

Captioning, Audio Description, and CART Services

Materials in Production	Unit	Proposed Cost per Unit	Expedited Delivery Cost
Captioning	Minute	\$ 3.75 per minute (5 min. minimum)	\$ 1.10 per minute extra
Audio Description	Minute	\$ 24.75 per minute (5 min. minimum)	\$ 1.10 per minute extra
Transcription	Audio Minute	\$ 3.75 per minute (5 min. minimum)	\$ 1.10 per minute extra
Additional Related Services (add lines as necessary)		\$	\$
Materials in Post-Production			
Captioning	Minute	\$ 3.75 per minute (5 min. minimum)	\$ 1.10 per minute extra
Audio Description	Minute	\$ 3.75 per minute (5 min. minimum)	\$ 1.10 per minute extra
Transcription	Audio Minute	\$ 3.75 per minute (5 min. minimum)	\$ 1.10 per minute extra
Additional Related Services (add lines as necessary)		\$	\$

Non-live videos, ASL without transcript, Spanish, Arabic, Czech, Hindi, Polish, Portuguese, and Turkish is \$8.50 per minute with a 5-minute minimum.

Non-live videos Chinese Traditional, Chinese Simplified, French, German, Japanese, Dutch, Italian, Korean, and Russian is \$15.00 per minute with a 5-minute minimum.

Non-live videos, Non-English to Non-English or Non-English to English subtitles/captions is \$20 per minute with a 5-minute minimum.

Non-live videos, manually inspected and adjusted captions breaks or timecodes has an additional \$0.75 per minute.

CART for Live and Live-recorded Events	
Hourly Rate: Business hours 8:00-5:00, Mon-Fri (Eastern Time)	\$ 142.00 (1-hour minimum)
Hourly Rate: Non-business hours	\$ 155.00 (1-hour minimum)
Transcript Costs (per transcript):	\$ 3.75 per minute (5 minute minimum)
Other Fees (Please specify. Add rows as needed):	\$

CART services for recurring assignments are \$115 per hour, 1-hour minimum.

Live streaming is \$145; Broadcast of a live-event with the use of a 3rd-party software for deliver is an additional \$45.

Highly technical CART/captioning for legal, medical, scientific, high profile or any other setting requiring specialized skill and experience is an additional \$25 per hour.

All services less than 2-full business days in advance (noting that if a request is made by a person who is not authorized to approve the request and/or approval is not received at least two full days in advance is an additional \$30 per hour.

Holidays other than Saturday, Sunday, on which national banks are closed a holiday rate of 1.5X the customary fee will be assessed.

Assignment canceled with less than 48 business hours will be billed in full.

Parking, travel, and mileage is billed for on-site assignments. These assignments also have a one-hour minimum.

Automatic Speech Recognition using Linguabee's platform is at \$1.72 per hour when other services are included.

Likewise, sign language interpretation is also an option that can be explored in addition to the items mentioned.

Invoicing

Linguabee invoices will be sent out on a weekly basis following the completion of the work. State of Maine shall pay invoices no later than 30 days following the receipt of an acceptable invoice.

The following information will be included in all Linguabee invoices:

- Contract's number (ex: Purchase Order)
- The name of the captioner(s) providing service
- The name of the person requesting service
- The location and date where service was performed
- The number of standard billing hours spent providing service
- The number of non-standing billing hours spent providing service separate and distinct from the standing billing hours spent providing service
- Mileage as a separate line item (for on-site only) And,

for post-production:

- Contract's number (ex: Purchase Order)
- The name of the project and length, time, and format
- The name of the person requesting service
- The number of standard billing hours spent providing service
- The number of non-standing billing hours spent providing service separate and distinct from the standing billing hours spent providing service
- Any additional agreed upon fees