



TERMS OF BUSINESS for TRANSLATION

FOR THE GLOBAL MARKET
of the
MACEDONIAN ASSOCIATION OF
TRANSLATORS AND INTERPRETERS (MATA)

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TRANSLATION

Basic Principles:

- ✓ **Translation is a specific intellectual service.**
- ✓ Every translation assignment is specific and therefore there cannot be one standard fee.
- ✓ The process of translation consists of the following phases: translation + bilingual check (revision/editing) + monolingual check (review/proofreading)

Basic service

Translation is charged per word, per hour or per project. The translation fee is gross.

- If the text is related to a specialized topic the fee is increased for 30-100%.
- For urgent translation a surcharge is charged of +50% to 100% depending on the time available and complexity of the job.
- For jobs that require processing of tables and graphs and other technical matters per word or hourly surcharge commensurate to the additional time required is charged.
- PowerPoint presentations are charged per slide.

Additional services

- Terminology work is charged per hour (as per the hourly fee), or as part of the translation cost provided it can be assessed in advance.
- Revision by another translator/expert (bilingual check, comparison with the original; also called 'editing') is charged at not less than 50% of the translation cost. The fee is determined in line with the scope and the type of the intervention, up to 100%.
- Urgent revision requires a surcharge of +50to +100%, depending of urgency and complexity of the job.
- Proofreading (monolingual check) is charged at 30% of the translation fee.
- Transcreation (creative adaptation) is charged per hour.
- Post-editing is charged at 50 to 100% of the translation fee, depending on the scope and degree of intervention needed i.e. on the quality of the machine-translated text.
- Transcription is charged per minute of the original. Note that the transcription of a 1 hour recording takes at least 5 hours.
- Transcription and translation –the fee be calculated as a sum of the cost for transcription and the cost of the translation.
- Audio-visual translation (video/TV programs) - a fee per minute of the film/program is charged, provided the script (dialogue list) has been provided.