



## PP041: Easy Read Pricing Policy

### Disability Equality Scotland

#### Easy Read Service

Disability Equality Scotland provide a professional and efficient Easy Read service to all sectors as part of our commitment towards improving access to information for all.

#### Easy Read – what is it?

Easy Read is an accessible format that makes written information easier to understand. The Easy Read format is easy to understand and uses simple, jargon free language, shorter sentences and supporting images.

#### Why produce Easy Read documents?

Easy Read documents make information more accessible to people with learning disabilities. They can also be useful for people with other communication difficulties including:

- acquired brain injury
- dyslexia
- people with hearing impairment whose first language is British Sign Language (BSL)
- people who do not speak English as their first language
- people who find reading difficult
- people with cognitive impairments such as dementia.



## Your document

To undertake an Easy Read translation, we would ask that your document is in summary format where possible. We will edit your document during the translation phase into 15 pages or less. This is good practice when producing Easy Read to ensure that the finished document is manageable for those reading it.

Your completed Easy Read document will be no more than 15 pages in length.

## Costs for the service

Disability Equality Scotland offers an Easy Read service based on the word count of your document. The pricing structure is as follows:

500 words -£87.50	5,500 words - £962.50
1,000 words - £175.00	6,000 words - £1,050.00
1,500 words - £263.00	6,500 words - £1,137.50
2,000 words - £350.00	7,000 words - £1,225.00
2,500 words - £437.50	7,500 words - £1,312.50
3,000 words - £526.00	8,000 words - £1,400.00
3,500 words - £613.50	8,500 words - £1,487.50
4,000 words - £701.00	9,000 words - £1,575.00
4,500 words - £788.50	9,500 words - £1,662.50
5,000 words - £875.00	10,000 words - £1,750.00

When costing for your document, we will check the word count, and round up to the nearest 500 words. For example, a document of 3,489 words would be charged based on 3,500 words, and a document of 7,850 words would be charged based on 8,000 words. We round up because of the



time resources and expertise required to translate documents to Easy Read.

There would also be an additional charge of 15% to the cost of your document. This is to cover the time resource of staff, and to cover the subscription charges to photosymbols – the service we use to produce Easy Read.

As a registered charity, we do not charge VAT.

## **Timescales**

We will not claim to be experts in the subject matter of your document. To ensure the meaning of your document does not get lost in translation, we will produce a first-draft for you to review and proof read. The timescales for producing this first-draft will depend on its length and complexity but as a minimum we would ask for ten-workings days' to produce a first draft. We will then complete the second revision based on your comments.

Contact us directly to discuss your requirements.

## **Contact Details**

To discuss your Easy Read requirements, contact us at:

Disability Equality Scotland  
The E-Centre, Cooperage Way  
Alloa, FK10 3LP  
Tel: 01259 272064  
Email: [admin@disabilityequality.scot](mailto:admin@disabilityequality.scot)

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