



# Interpreters and Translators Inc. Pricing Information

*“Bringing the world together, one client at a time.”*



“Give us a call.

We speak your language!”



*One Company*

*Two Offices  
to Serve You*

*Friendly  
Professional  
Service*

*Professional Memberships*



Connecticut Office

Interpreters and Translators Inc.

263 Main Street

Manchester, CT 06042-3538

Phone: (860) 647-0686

Toll-Free: (800) 648-0686

Fax: (860) 646-3590

Winfax: (860) 432-5357

[info@ititranslates.com](mailto:info@ititranslates.com)

[www.ititranslates.com](http://www.ititranslates.com)

Puerto Rico Office

Interpreters and Translators Inc.

Sierra Bayamón

Bloque 1-22, Calle 1

Bayamón, PR 00961

Phone: (787) 614-3561

Fax: (787) 787-9651

[itipr@ititranslates.com](mailto:itipr@ititranslates.com)



*ITI for  
Government Agencies*

**General Services Administration  
Information**

Federal Supply Services  
Contract Number: GS-10F-0372R  
Schedule for: Language Services  
Federal Supply Group: 738 Class: R499;  
Cage Code 3J6X5  
Contract Period: June 24, 2005 to June 23, 2010  
Business Type/Size:  
Small, Minority Woman Owned



**Schedule**  
Contract GS-10F-0372R



## *Our Mission*

*“Confidentiality and customer service are the heart of our business. We honor the trust our clients place in us. We want them to feel welcome and confident that they will receive exemplary performance from us on every level.*

*Our mission is simple: to be the most frequently selected language services company in North America and the Caribbean. The key to our success has been the personal attention we give to our clients as well as the creation of a global network of well-trained and highly qualified interpreters and translators. We faithfully follow a code of ethics for interpreters, assuring our clients strict confidentiality, accuracy and culturally sensitive interpretations. We also understand the importance of deadlines and fulfilling your project requirements. We can meet all of your needs for language services.”*



*Elby Pagano  
President, Interpreters and Translators Inc.*



## EXPERIENCE AND INTEGRITY

Since 1986, ITI has been providing interpretation and translation services to businesses, the legal community, hospitals, government and people like you. Our interpreters are skilled in simultaneous and consecutive translation modes and many of our translators are certified by the American Translators Association. With over 20 years of experience and an impressive list of satisfied clients, we are confident we can meet your language services needs.

We faithfully follow a code of ethics for interpreters, assuring our clients strict confidentiality, accuracy and culturally sensitive interpretations. To protect the privacy of your documents, translators always sign confidentiality agreements.

## ENSURING QUALITY

Whether your document is a 2-page letter or a 60-page employee handbook, we give your translation the attention it deserves. Our translators, proofreaders and editors are native speakers who understand the complexities of language. We produce translations that are identical to the original document in content, tone, style and format. A proofreader and editor review each project before delivery to ensure accuracy and uniformity of terms. Interpreters have advanced language skills in both their native language and the target language. We also provide in-house testing and training, as our interpreters must demonstrate the necessary skills to do well, even in stressful and difficult situations.



