

Client: _____
 Address : _____

 Contact number: _____ E-mail address: _____

TYPES OF INTERPRETATION		
<i>Consecutive Interpretation</i>	<i>Simultaneous Whispering</i>	<i>Simultaneous or Conference Interpretation</i>
This kind of interpretation is suitable for small groups or one-on-one meetings where the conversation allows for pauses. Translation is relayed to a maximum of 5 people.	Whispering is an interpreting mode whereby the interpreter is positioned right next to one or two participants and whispers the interpretation of the speech.	Works for large, live events or conferences involving two or more languages. Requires two interpreters inside a booth.
<input type="checkbox"/> Php6,000 / session Php1,500 per succeeding hour	<input type="checkbox"/> Php9,000 / session Php4,000 per succeeding hour	<input type="checkbox"/> Php18,000 / session Php8,000 per succeeding hour

WORK ORDER
Session date & time

From: _____	From: _____	From: _____
To: _____	To: _____	To: _____
MM DD	MM DD	MM DD

From: _____	From: _____	From: _____
To: _____	To: _____	To: _____
MM DD	MM DD	MM DD

Venue: _____

TERMS AND CONDITIONS

a. The minimum rate of 1 session is equivalent to 3 hours or less, with a mid-session break of 15 minutes. In case of two or more consecutive sessions, the interpreter/s will have a 90-minute break after each one.

- 6 hours including lunch (8AM to 2PM or 9AM to 3PM) = 2 sessions
- 8 hours (8AM to 5PM or 9AM to 6PM) with 1 ½ hour lunch break = 3 sessions; anything beyond this schedule will be counted as an extra hour

b. Every additional hour or part of an hour to a session, shall be charged to the client.

c. Interpretation requests, schedule changes, and cancellations must be done 2 weeks before the set session date. If client fails to cancel in time, the client will be charged for the request date/s they made for interpretations.

d. The following shall be provided by the client to the interpreter/s:

- Any necessary document or material for the job at least 2 weeks before the session date
- Beverages during the session and meals for more than one session
- Transportation and accommodation

e. Payment can be done via cash, credit card, or check to the order of Alliance Française of Manila, Inc. At least 60% of the total charge must be settled upon signing this Agreement. The balance shall be paid to AFM or the interpreter upon completion of the job. All local/international bank charges, if any, will be shouldered by the client.

By signing below, I, the client, confirm and agree to all of the terms and conditions stated above.

Client's Signature Over Printed Name

RESERVED FOR ADMINISTRATION

Final no. of sessions: _____	Transpo. cost: _____	Interpreter/s: _____
Additional hours: _____	Total inter. cost: _____	
Amount deposited: _____	O.R. Number: _____	Due to interpreter/s: _____
Balance due: _____	O.R. Number: _____	Date of payment: _____
		Date of payment: _____