



**INTERNATIONAL
LANGUAGE BANK
A program of IRCO**

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MultCo-Board of County Commissioners
501 SE Hawthorne Blvd., Ste. 600
Portland, OR 97214-3587

Date: 10/8/2015

Dear Marina Baker:

Reference No.:

Thank you for your recent inquiry regarding our written translation services. The price includes translation, proofing, formatting (as indicated) and project management costs. If the terms and project parameters shown below are acceptable, please provide full billing details and sign the authorization below to enable us to begin work. Feel free to contact me with any questions - our e-mail address is translation@ircoilb.org.

Document Name	Source Language	Target Language	Cost
Public Hearing Testimony Form	English	Vietnamese	\$69.74
Public Hearing Testimony Form	English	Korean	\$69.74
Public Hearing Testimony Form	English	Somali	\$69.74
Public Hearing Testimony Form	English	Simplified Chinese	\$69.74
		Desk Top Publishing	\$0.00
		Working Hours	\$0.00
		Subtotal:	\$278.96
		Rush Fee/Volume Discount:	\$0.00
		Project Management Fee:	\$0.00
		Grand Total:	\$278.96

Turnaround time (business days): 2-3

Final deliverables: MS Word & PDF

Project Manager: Sally Hansen

Translation Services

****Customer Notice:** This quote is valid for 30 days. Final price and delivery depend upon project parameters, market forces and office workload at time of confirmation and are subject to change. Upon receipt of your signature, we will begin work on your project. Any changes, additions, or project scope modifications submitted after your authorization is received will be billed separately. IRCO/ILB encourages professional review and input on translations to promote accuracy and customer involvement in the final product. We ask that we be notified prior to translation commencement if you wish to have input on the translation so that we may schedule the job and the translators appropriately. Customer required stylistic or cosmetic changes (e.g. vocabulary preferences or modifications, synonyms, dialect differences) may incur additional charges. Obvious errors and omissions made by IRCO/ILB (e.g. misspellings, grammatical errors, missing text) are excluded from this provision and will be corrected at no additional charge.

Please Note: Confirmation of billing information, format and price (and all necessary files) must be received by 2 pm for that day to count as a business day. ILB cannot begin work until we have received all necessary information and a signed customer authorization on file.

Authorization Signature

Date