# *FLEXIBILITY AND CONVENIENCE*



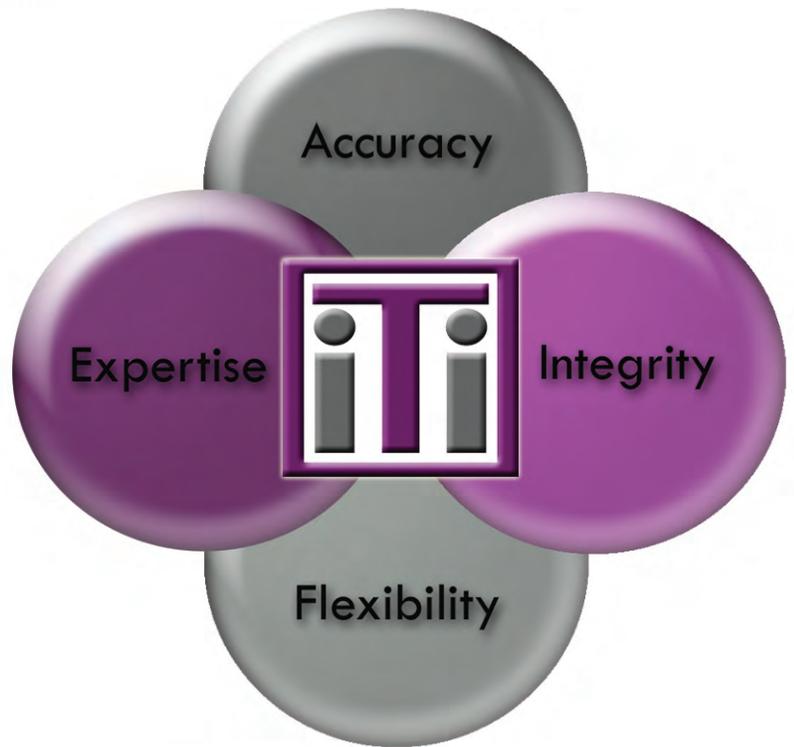
## **INTERPRETERS AT YOUR LOCATION**

- *Corporate Meetings*
- *Conferences*
- *Insurance Investigations*
- *Arbitrations*
- *Trials*
- *Depositions*
- *Educational Forums*
- *Patient Interviews*
- *Public Meetings*



## TRANSLATION OF YOUR DOCUMENTS

- *Business Documents*
- *Safety Manuals*
- *Legal Documents*
- *Retail Advertising*
- *Employee Handbooks*
- *Manufacturing Specifications*
- *Software Manuals*
- *Hospital Patient Forms*
- *Insurance Reports*
- *Government Publications*



# OUR PREFERENTIAL GSA PRICING APPLIES TO ALL DOCUMENTS

Minimum translation order: 1000 words

Notarizing documents: \$5.00 per document

1% discount on all orders placed against any Blanket Purchase

Agreement in effect for more than 365 Days

Urgent requirements (translation of more than 2000 words a day) add 30%

*Overnight and 2-Day Express Delivery Available.  
Contact Contractor for Rates.*

## *Translation Group 1 \$0.19 per word*

*Spanish*

## *Translation Group 2 \$0.23 per word*

*French*

*German*

*Italian*

*Portuguese*

*Russian*

## *Translation Group 3 \$0.25 per word*

*Bosnian-Serbo Croatian*

*Bulgarian*

*Czech*

*Danish*

*Dutch*

*Finnish*

*Flemish*

*Greek*

*Haitian Creole*

*Hungarian*

*Norwegian*

*Polish*

*Romanian*

*Slovak*

*Slovenian*

*Swedish*

*Turkish*

*Ukrainian*

## *Translation Group 4 \$0.29 per word*

*Albanian*

*Amharic*

*Arabic*

*Armenian*

*Azeri*

*Chinese*

*Dari*

*Estonian*

*Hebrew*

*Hindi*

*Indonesian/Malay*

*Japanese*

*Khmer (Cambodian)*

*Korean*

*Lao (Laotian)*

*Latin*

*Latvian*

*Lithuanian*

*Macedonian*

*Persian (Farsi)*

*Punjabi*

*Swahili*

*Tagalog*

*Thai*

*Urdu*

*Vietnamese*

*Yiddish*



# OUR PREFERENTIAL GSA PRICING APPLIES TO ALL INTERPRETATION MODES (CONSECUTIVE AND SIMULTANEOUS)

2-hour minimum

1% discount on all orders placed against any Blanket Purchase

Agreement in effect for more than 365 Days

Domestic delivery only

**Interpretation  
Group A  
\$80.00 per hour**

**Spanish  
Portuguese**

**Interpretation  
Group B  
\$85.00 per hour**

**Bosnian-Serbo Croation  
Dutch  
French (Parisian and Canadian)  
German  
Haitian Creole  
Hungarian  
Italian  
Polish  
Romanian  
Russian  
Turkish  
Ukrainian**

**Interpretation  
Group C  
\$90.00 per hour**

**Albanian  
Amharic  
Arabic  
Armenian  
Bulgarian  
Chinese  
Czech  
Dinka  
Estonian  
Greek  
Gujarati  
Hebrew  
Hindi  
Hmong  
Japanese  
Khmer (Cambodian)  
Korean  
Kurdish  
Lao (Laotian)  
Macedonian  
Persian (Farsi)  
Punjabi  
Swahili  
Tagalog  
Thai  
Urdu  
Vietnamese**



# *AUDIO TRANSCRIPTIONS*

TO ORDER AN AUDIO TRANSCRIPTION

Simply Email, Fax or Call Us!

