

## Types of Documents and Rates

Types of Documents include: Official Certificates:

Koseki (Japanese Family Register) Certificates, Motor Vehicle Registration/Inspection Certificates, Import and Customs Clearance Papers, etc. Business/Personal Documents: Letters and Correspondence, Negotiation, Marketing, Presentation, CV (Curriculum Vitae), Job Applications, Personal History and Records, Product Promotion Papers and Brochures, Business Cards, Contracts and Agreements, etc. Artistic and Cultural Writings: Reviews and Comments, Critical Essays, Song Lyrics, Poetry, etc. Academic and Educational Writings: Research Papers, Dissertations and Theses, etc.

Medical and pharmaceutical translations are not available at present.

Rates:

The standard rate for English into Japanese translation is currently between (South African Rand) ZAR 0.60 (60 cents) to ZAR 1.08 (108 cents) per English word, including "Basic Proof-reading". The rate varies depending on the nature and complexity of the writing style, descriptive contents and terminology in the documents as well as urgency or deadline. The minimum charge for the service is ZAR 81.00, irrespective of how short or simple the documents are.

The standard rate for Japanese into English translation is currently, on average, (South African Rand) ZAR 0.30 (30 cents) per Japanese symbol (Hiragana "r%oLj", Katakana "« ç «Ê" and Kanji ""W", respectively), excluding "Basic Proof-reading".

A quotation will be provided for all documents on request. Please do not hesitate to contact us for more details.

(Last updated November 2006)

These rates are reviewed approximately every 6 months.