McIreland Operations
Phase 1 Pricing Overview

1. Quick Services (Fixed Fee)

Service	Fixed Fee	Service Includes
Single Email Translation	€15	Translation of one supplier/manufacturer email (English to German / German to English), including review and delivery of the translated content.
Technical Email Translation	from €25	Translation of one technical email or technical correspondence.
Translation & Drafting a Reply	from €30	Translation of one email plus preparation of one translated business reply.
Document Review & Communication Summary	from €20	Review of one document or email and preparation of a communication summary.
English-German Construction Consultation (30 min)	€35	One 30-minute consultation session.
English-German Construction Consultation (60 min)	€65	One 60-minute consultation session.
Supplier / Manufacturer Research & Enquiry	€40	Research and enquiry with one supplier or manufacturer regarding a specific product, information request or delivery availability, including contact by email or telephone and a summary of the outcome.
Technical Product Information & Clarification	from €40	Clarifying technical product specifications and enquiries with manufacturers and suppliers, including requesting relevant documentation and product details.

Please note: Fixed-fee services apply to individual requests only. Each separate email, document, supplier/manufacturer enquiry or technical information or clarification request is charged individually unless otherwise agreed. Repeated or ongoing requirements may be moved to the applicable hourly rate or an agreed support package.

2. Ongoing Support Services (Hourly Rate)

Service Area	Hourly Rate	Typical Use
English-German Supplier & Manufacturer Communication	€30/hour	Ongoing communication and support for active projects
Product Information Requests	€30/hour	Ongoing supplier or manufacturer enquiries
Supplier Follow-Ups (Administrative Only)	€30/hour	Continued communication and follow-up support
Inbox Management	€20/hour	Recurring administrative assistance
File Organisation	€20/hour	Digital file organisation and maintenance
Document Organisation	€20/hour	Document sorting and administration
Construction Documentation Support	€25/hour	Small-project document administration
Invoice Tracking	€20/hour	Administrative invoice tracking support
Excel Tracking Sheets	€25/hour	Creation and maintenance of tracking sheets
Data Management	€20–25/hour	Ongoing business record management
Supplier / Manufacturer Research & Enquiries	€30–35/hour	Ongoing supplier/manufacturer research, contact and enquiry support
Technical Product Information & Clarification	€30–35/hour	Ongoing clarification of technical product specifications and enquiries with manufacturers and suppliers, including requests for relevant documentation and product details.

Please note: Larger documents, multiple emails or ongoing support requirements are generally charged at the applicable hourly rate or may be incorporated into an individually agreed project or support package.

3. Project-Based Pricing

Fixed project rates are available for larger or clearly defined assignments. Pricing can be agreed individually based on the scope of work, complexity, expected workload and duration of the engagement.

For clients requiring ongoing support or regular English-German communication services, customised support packages or long-term service agreements can also be arranged.

4. Priority Handling & Urgent Requests

Priority handling and accelerated turnaround times are available on request. Depending on workload and scheduling requirements, an additional service fee may apply by prior agreement.

5. VAT Information

All prices are quoted exclusive of VAT, where applicable. VAT treatment for international clients will be applied in accordance with applicable Irish and EU VAT regulations.

6. Availability & International Clients

McIreland Operations operates on a flexible freelance basis from Ireland.

Services are provided subject to availability and agreed turnaround times. Immediate responses or same-day availability cannot be guaranteed unless arranged in advance.

Clients in different time zones are welcome. Please note that response times may vary depending on time differences, existing workload and availability.

For time-sensitive requests, priority handling may be arranged in advance where availability allows.