**National Interpreting Agency**

**Terms and Conditions TC**

****

**General Rates**

General Rates cover non-specialized interpreting situations **$ 110.00 initial fee** (covers the two hour minimum rate of interpreting or consulting services) **$ 55.00** per hour thereafter (billed in ½ hour increments) per interpreter. Some assignments require two interpreters to complete an assignment. This rate is straight time (continuous) and may include scheduled breaks.

**Specific Rates**

Some specific assignments such as: platform (Political Events) stage (Performance) and legal (Courts) are a different rate. Most specialized settings start at $80.00 an hour. All assignments have a two hour minimum rate of interpreting or consulting services, after which will be billed in ½ hour increments per interpreter.

**Emergency rate**

Any assignments scheduledless than 24hrs in advance is a $50.00 charge,and will be added to the total bill. Holidays and nights/weekends subject to additional cost depending upon availability.

**Sign Language Classes (all ages)**

Sign Language classes are a **$250.00** flat rate for any class given (normally 1 hour in length) under an average class of 20 people. Over 20 people are an extra charge per person. We offer baby signs from 3mths-12 years old, adolescent-young adult, and basic to advance classes for Adults (teachers/staff/professionals).Specialty sign language classes are available for specifically geared training in fields such as: medical, technical, trade, emergency response personal, police, fire, legal, banking, cooking, sports, athletic, etc.

Ongoing classes, 6-8 weeks are also available. The amount of cost is to be determined by length, content, duration and expertise of subject matter being taught. Any assignments continuing beyond 30 days require a deposit prior to service.

**Exceptions and Additional Fees**

Differential rates for platform, legal, and deaf-blind (tactile), or otherwise more demanding assignments will be negotiated at the time a request is made. Specialized classes are determined on an individual basis

1st Page (Signature) (Date)

**Cancellations**

All assignments (including School Districts) **canceled within the 48 hour** range will be billed for estimated time of assignment scheduled or a minimum show. Any assignments cancelled with at least 48 hours prior notification will not be billed. No-Shows are billed without exception for the booked amount of time.

**No Shows**

All appointments have a 20 minute no show policy. Interpreters are dismissed from the assignment after 20 minutes if no client has arrived. This is standard policy. There are no extensions on the scheduled time frame. No shows **will be billed** for booked time frame.

**Reimbursable Charge**

The Agency **does** charge for mileage over 30 miles on government contracts (Courts), hospital contracts and third party agreements. A set fee can be arranged prior to booking.

Parking fees will be added to the request of payment if agreed upon prior to scheduling.

**Inclement Weather Policy**

The NIA Agency can possibly cancel in extreme conditions, if safety is an issue, and no cost will be billed to client.

**Deposit**

To be able to schedule an assignment, any job over $300.00 or any assignments scheduled longer than a 24 hour time frame**. New clients may be required a deposit on services scheduled**

**Credit Card**

You may call in a credit card payment if it’s before ten (10) days, of the invoice date, or prior to assignment. \*Please note this is approximately one week prior to the policy of check payment. The fee is $5.00 on each invoice submitted and will be added on the credit card payment.

**Payments / Checks**

***\*\*Payments must be made within two weeks of invoice received date. \*\*\****

***Any payments not post marked within two weeks of invoice date will be billed an additional charge of $25.00 per week, thereafter 30 days subject to possible legal action. Any payment arrangements that do not follow this MUST be approved by the NIA office prior to scheduling any assignment***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print name) (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Title/Company)