

## Price List

Service	Description	Price (in JPY, tax included)
Interpreting, short half-day	Up to 2 hours of service	From 49,000
Interpreting, half-day	Up to 4 hours of service (10-minute break for every 90 minutes included)	From 65,000
Interpreting, full-day	Up to 8 hours of service (1-hour break included)	From 98,000
Overtime charge	Every 15 minutes	From 4,000
Rush charge	Booking within 3 business days before the service	5,000
Rush charge	Booking within 2 or 1 business day(s) before the service	10,000
Online rehearsal/ connectivity check	Up to an hour	10,000
Preliminary in-person briefing	Only if it is on a date prior to the actual service	From 36,000
Secondary use	For commercial purposes	100% of interpreting fee
Document proofreading	YLS will proofread the document prepared by the customer in English and suggest improvements (For Japanese customers)	To be estimated

\*Per one interpreter

\*Based on on-site/ online 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 price estimate for each project within 3 business days once the details on the interpreting project have been received. The estimate will have an expiry date.
2. The interpreting fee will contain transportation charge within Yamanote Line. Any travel outside of Yamanote Line will be charged separately.

### **Cancellation**

3. Once the customer gives a written approval of YLS' estimate by e-mail, YLS will confirm the booking of 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 the materials**

5. The customer is kindly requested to provide the following information preferably one week prior to the day of the service so that the interpreter can deliver 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 voice sound. Such recording or broadcasting/ podcasting may be subject to secondary use fee.
7. YLS will not be responsible for any interpreting equipment failures and internet connectivity failures during the meeting.

### **Payment and invoice**

8. New clients must pay a 50% deposit of the base fee.
9. YLS will issue an invoice within 3 business days after the delivery of 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.
10. 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.
11. Prices are subject to change without notice.