

## Price List

Service	Description	Price (in JPY, tax excluded)
Interpreting, short half-day	Up to 2 hours of service	From 48,000
Interpreting, half-day	Up to 4 hours of service (10-minute break for every 90 minutes included)	From 64,000
Interpreting, full-day	Up to 8 hours of service (1-hour break included)	From 96,000
Overtime charge	Every 15 minutes	From 3,840
Rush charge	Booking within 3 business days before service	5,000
Rush charge	Booking within 1 or 2 business day(s) before service	10,000
Preliminary briefing	Only if it is on a date prior to the actual service	From 36,000
Document proofreading	YLS will proofread the document prepared by the customer in English and suggest improvements (for Japanese customers)	To be estimated each time

\*Per one interpreter

\*Based on on-site duration

\*10% consumption tax will be added

### Terms and Conditions

#### Estimate

1. Yamamoto Language Services (hereinafter referred to as YLS) will issue a free, formal, and non-binding estimate for each project within three business days on receipt of details of the interpreting project. The estimate will have an expiration date.

Yamamoto Language Services

URL: [yamamoto-ls.com/en/home/](http://yamamoto-ls.com/en/home/)

Shoan, Suginami-ku, Tokyo, Japan 167-0054

E-mail: [info@yamamoto-ls.com](mailto:info@yamamoto-ls.com)

2. The interpreting fee will include transportation charges within the Yamanote Line. Any travel outside of the Yamanote Line will be charged separately.

### **Cancellation**

3. Once the customer gives written approval of YLS' estimate by email, I will confirm the booking of the interpreting service.
4. Any cancellation after the confirmation of the booking will be subject to the following cancellation fees:
  - 3 business days before the day of the service: 100% of the base price
  - 5 business days before the day of the service: 50% of the base price

### **Request for materials**

5. The customer is kindly requested to provide the following information, preferably one week prior to the day of the service, to ensure the interpreter can deliver high-quality interpreting:
  - Participants (names and titles),
  - Objective and background of the meeting,
  - Material and speech transcript (if any).

### **The day of the interpreting**

6. The customer must obtain prior written consent for any recording or broadcasting/podcasting of the interpreting audio. Such recording or broadcasting/podcasting may be subject to a secondary use fee.

### **Payment and invoice**

7. New clients must pay a 50% deposit of the base fee.
8. YLS will issue an invoice within 3 business days of the interpreting service. The payment term is NET 30. Any invoices not paid within 30 calendar days of receipt of the invoice will be subject to penalties according to the statutory interest rate.
9. The above fees are for indicative purposes. The actual estimate for each project may have a different set of rates depending on the subject matter.
10. Prices are subject to change without notice.