

National Kaohsiung University of Science and Technology
Translation Center of the College of Foreign Languages
Chinese and English Translation Rates Guidelines

1. Chinese and English Translation Rates:

Service	Language (Traditional Chinese)	File Categories	Pricing Unit	Rates (NTD)
Translation	Chinese into English (editing included) English into Chinese (editing included)	General contents	Per word in the source file(s)	2~3
		Specialized contents (Academic reports, theses, dissertations, subtitling)		3.5~5
		Contracts, agreements & memorandums (General, academic, commercial, etc.)		4~6
		Regulations, laws (General, academic, commercial, and legal)		4~6
Editing	Chinese into English English into Chinese	General contents	Per word in the source file (s)	1~1.5
		Specialized contents (Academic reports, theses, dissertations, Subtitling)		1.8~2.5
Proofreading	Chinese into English English into Chinese	Contracts, agreements & memorandums (General, academic, commercial, etc.)	Per word in the source file (s)	2~3
		Regulations & laws (General, academic, commercial, and legal)		

Miscellaneous

1. Refer to Translation Procedures below.
2. Any revisions of the source file by the client during the translating process may incur additional charge as appropriate.
3. Rates are subject to change according to the content difficulty and the envisaged deadline. The price is negotiable in specific cases where the project contains a substantial number of words, or the client is seeking long-term cooperation.
4. For urgent cases, addition of 50-100% of the original price may be applied. General cases and urgent cases are defined as below:

(1) General Case: Required to be delivered in at least 7 working days after a contract is signed. Refer to the table below:

Reasonable Capacity for a Professional Translator Per Day (max.)

	Translation (English into Chinese)	Translation (Chinese into English)	Editing (Chinese)	Editing (English)
General	2500 words/day	1700 words/day	7500 words/day	5100 words/day
Specialized	2000 words/day	1350 words/day	6000 words/day	4050 words/day
Legal	1500 words/day	1000 words/day	4500 words/day	3000 words/day
Subtitling	1500 words/day	1000 words/day	4500 words/day	3000 words/day

(2) Urgent Case: Required to be delivered within 7 workdays. Any cases required to be delivered ahead of the general deadlines are considered “urgent cases”. An urgent case is charged based on the actual delivery date. An added fee of from 50-100% of the original price will be applied.

(1) Checking the details of texts or projects for translation

- A. File Categories: general contents, specialized contents, contracts, agreements, memorandums, regulations, and laws.
- B. File Content: difficulty and style of the source file.
- C. Translation Purpose: use of different translation techniques to meet client requirements; check with the client on the target audience and the occasions where the translation is to be used.
- D. Word Count:
 - Ask the client to provide Word documents for easier calculation of words.
 - Reconfirm whether annotations/added notes and text boxes are to be translated.
 - Traditional Chinese word count is based on the number of full-width characters in the source file.
- E. Delivery Deadline:
 - Negotiate the final deadline or reach an agreement on delivery in separate batches before certain dates.
- F. Payment Method:
 - Check the income classification on the withholding statement, receipt, transfer, or cash payment.

(2) Providing the client with a quotation, which includes:

- File name(s)
- Estimated words
- Charging standards (rates, charging based on the words of the source files, etc.)
- Estimated charge
- Estimated delivery time
- Ask the clients to confirm their translation requests and affix their signatures.