YOUR  
LOGO

**COMPANY NAME**

REAL-TIME INTERPRETATION SERVICE PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to provide real-time interpretation services. We specialize in facilitating seamless communication across languages, ensuring accuracy and professionalism in live interactions for business, legal, medical, and event settings.  
  
This proposal outlines our approach to delivering high-quality interpretation services for [Client Name].

# Project Objectives

The primary goals are:  
  
- Facilitate clear and accurate real-time communication across languages  
- Provide professional interpreters specialized in relevant industries  
- Ensure smooth technical setup for remote or on-site interpretation  
- Enhance participant experience through reliable interpretation solutions

# Proposed Services

Our real-time interpretation services include:  
  
- Simultaneous and consecutive interpretation for meetings, conferences, and events  
- Remote interpretation via video and phone platforms  
- On-site interpreter deployment for in-person engagements  
- Industry-specific interpreters (legal, medical, business, etc.)  
- Technical support for interpretation equipment and software  
- Quality assurance and post-event feedback collection

# Scope of Work

Scope includes:  
  
- Initial consultation to define interpretation needs and event specifications  
- Selection and assignment of qualified interpreters  
- Coordination of technical requirements and platform setup  
- Real-time interpretation delivery during scheduled sessions  
- Post-service reporting and feedback

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Consultation | Define requirements and select interpreters | [Start Date] |
| Technical Setup & Coordination | Prepare platforms and equipment | [Date] |
| Live Interpretation Delivery | Provide real-time interpretation during events | [Date] |
| Post-Event Reporting | Collect feedback and deliver performance reports | [Completion Date] |

# Pricing

Estimated cost breakdown for real-time interpretation services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Needs Assessment & Planning | Define scope and select interpreters | [Amount] |
| Technical Coordination | Set up platforms and equipment | [Amount] |
| Live Interpretation | Deliver real-time interpretation services | [Amount] |
| Post-Service Reporting | Provide feedback and performance summary | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a leading provider of interpretation and language services, helping businesses and organizations communicate effectively across language barriers.  
  
- Experience: [X] years in interpretation services for global clients  
- Expertise: Simultaneous and consecutive interpretation, remote and on-site support  
- Mission: To bridge communication gaps with professional, reliable, and culturally sensitive interpretation solutions

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Real-time interpretation for an international business conference  
- Outcome: Successfully facilitated multilingual communication for 500+ attendees  
  
Testimonial:  
“[Your Company Name] delivered flawless interpretation services, ensuring seamless communication throughout our event.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon service completion.  
Service Scope: Includes interpreter assignment, technical coordination, and live interpretation.  
Client Responsibilities: Provide event details, participant languages, and access to necessary platforms.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this real-time interpretation service proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_