



For exhibitors requiring this service

Submit before Oct. 31

# No. 19 Request for Temporary Personnel / Interpreter

To: S.K. CO., LTD [Charge]

Date:

Exhibitor:	Booth No.
Contact: (name) at (department)	Management Office's Use
TEL:	FAX:
E-mail:	

Service provided	Unit rate (including tax)	Number of personnel	Period of service	Amount
Reception	¥22,000/day		<input type="checkbox"/> Nov.28 <input type="checkbox"/> Nov.29 <input type="checkbox"/> Nov.30 <input type="checkbox"/> Dec.1 <input type="checkbox"/> Dec.2	¥
Light-duty work in booth	¥22,000/day		<input type="checkbox"/> Nov.28 <input type="checkbox"/> Nov.29 <input type="checkbox"/> Nov.30 <input type="checkbox"/> Dec.1 <input type="checkbox"/> Dec.2	¥
<b>Language service (English)</b>				
General interpreting (daily conversational level)	¥35,948/day		<input type="checkbox"/> Nov.28 <input type="checkbox"/> Nov.29 <input type="checkbox"/> Nov.30 <input type="checkbox"/> Dec.1 <input type="checkbox"/> Dec.2	¥
Business interpreting (capable of business communication)	¥59,180/day		<input type="checkbox"/> Nov.28 <input type="checkbox"/> Nov.29 <input type="checkbox"/> Nov.30 <input type="checkbox"/> Dec.1 <input type="checkbox"/> Dec.2	¥

- The above amounts are flat rates for up to 8 hours per day. Amounts include transportation fee and consumption tax (10%).
- Overtime hourly rates are 125% of the following rates: staff 2,200 yen, general interpreter 3,300 yen, and business interpreter 5,500 yen (excluding tax)
- Interpretation in languages other than English is available at 130% of the above rates for English interpretation. Receptionist is not a promotional model. If you wish to book a promotional model, please contact us separately.
- Cancellation fees are as follows:  
4 to 7 days prior to the date of attendance: 60% of the total fee  
3 days or less before the date of attendance: 100% of the total fee.
- Upon receipt of the application form, S.K. Co., Ltd. will send you an order confirmation and payment information.  
\*Cancellation: Please be advised that cancellations must be made by email. A cancellation fee will be charged in accordance with the cancellation policy on the application form.  
\*\*Cancellation after payment: we will refund the amount after deducting bank transfer fee and refund processing fee (10,000 yen).  
\*\*\*Payment method: Please transfer the amount to our bank account and send us a copy of the bank transfer statement. Please add 4,000 yen (bank transfer fee) to the invoice amount. Any other bank charges for remittance are to be covered by the customer. The full amount of the invoice must be received.

Please fill in below only if the billing address is different from the exhibitor's address.

Company:	
Department:	Contact:
Address:	
TEL :	FAX :
E-mail :	

Submit to

S.K. CO., LTD

VORT Kagurazaka I 3F, 34 Tansu-cho, Shinjuku-ku, Tokyo 162-0833, Japan

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