

## INTERPRETATION AGREEMENT 2016

Name of Company			
Contact Person			
	Surname	First Name	Middle Name
Address			
Email			
Mobile number		Tel. number	

TYPE OF WORK AND RATES:		
A	Consecutive Interpretation:	Php 6,000 per session, one (1) interpreter, (whispering)
B	Simultaneous Interpretation:	Php 18,000 per session, team of two (2) interpreters (inside the booth)
C	Simultaneous Whispering:	Php 9,000 per session, one (1) interpreter, (whispering)

### INTERPRETATION OPTIONS:

- 1 French to English & English to French
- 2 French to Filipino & Filipino to French
- 3 Other

### CONDITIONS:

- a. The client shall be charged per session of interpretation.
- b. One session consists of 3 hours of interpretation with a mid-session break of at least 15 minutes.
- c. The break between two consecutive sessions of interpretation shall not last less than one and half hours.
- d. Every additional hour (or part of an hour) to a session shall be charged to the client:
  1. Php 1,500 for consecutive interpretation
  2. Php 8,000 for simultaneous interpretation (per team of 2)
  3. Php 4,000 for simultaneous whispering
- e. Interpretation shall refer to the final hours of session.
- f. Alliance Française de Manille must be informed two weeks in advance for any change of schedule or request for additional hours. In case of cancellation, client must inform AFM two weeks before the scheduled date, otherwise the client shall be charged for the request date/s they made for interpretations.
- g. The client shall provide:
  1. All necessary documents to accomplish the job.
  2. Beverages to the interpreters during the session and meals if the job lasts more than one session.
  3. Transportation and accommodation if necessary.
- h. Payments should be made in cash or cheque to the order of Alliance Française of Manila, Inc.
  1. 50% to the Alliance Française upon signing the agreement
  2. 50% to the Alliance Française or to the interpreter after the completion of the job.
- i. The right and obligations of Alliance Française de Manille are strictly limited to the terms and conditions of this agreement. Both parties bind themselves to respect any additional conditions not stipulated, provided however that said conditions were agreed upon by both parties in writing.

**WORK ORDER:**

Type of work:

☐ A ☐ B ☐ C

Interpretation:

☐ 1 ☐ 2 ☐ 3

Dates and times:


Venue Address:


Estimated cost:

Php
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\_\_\_\_\_  
Signature of AFM Agent

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Signature of Client

**O F F I C I A L   U S E   O N L Y**

Final number of session(s) of Interpretation:

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Number of additional hours of Interpretation:

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Amount deposited

Php

Date

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OR#

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Balance Due

Php

Date

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OR#

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\_\_\_\_\_  
Signature of Interpreter

Due to Interpreter:

Php