

# Translation Services

The following offer interpreting and translation service for public services in their local authorities. They are non-profit organisations.

**1) Interpretation and Translation Services,  
Reading Borough Council**

Level 4, Civic Centre,  
Reading  
Berks RG1 7TD

Contact Name: Mr Ejaz Elahi  
Tel: 0118 9390587  
Email: [ejaz.elahi@reading.gov.uk](mailto:ejaz.elahi@reading.gov.uk)

**TRANSLATION CHARGES**

1<sup>st</sup> 100 words - £21.27 and thereafter £13.50 for 100 words, £142.77 for 1000 words. This includes typesetting in different scripts. Prices negotiable for large orders.

**INTERPRETATION CHARGES**

£29.00 for the first hour and then £7.25 for each block of 15 minutes

**2) Cambridgeshire Interpreting and Translation Service (CINTRA)**

351-353 Newmarket Road  
Cambridge CB5 8JG

Tel: 01223 346871  
E-mail: [translations@cintra.org.uk](mailto:translations@cintra.org.uk)

**TRANSLATION CHARGES**

£100 plus VAT for 1000 words of the target language.  
Minimum charge of £35.00 for 300 words or less.

Additional charges of £15 to £25 may apply for particular layouts and formats.

### 3) Slough Translation and Interpreting Service (STAIS)

2nd Floor, Buckingham Court,  
Buckingham Gardens  
Slough, SL1 1HP  
Tel: 01753 539944 - Fax: 01753 517329  
Email: [info@stais.org](mailto:info@stais.org)

#### INTERPRETING CHARGES

First two hours (minimum charge applies)	£55.00
Each additional hour or part of hour	£25.00 per hour
Travel Time charged at	£12.00 per hour
Travel Costs	As per public transport or car mileage
Mileage rate	46 pence per mile

Monday – Friday 8.00 a.m. – 10.00 p.m.	Above rates apply
Monday – Friday 10.00 p.m. – 8.00 a.m.	Above rates plus 25%
Saturday, Sunday and Public holidays	Above rates plus 40%

#### TRANSLATION CHARGES

Translation charges include:

For ordinary simple text per 1000 words (text is rounded up to the nearest 50)	£110.00
Minimum charge (up to 150 words)	£22.00
Thereafter, each block of fifty words	£11.00

For urgent requests and/or technical language - 25% surcharge.

#### TELE-INTERPRETING

First 10 minutes (minimum charge applies)	£12.50
Thereafter each block 10 minutes	£5.00

Bracknell Forest Council has an account with STAIS

### Private Organisations

- 1) **Pearl Linguistics Ltd**  
Karen House, 2nd Floor  
1-11 Baches Street  
London N1 6DL

Tel: 020 7253 7700  
E-mail: [info@pearllinguistics.com](mailto:info@pearllinguistics.com)

#### TRANSLATION CHARGES

£109 for 1000 words  
£60 minimum charge

Additional charge of £19.00 for typesetting  
if different scripts are used.