**Interpretation and Translation Services Guide**

**Services Offered**

🗖 **Live Interpretation Only** (English/Spanish)

* $50.00 per hour

 [1 hour minimum, billed in 30-minute blocks]

*Interpretation can be provided live to the full event audience (sound system* NOT *provided by SOC). This method requires speakers to pause at the end of sentences to allow for interpretation and effectively doubles the total speaking time. Alternatively, interpretation can be provided via a transmitter to participants using a receiver/headphone set.*

🗖 **Equipment Rental Only**

* $25.00 per hour, plus $5.00 per receiver/headphone set borrowed

[1 hour minimum, billed in 30-minute blocks]

🗖 **Combined Service** (Interpretation with equipment rental)

* $65.00 per hour plus $5.00 per receiver/headphone set borrowed

[1 hour minimum, billed in 30-minute blocks]

🗖 **Document Translation** (English/Spanish)

* $0.25 per word [$50 minimum charge]

To make a request, contact Justin at:

Email: justin@socmilwaukee.org

Telephone: 414-410-9838

**Please include the following information in your request:**

1. Your name and the name of your organization
2. Date, time, and place of the event
3. Contact information for the event facilitator
4. Which service you are requesting (see above) and quantities desired
5. Length of time equipment and/or interpretation is needed

*Once this information is received, we will contact you as soon as possible with our availability, a price quote, and to make arrangements for the drop-off/pickup of equipment as needed.*

**Additional Information**

**Equipment Rental: What’s Included?**

The equipment rental includes the following: carrying case, transmitter, headset with microphone, two battery packs, extra batteries, and the number of receiver/headphone sets requested.

**Security Deposit**

To protect our investment in the translation equipment, we require each borrower to provide us with a check in the amount of $750, or credit card information with the authorization to charge up to the full amount as necessary to cover any damage, theft, or loss of equipment that occurs during the rental window. The check will be shredded or returned to the borrower upon request after safe return of the equipment, and the credit card will not be charged unless damage, theft, or loss occurs.

**Payment**

The borrower will be invoiced and payment expected within five (5) business days of the event.

**Rental Agreement**

Each borrower must sign a rental agreement prior to receiving the equipment, which grants SOC the permission to charge the borrower using the method described above in the event a damage, theft, or loss occurs.

6/21/16 JJB