



# Sign Language Interpreting Services Rates and Service Agreement

## Standard Rates (All Rates Are Per Interpreter):

### Weekdays (Monday – Friday):

#### Day Time (7:00 AM to 5:00 PM)

- Minimum Charge for Service Up to 2 Hours – **\$150.00**
- Each Additional Hour Until 5:00 PM – **\$70.00**

#### Evenings (5:00 PM to 10:00 PM)

- Minimum Charge for Service Up to 2 Hours – **\$170.00**
- Each Additional Hour Until 10:00 PM – **\$80.00**

#### Overnight (10:00 PM to 7:00 AM)

- Minimum Charge for Service Up to 2 Hours – **\$190.00**
- Each Additional Hour Until 7:00 AM – **\$90.00**

### Weekends (Saturday and Sunday):

#### Day Time (7:00 AM to 5:00 PM)

- Minimum Charge for Service Up to 2 Hours – **\$170.00**
- Each Additional Hour Until 5:00 PM – **\$80.00**

#### Evenings (5:00 PM to 10:00 PM)

- Minimum Charge for Service Up to 2 Hours – **\$190.00**
- Each Additional Hour Until 10:00 PM – **\$90.00**

#### Overnight (10:00 PM to 7:00 AM)

- Minimum Charge for Service Up to 2 Hours – **\$210.00**
- Each Additional Hour Until 7:00 AM – **\$100.00**

## Special Services or Circumstances (All Rates Are Per Interpreter):

### Deaf-Blind Interpreting

Add \$15.00 per hour.

### Legal Certification

Add \$20.00 per hour. Appointments that are legal in nature (e.g. law offices, courts, depositions, jury duty, worker's compensation and/or arbitration hearings.) may require legal interpreting certification. Interpreters holding such certification are specially trained and experienced with the language, concepts, and procedures used in court and other legal systems.

### Tri-lingual Interpreting (ASL/ English/ LSM/ Spanish):

Add \$25.00 per hour.

### Holidays:

Add \$20.00 per hour. This rate will be assessed for the following days: New Year's, President's, Memorial, Independence, Labor, Veteran's, Thanksgiving, and Christmas.

### Emergency Legal or Medical Appointments:

Add flat fee of \$50.00 to the total invoice.

### Parking Fees:

Reimbursement at cost.

## Other Information:

### Cancellations:

Notices received less than **two (2) business days** in advance of the appointment will be billed for services as scheduled. Payment is required even if the person(s) for whom the services are being provided fails to appear for the appointment.

### Conditions:

Any request for services requiring seventy five (75) minutes or more of continuous interpreting will require two interpreters. In addition, more than one interpreter may be necessary for a given assignment depending on its nature. Utilizing more than one interpreter enables more effective communication and reduces the risk of injury. The requester will be informed if more than one interpreter is required.

In the event the length or circumstances differ from the original request, the interpreter reserves the right to end the assignment. Additional charges will be assessed if the interpreter decides to stay.

### Billing and Payment:

Any portion of an hour will be billed in half-hour increments. Charges for special services or circumstances are in addition to the standard rates. Invoices are due upon receipt. Invoices unpaid after 90 days will be sent to collections.

## Agreement Acknowledgement:

Name of Company: \_\_\_\_\_ Attn: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Preferred Invoice Method:  Mail  E-mail  Purchase Order #: \_\_\_\_\_

Credit Card: Type: \_\_\_\_\_ Number: \_\_\_\_\_ Exp.: \_\_\_\_\_ CVC: \_\_\_\_\_

*The authorized agent signing below has read and agrees on behalf of the above named to be bound by the rates as stated above:*

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_