



# Legal Interpreting Services

26 Court Street Suite 2003, Brooklyn, NY 11242  
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## FOREIGN LANGUAGE SERVICES

*LIS is the Official On-Site Interpreting Vendor for the NYCDOE.*

**Vendor #: 113245448**

**Contract #: 9601732**

LIS provides professional and experienced interpreters to assist with communication amongst non-English speaking parents and faculty.

Some of the school events that our interpreters assisted with in the past include:

- Parent Teacher Conferences
- PTA Meetings
- Testing
- IEP Meetings
- Workshops
- Any other meetings between faculty and non-English speaking parents

To schedule interpreting services please complete the following steps:

- Complete our **School Request Form**
- Email or Fax the School Request Form to LIS-Translations
- Create a **Purchase Order** using our Vendor and Contract Number  
**Please provide as much advance notice as possible**

**\*\*Cancellations must be made within 12 hours of assignment\*\***

**Important:** For all Parent Teacher Conference requests, LIS requires that schools provide **Purchase Orders** at least two-weeks prior to the event, otherwise the request will be considered **Last Minute**. For all Last Minute Requests LIS will notify schools at least one day in advance on whether the request can be fulfilled.

**\*\*Consecutive** interpreting involves a pause in language conversion: the client speaks in the source language, pausing at the end of each sentence. The interpreter converts the speech into the target language and delivers it to the audience. This process is repeated until the project is complete. This mode is used for Q & A of non-English speakers, and requires more waiting time. It is ideal for PTC, Testing and IEP Meetings.

**\*\*Simultaneous** interpreting is real-time interpreting: clients speak naturally, without pause in the source language. The interpreter converts the speech into the target language and delivers it to the audience using audio equipment in real-time, voices overlapping. Simultaneous interpreting is the only way to provide a running rendition of everything said by a speaker without requiring the speaker to stop after every sentence. It is designed for a large audience and public speakers. **Requires 2 interpreters per requested language.**

### Consecutive Interpreting Rates

(Per Hour)

Language	Rate	Language	Rate
Arabic	\$84	Hindi	\$75
Bengali	\$84	Indonesian	\$84
Chinese	\$84	Italian	\$75
Haitian Creole	\$75	Japanese	\$84
Korean	\$84	Malayalam	\$84
Russian	\$75	Pashto	\$84
Spanish	\$47	Polish	\$65
Urdu	\$84	Portuguese	\$75
Albanian	\$75	Punjabi	\$75
Croatian	\$75	Romanian	\$75
Farsi	\$75	Serbian	\$75
French	\$65	Turkish	\$84
Greek	\$75	Ukrainian	\$84
Gujarati	\$75	Vietnamese	\$84
Hebrew	\$75		

\*\*\*2 Hr Minimum\*\*\*

\*\*\*Please call for rates for languages not listed\*\*\*

### Simultaneous Interpreting Rates

(Per Hour/Per Interpreter)

Language	Rate	Language	Rate
Arabic	\$107	Hindi	\$98
Bengali	\$107	Indonesian	\$112
Chinese	\$107	Italian	\$98
Haitian Creole	\$102	Japanese	\$112
Korean	\$107	Malayalam	\$112
Russian	\$98	Pashto	\$112
Spanish	\$75	Polish	\$93
Urdu	\$107	Portuguese	\$102
Albanian	\$102	Punjabi	\$102
Croatian	\$102	Romanian	\$102
Farsi	\$102	Serbian	\$102
French	\$93	Turkish	\$112
Greek	\$102	Ukrainian	\$102
Gujarati	\$102	Vietnamese	\$112
Hebrew	\$102		

\*\*\*2 Hr Minimum\*\*\*

\*\*\*2 Person Per Language\*\*\*

\*\*\*Please call for rates for languages not listed\*\*\*

**To order interpreters for your events or if you require document translations call**

**Rose Machuca @ (718) 237-8919**

or email [rmachuca@lis-translations.com](mailto:rmachuca@lis-translations.com)