

All MultiLink Interpreting Service employees are obliged to comply to MultiLink Community Services policy and procedures.

To obtain an on-site service: Contact MultiLink Interpreting Services on Ph: 1300 302 726 or language@multilink.org.au.

To obtain booking forms: Simply phone 1300 302 726 between business hours (8.30am – 5.00pm) to receive the form either via email, fax or by post.

Interpreters are available during:

Standard Hours: 8.00am to 6.00pm (Monday to Friday).

After Hours: 6.00pm to 10.00pm (Monday to Friday and all day Saturday, Sunday & Public Holidays), seven days a week *by negotiation*.

On-Site travel fee: A travel fee of \$0.69c per km. of interpreters' home to work occur both ways. This fee gets forfeited back to the interpreter for their mileage for travel costs.

Booking fee: This is to ensure that an interpreter or translator has been reserved. This fee is normally refundable but can be retained by MultiLink Interpreting Services should the the service no longer be required (*within 24 hours prior to the job/assignment*), MultiLink then forfeits this to the interpreter or translator for their allocated time.

MultiLink provides Interpreting Services on a fee-for-service basis to private individuals, community organisations, businesses and government organisations/agencies.

**Further information is available by contacting
MultiLink Interpreting Services**

Ph: 1300 302 726

Fax: (07) 3290 2499

Email: language@multilink.org.au

38 Blackwood Road, Woodridge Qld 4114

PO Box 146, Woodridge Qld 4114

These rates and charges are provided on the basis of commercial in confidence.

An enterprise initiative of MultiLink Community Services Inc.