



**ACCREDITED LANGUAGE SERVICES**

NAATI :CPN2QD44Y



# PUNJABI INTERPRETER

EST 2013

*Helping people to communicate meaningfully to make informed decisions and understand their situation and circumstances*

IN PERSON SERVICES



ONLINE

## SERVICES



### INTERPRETING

Proficient in diverse areas of interpreting, in a range of situations.

*Focus on communication; not just an exchange of words.*



### AUDIO & TRANSCRIPTS

Converting Punjabi audio recordings and oral statements into English transcripts.

*Preparation of legal and administrative documents in English from a Punjabi speaker.*



### CULTURAL INTERPRETATIONS

Applying cultural interpretation in situation or process, for better context or for client, professional or agency.

*Contextualising situations/processes across countries, improving understanding*

## CONTACT

& INFO



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**MORE THAN AN EXCHANGE OF WORDS**



# ACCREDITED LANGUAGE SERVICES

PUNJABI



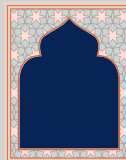
## PROFICIENCIES

& Experience

- Courts
- Tribunals
- Police
- Immigration
- Workers Comp
- Knowledge Tests
- JP for NESB
- Medical
- Mental
- Health/Therapy
- Witness Support
- Child Protection
- Sexual Assault
- Prison
- Detention
- Legal Advice
- Family Mediation
- Dispute Resolution
- Migration
- Child Assessments
- Guardianship



BY QUOTE



Compliances:

- Police Clearances
- WWC

MNSW Panel  
Vendor No: 96581



## FEES & CHARGES

### INTERPRETING

FACE TO FACE OR ONLINE

- *Base Rate:* \$90 per hour
- *Out of Business hours:* Plus 25%
- *Minimum Booking:* 2 hrs (F2F), 1 hr (AVL)
- *Costed per:* 15 minute intervals

*Full Day* \$550 (7.5 hrs)

*Saturday* Rate x 1.5

*Sunday* Rate x 2

*Public Holiday* Rate x 2.5

### AUDIO & TRANSCRIPTS

- *Converting an oral or audio statement to a transcript in English.*
- *Preparing statements, affidavits, developing a chronology, statutory declarations & completing forms.*
- *Reading and interpreting complex documents or official correspondence.*

### LANGUAGE CONSULTANCY

- *Cultural interpretation*
- *Situation Contextualisation*
- *Community interpretation*
- *Proofing marketing & agency materials*
- *Toolkit for common use processes & guidance*

### CLIENT SERVICES

- *Preparing for trial or tribunal*
- *Getting the most out of an interpreter*

