

## JTS Rate Schedule

Thank you for your interest in Japan Translation Services (JTS). The following is a short summary of our current prices, so please regard the figures listed here as guidelines. They apply to translations of a general nature and attendant services; however, we at JTS want to work with you, our customer, in the way that best suits your particular requirements; so we are happy to negotiate prices on a project-by-project basis. Please enquire about your specific situation.

We look forward to the opportunity to serve you, so please give us a call. We'll do our best to accommodate you.

### Japanese to English

Grade	Manuscript	Text accessible <sup>1</sup> , price per Japanese character of input	Text inaccessible <sup>2</sup> , price per English word <sup>3</sup> of output
	Raw		¥18
Checked & edited		¥23	¥45
Publication		¥28	¥55

### English to Japanese

Grade	Manuscript	Text accessible <sup>4</sup> , price per English word of input	Text inaccessible <sup>5</sup> , price per Japanese page <sup>6</sup> of output
	Checked & edited		¥34
Publication		¥45	¥6,000

### Translation grade and recommend uses

Grade	Appropriate uses
Raw	Translations to ascertain the content of media articles and third-party documents or product specifications and pamphlets; internal documents whose readers will be familiar with the context; translations that you want to check and edit yourself
Checked and edited	Critical documents, media clippings for executive review, internal documents including memos; low-level legal documents, contracts, and agreements; advertising, public relations, and marketing documents (including proposals), news releases and press kits, other business documents
Publication	Annual reports, CSR reports, public-relations magazines, newsletters, and other documents intended for publications

### Other languages

<sup>1</sup> MS Office or other word-processed files, HTML files, text files, or unlocked PDF files from which text data can be extracted or in which it can be directly manipulated.

<sup>2</sup> Hard copy, including faxes, or files containing text that cannot be accessed or manipulated because it was scans or the file locked. This applies to inaccessible text in otherwise text-accessible files as well.

<sup>3</sup> A word is defined as 6 bytes in a generic ASCII (text) file. There are about 210 words on a typical double-spaced A4 page of English text. As a rule of thumb, one *genko yoshi* (400 Japanese characters) yields about 200 English words.

<sup>4</sup> MS Office or other word-processed files, HTML files, text files, or unlocked PDF files from which text data can be extracted or in which it can be directly manipulated.

<sup>5</sup> Hard copy, including faxes, or files containing text that cannot be accessed or manipulated because it was scans or the file locked. This applies to inaccessible text in otherwise text-accessible files as well.

<sup>6</sup> A page is defined as 800 bytes of a generic JIS-Shift ("MS-DOS") text file, the equivalent of a 400-character *genko yoshi* page.

JTS works with translators and editors of several languages other than English and Japanese, but we have no standard price list for them and fees are negotiated on a project-by-project basis. Services between Japanese and German, French, and Korean are available immediately, while those for Chinese (Mandarin), Dutch, and other European languages can be arranged promptly.

See page 2 for other services and a list of conditions and surcharges that could also apply to your situation.

### Conditions applicable to all language pairs

The following surcharges may apply under certain conditions.

Surcharge	Amount	Explanation or conditions
Management fee	17.5%–50%	Applied when a job entails extraordinary or unusual work (e.g., background research) not related to the routine translation process, repeated manuscript and other similar changes during the translation and editing process, or repeated faxing.
Rush surcharge	100% – 200%	Rush surcharge applies when the translator must turn over more than 2,000w/day (into English) or 15pp/day into Japanese, or when an order is placed suddenly with a requirement of immediate turnover (200 words or Japanese equivalent per <i>regular working hour</i> , plus two hours' lead time).
Specialist surcharge	additional cost incurred + 30%	Specialist surcharge applies when a translator must be highly trained in or knowledgeable of the field the translation deals with, e.g. when the translation requires knowledge that is new to an industry or specific to a company and its products that are not yet widely known.

### Pricing Policy (Factors)

Factors in pricing include job size, deadlines, modes of delivery, and degree of native editing required. Also, long-term commitment, monthly volume, and translation field can play a role. For example, special prices apply to patent, medical, and other high-risk translations that should be done by specialist translators.

When requesting an estimate, please supply a copy of the manuscript (the document to be translated) for best results. If the whole manuscript is unavailable or it is very long, a few *typical* pages will suffice. Make sure the pages really are typical, though, otherwise the estimate could far overrun or underrun the actual cost of the work! It would be irresponsible of us to estimate based on vague information, such as "so-and-so many A4 pages."

Turnaround-time estimates are conservative and indicate how long it would take to complete a job were only one person to work on the project at a time. Translations can often be completed more quickly by splitting them among several translators, but we recommend this only if you are in an extreme hurry or there will be enough time to give the translation consistency at the checking or editing stage.

### Non-Translation Services

#### Copy Checking & Proofreading

	Copy checking	Proofreading
Hard copy	¥14,000/25 lines (52-62 characters)	¥1,800/A4 page
Electronic copy	¥18/word	NA
Translation checking and rewriting <sup>7</sup>	-¥45/word	NA

<sup>7</sup> Often referred to a "native check" by Japanese people. Price varies according to the quality of the English, as measured by the time expended to turn the existing English into an accurate translation in idiomatically sound English.