

FEE SCALE, COSTS AND PRICING – TRANSLATOR GUIDE

For more information see <https://ausit.org/guidelines-for-practitioners/>

The purpose of this document is to provide new and inexperienced translators with information to assist setting their prices for services as self-employed professionals. AUSIT does not recommend, authorise or endorse the prices set out in this document. It is for information purposes only.

This guide is intended solely for use with direct clients and/or agency negotiations where you are not an employee, and you have the freedom to quote or negotiate your own terms. By contrast, some agency rates may be subject to fixed fee schedules and/or enterprise bargaining agreements and are therefore not the subject of this guide.

The underlying calculations are based on aggregated wage data and average historical pricing* with allowance given to the running costs of a small business. These costs and other calculations have been developed in collaboration with a professional consultant as appropriate. As all translators must complete formal training before applying to sit for a NAATI credential, the benchmark reference salary that has been used is that of an average university graduate in Australia.

Please bear in mind that the fees you charge as a translator should reflect not only the time and skill required to provide each individual service, but also the cost of materials used and the overheads that are necessary to operate as a business. Your fee is also intended to reflect the importance of the work undertaken and the high office and responsibility of translators in providing these services.

*AUSIT survey on remuneration rates as at 15 November 2023

TRANSLATION FEE SCALE

CERTIFIED TRANSLATIONS

Fees charged per page or part thereof **220 words or less** on A4 paper (single side)

Document type	Aggregated minimum price
1 Standard personal documents (e.g. driver licences, police checks, short birth certificates, passports, degree testamurs, other ID documents and 'extract' translations)	\$55 AUD / page
2 Longer/specialist official documents (e.g., medical certificates, long birth certificates, payslips, bank statements, tax returns and other bureaucratic documents)	\$75 AUD / page
3 Education documents (e.g. academic transcripts, syllabi and other education detail)	\$0.25 AUD / word
4 Legal documents (e.g. powers of attorney, last will and testaments, criminal convictions, court rulings, divorces)	\$0.33 AUD / word
5 Financial documents (e.g. real estate contracts, company contracts, company statutes, AGM notices and other business documents)	\$0.33 AUD / word
6 Technical documents (e.g. research reports, patents and other technical and scientific documents)	\$0.33 AUD / word

OTHER PROFESSIONAL SERVICES

Service type	Aggregated minimum price
1 Uncertified translations (no stamp or signature required)	90% of the translation fee
2 Post editing custom/proprietary machine translation (to a human standard)	75% of the translation fee
3 Proofreading (checking human translations against the original and commenting)	50% of the translation fee
4 Editing (checking human translations against the original and correcting/improving them)	\$65 AUD per hour
5 Postage and handling (regular post)	\$20 AUD per task
6 Affidavit processing (travel to/from and waiting for JP or authorised affidavit taker)	\$50 AUD per task

These prices have been established by consulting with industry organisations, individuals and translators, but they do not seek to represent actual market conditions. **Some translators may charge more than this, others may charge less.** Practitioners are invited to set their own rates for their own business situation. There is no obligation to comply with this guide.

Experienced practitioners may be capable of translating more words per hour, leading to a higher hourly rate overall for the same page fee or word fee. It is therefore unnecessary to discount beginner's rates to reflect a lack of experience.

AVERAGE HISTORICAL PRICING

The average graduate salary in Australia in 2025 is \$71,688 per year (<https://au.talent.com/salary?job=graduate>). A sample of average historical rates for translators around the world can also be found at the following links for reference purposes:

- <https://ausit.org/wp-content/uploads/2023/11/2023-11-15-AUSIT-working-conditions.pdf#page=11>
- <https://inboxtranslation.com/resources/research/freelance-translator-survey-2023/>

OVERHEADS AND INDIRECT COSTS

Some typical expenses which may apply to a translation business are shown below. This information is for demonstration purposes only and excludes both income tax (≈30%) and GST (10%).

Important reminder: Members must independently set their own prices for goods and services. AUSIT recommends that you calculate your own costs when determining the final price that you charge for your services, including appropriate margins for profit and overheads. Please note that if you agree upon prices with other members/translators you may be committing a serious criminal offence and may be in breach of the Competition and Consumer Act. The information in this document is intended as a guide only.

Average graduate salary in Australia	\$71,688
Plus 12% superannuation	\$80,290
Days in a year	365
Weekends	104
Public holidays	12
Annual leave	20
Long service leave	5
Sick leave	5
Training and professional development	3
Available working days	216
Hours per day	8
Non-chargeable admin time per day (marketing, maintaining document templates and glossaries, tax etc)	1.5
Chargeable hours per day	6.5
Chargeable hours per year	1,404
Accounting fees	\$200
Home office occupancy expenses (rent or home loan interest, rates, land tax, home insurance)	\$3,000
Home office running expenses (heating, cooling, lighting)	\$1,300
Insurance (professional indemnity)	\$400
Internet & phone usage	\$600
Marketing & advertising (website domain name, hosting, SSL certificates, company logo)	\$200
NAATI certification/recertification costs	\$100
Office equipment and depreciation (computer, monitor, printer, scanner, ergonomic chair, desk, bookcase)	\$500
Office supplies (ergonomic keyboard, ergonomic mouse, power board, desk lamp, chargers)	\$200
Postage and stationery (paper, toner, stamps, envelopes)	\$500
Professional association subscriptions (AUSIT, ASLITA, AALITRA, PA/TIA)	\$200
Professional development (including language maintenance activities)	\$600
Professional library and software (CAT tools, PDF converters, MT/AI subscriptions, dictionaries)	\$500
Travel costs for language maintenance purposes	\$1,000
Other costs not elsewhere specified	\$500
Annual fixed costs	\$9,800
Minimum rate per chargeable hour to sustain above expenses (salary + super + fixed costs / hours)	\$64.17

DIRECT COSTS

Time required (h:mm)	Certificate rate direct to client	General text 1,000 words	Specialist text 1,000 words
Translating	0:30	3:00	4:00
Checking (separate session)	0:10	0:45	1:00
Quoting/invoicing	0:10	0:10	0:10
Softcopy delivery	0:50	3:55	5:10
Minimum rate for softcopy delivery	\$55/page	\$0.25/word	\$0.33/word