

ANNEX A – TRANSLATION BUREAU RATE SCHEDULE FOR 2021–2022

	TRANSLATION SERVICES	REVISION SERVICES	ON-SITE SERVICES (min. of 3 hours)	CONFERENCE INTERPRETATION* SERVICES*
Official languages	\$71/hour	\$95/hour	\$100/hour	\$1,100/day-interpreter
Spanish and Portuguese	\$87/hour	\$87/hour	\$129/hour	\$1,300/day-interpreter
Indigenous and foreign languages	\$129/hour	\$129/hour	\$129/hour	\$1,300/day-interpreter

**Please consult the services catalogue to determine whether cost recovery applies.*

OTHER TRANSLATION SERVICES	
Translator on standby	\$12/hour (min. of 3 hours)
Project Management	\$100/hour
OTHER REVISION SERVICES	
Certification	\$95/hour
EMERGENCY SERVICES (min. of 3 hours)	
After-hours emergency service	\$150/hour
TERMINOLOGY SERVICES	
Developing customized lexicons, participating in a terminology committee or other terminology projects	Please contact us
SIGN LANGUAGE INTERPRETATION AND ORAL TRANSLITERATION SERVICES	
Signed languages: American Sign Language (ASL) and langue des signes québécoise (LSQ)	Please contact us
English and French oral transliteration (lip-reading)	
Contact us at 1-855-997-3300 or at Bureaudelatradsuction.TranslationBureau@tpsgc-pwgsc.gc.ca	

Rush premium fee and other additional fees may apply.

Rush Premium fee:

- A 50% rush premium fee applies automatically to any translation or revision that must be delivered **within 24 hours**. It also applies to any translation or revision that cannot be completed in a timely manner according to the Service levels.

Other additional fees – Translation services:

- An administrative fee of \$60 applies immediately to any request for translation of PDF documents or documents with non-modifiable images if the client is unable to provide a Word version of the text to be translated.

Other additional fees – Conference and sign language interpretation and oral transliteration services:

- A cancellation fee in the amount of the cost indicated in the fee schedule for interpretation services, non-refundable travel and accommodation expenses and a 15% administration fee on travel expenses applies to all cancellations made fewer than 5 working days before the date of the event. For foreign languages, the cancellation policy applies to any change made following the signature of the contract.
- A cancellation fee in the amount of the actual cost for interpretation services, travel time, non-refundable travel and accommodation expenses and a 15% administration fee will be charged on the total invoice for any total or partial cancellation of an event, including any changes to the date or time made within less than 2 full working days before the date of the event.
- Cancellation or modification requests must be made in writing.

Please consult our [Language services for federal departments and agencies](#) page and our [infographic](#) for more information on our services, as well as the applicable fees and policies.