

Client: _____
 Address: _____

 Contact number: _____ E-mail address: _____

TYPES OF INTERPRETATION

<i>Consecutive Interpretation</i>	<i>Simultaneous Whispering</i>	<i>Simultaneous Interpretation</i>
The interpreter listens to the speaker, often taking notes, and delivers the message in the target language while the speaker pauses. This is ideal for small business meetings, interviews, press conferences or one-on-one meetings.	Whispering is an interpreting method whereby the interpreter is positioned right next to one or two participants and whispers the interpretation of the speech immediately (practically simultaneously.)	Simultaneous interpretation works for large, live events or conferences. This requires two interpreters in a sound-proof booth who speaks into a microphone, while clearly seeing and hearing the source-language speaker via earphones.
<input type="checkbox"/> Php 6,300 / session Php 1,600 per succeeding hour	<input type="checkbox"/> Php 9,450 / session Php 4,200 per succeeding hour	<input type="checkbox"/> Php 18,900 / session Php 8,400 per succeeding hour

WORK ORDER
Session date & time

MM	DD	From:		MM	DD	From:		MM	DD	From:	
		To:				To:				To:	

MM	DD	From:		MM	DD	From:		MM	DD	From:	
		To:				To:				To:	

Venue: _____

TERMS AND CONDITIONS

- a. The minimum rate of 1 session is equivalent to 3 hours or less, with a mid-session break of 15 minutes. In case of two or more consecutive sessions, the interpreter/s will have a 90-minute lunch break.
 - 6 hours including a 90-minute lunch break (8AM to 2PM or 9AM to 3PM) = 2 sessions
 - 8 hours including a 90-minute lunch break (8AM to 5PM or 9AM to 6PM) = 3 sessions
 - b. If the session extends beyond the agreed schedule for at least 15 minutes, it will be charged as a full extra hour.
 - c. Interpretation requests, schedule and/or location changes and cancellations must be done 2 weeks before the set session date.
- In case the client fails to cancel in time, he will be charged for the dates requested for the interpreter's service.
- d. The following shall be provided by the client to the interpreter/s:
 - Any necessary document or material for the interpreter to better understand the topic to be discussed during the event.
 - Beverages during the session and meals when there is more than one session
 - Transportation and accommodation for the interpreter
 - e. Payment can be done via cash, credit card, or check to the order of Alliance Française of Manila, Inc. At least 60% of the total charge must be settled upon signing this Agreement. The balance shall be paid to AFM or the interpreter upon completion of the job. All local/international bank charges, if any, shall be shouldered by the client.

By signing below, I, the client, confirm and agree to all terms and conditions as stated above.

 Client's Signature Over Printed Name

RESERVED FOR ADMINISTRATION

Final no. of sessions: _____	Transpo. cost: _____	Interpreter/s:
Additional hours: _____	Total inter. cost: _____	
Amount deposited: _____	O.R. No.: _____	Date of payment: _____
Balance due: _____	O.R. No.: _____	Date of payment: _____

Due to interpreter/s:	
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