1-800-648-0686

Fax: (860) 646-3590

info@ititranslates.com

*Audio Transcriptions in Spanish*

*\$40 per hour*

*(3 hour minimum)*

*Audio Transcriptions in all Languages (except Spanish)*

*\$55 per hour*

*(3 hour minimum)*

*Note: If transcribed audio tape also needs to be translated, translation rates will be applied in addition to transcription charges.*



## ***CANCELLATION POLICY FOR ALL INTERPRETING ASSIGNMENTS***

***If an interpreting assignment is cancelled with less than 24 hours notice or if the client is a “no show”, in other words, the client does not appear at the assignment but the interpreter is ready and waiting for that client, ITI has the right to claim reimbursement for costs directly related to said cancellation under clause 52.212-4 Contract Terms and Conditions -Commercial Items (Oct 2003), paragraph (1) Termination for the Government’s Convenience.***

## ***TO REQUEST AN INTERPRETER OR HAVE A DOCUMENT TRANSLATED***

***Simply email or call our Connecticut or Puerto Rico Office (whichever is closer to your location)***

### ***Connecticut Office***

***Interpreters and Translators Inc.  
263 Main Street  
Manchester, CT 06042-3538  
(860) 647-0686 Phone  
(800) 648-0686 Toll Free  
(860) 646-3590 Fax  
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Bayamón, PR 00961  
(787) 614-3561 Phone  
(787) 787-9651 Fax***

***itipr@ititranslates.com***



***www.ititranslates.com***

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 382-1 and 382-2**

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**

**2. Maximum Order: \$1,000,000.00**

**3. Minimum Order: \$100.00**

**4. Geographic Coverage (Delivery Area): Domestic Only**

**5. Point of Productions (City, County, and State of Foreign Country):**

**Interpreters and Translators Inc.  
263 Main Street  
Manchester, CT 06042-3538**

**Interpreters and Translators Inc.  
Sierra Bayamón  
Bloque 1-22, Calle 1  
Bayamón, PR 00961**

**6. Discount from list prices or statement of net price: Government net prices (discount already deducted)**

**7. Quantity discounts: Yes, 1% discount on all orders placed against a Blanket Purchase Agreement in effect for more than 365 days**

**8. Prompt Payment terms: Net 30 days**

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes**

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: *Will not accept over micro-purchase threshold of \$2500.00***

**10. Foreign items (list items by country of origin): *None***

**11a. Time of Delivery Regular Turn Around Time: *Specified by Task Order***

**11b. Expedited Delivery: *Items available for expedited delivery are noted in this price list.***

**11c. Overnight and 2-day Delivery: *ITI offers express delivery options for Translations and Transcriptions using FedEx, Airborne Express, UPS or U.S. Mail. Contact Contractor for rates.***

**11d. Urgent Requirements: *ITI offers rush services. Additional fees may apply. Contact Contractor to request faster delivery.***

**12. F.O.B. Point(s): *Destination***

**13. Ordering Address:**

*Interpreters and Translators Inc.  
263 Main Street, Manchester, CT 06042-3538*

*(860) 647-0686 Phone*

*(800) 648-0686 Toll Free*

*(860) 646-3590 Fax*

*(860) 432-5357 Winfax*

*info@ititranslates.com*

**13b. Ordering Procedures: *For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules))***

**14. Payment Address: *Interpreters and Translators, Inc.  
263 Main Street, Manchester, CT 06042-3538***

**15. Warranty Provision: *None***

**Interpreters and Translators Inc.  
GSA Contract # GS-10F-0372R**

16. *Export Packing Charges (if applicable): N/A*

17. *Govt. Purchase Card Acceptance Terms & Conditions (any threshold above the micro-purchase level):  
Up to \$2,500.00*

18. *Terms and Conditions of Rental, Maintenance and Repair (if applicable): N/A*

19. *Terms and Conditions of Installation (if applicable): N/A*

20. *Terms and Conditions of Repair Parts indicating date of parts, price lists and any discounts from list prices (if applicable): N/A*

20a. *Terms and Conditions for any other services (if applicable): N/A*

21. *List of Service and Distribution Points (if applicable): N/A*

22. *List of Participating Dealers (if applicable): N/A*

23. *Preventative Maintenance (if applicable): N/A*

24a. *Environmental Attributes: N/A*

24b. *Section 508 compliance information. N/A*

25. *Data Universal Numbering System (DUNS) Number: 78-5238486*

26. *Notification Regarding Registration in Central Contractor Registration (CCR) Database:  
Registered in CCR*