

**NASPO ValuePoint Purchasing Program
Account Set Up/Contact Information Form**



Institution/Company: NASPO ValuePoint Cooperative Purchasing Organization
Contract No: 90-000-18-00003AE Contract Status: Active
Service Description: On-Demand Remote Document Translation Please see below for pricing.



The NASPO ValuePoint cooperative contract allows all participant units of government to use the Contract for document translation services. In order to activate your account for service, please fill out all sections in this form and e-mail to back to your account manager: Jordan Daines at accounts@linguisticainternational.com.
 If you have any questions feel free to call me directly at (801) 618-1454.

Section I—Account Information - Billing Contact

Account Name: _____

Agency Address: _____

Main Contact Name: _____

E-mail: _____

Telephone: _____ Fax: _____

Alternate Contact:

Name: _____ Telephone: _____

E-mail: _____ Fax: _____

Section II –Expected Volume

- Please select the best option that describes your expected volume for Document Translation usage.

- | | | | |
|----|----------------|----------------|--------------------------|
| 1. | 0 to 500 | words per week | <input type="checkbox"/> |
| 2. | 500 to 1,000 | words per week | <input type="checkbox"/> |
| 3. | 1,000 to 3,000 | words per week | <input type="checkbox"/> |
| 4. | 3,000 to 5,000 | words per week | <input type="checkbox"/> |
| 5. | over 5,000 | words per week | <input type="checkbox"/> |
| 6. | other: _____ | words per week | <input type="checkbox"/> |

- Linguistica International provides interpreting services in over 350 different languages. However, we would like to have a better idea of your top Languages. Please provide **IF POSSIBLE** a list of your top 10 languages starting with #1 as the most frequently used language.

1	6
2	7
3	8
4	9
5	10

Section III – Rates**Translation Fees**

Service Description	Unit Price
Standard Document Translation Services for the most requested language: Spanish	\$0.08/word
Standard Document Translation Services for the twelve most requested languages: Chinese, Arabic, Russian, Farsi, Vietnamese, Swahili, Somali, Korean, French, Portuguese, German, Italian	\$0.10/word
Standard Document Translation Services for Bosnian-Serbo-Croatian, Bulgarian, Czech, Danish, Dutch, Finnish, Flemish, Greek, Hungarian, Norwegian, Polish, Romanian, Slovak, Slovenian, Swedish, Turkish, Ukrainian	\$0.12/word
Standard Document Translation Services for all other languages	\$0.15/word
Expedited Document Translation Services for the most requested language: Spanish	\$0.10/word
Expedited Document Translation Services for the twelve most requested languages: Chinese, Arabic, Russian, Farsi, Vietnamese, Swahili, Somali, Korean, French, Portuguese, German, Italian	\$0.12/word
Expedited Document Translation Services for Bosnian-Serbo-Croatian, Bulgarian, Czech, Danish, Dutch, Finnish, Flemish, Greek, Hungarian, Norwegian, Polish, Romanian, Slovak, Slovenian, Swedish, Turkish, Ukrainian	\$0.14/word
Expedited Document Translation Services for all other languages	\$0.20/word
Desktop Publishing (DTP)	\$15.00/hour
Minimum Charge	\$15.00

1. Fees include all administrative costs.

Section IV – Authorization

* Your signature below acknowledges your authorization to utilize interpreting services via Linguistica International under the current NASPO ValuePoint Cooperative Purchasing Organization - contract No **90-000-18-00003AE** for on-demand remote document translations.

Print Name of Authorizing Agent

Date

Signature

For any questions please contact Jordan Daines, Director of Account Services at (801) 618-1454. Please return the completed account set up form to accounts@linguisticainternational.com.