GUIDELINE ACKNOWLEDGEMENT PROCESS (GAP)

Upon signing this agreement, you adhere to and understand the following:

* All documentation must be finalized prior to the start of each assignment, including: signatures, payroll, insurance, company standards, etc.
* All interpreters of National Interpreting Agency are subcontractors and not employees (yet all of their personal contact information is private and only available with request through the office), so please address any questions or concerns to the NIA office only
* All cancellations must be completed via phone to the Executive Director and confirmed 48 hours (excluding holidays and weekends) prior to the start of the assignment
* Payments MUST be fulfilled within two weeks of invoice unless prior arrangements have been made and by signing below, you are agreeing to this specific pay scheduled.
* Please do not attempt to have interpreters perform any future assignments independently of NIA and without initially consulting the Executive Director
* Address any concerns or questions to the NIA Executive Director only
* All materials from any NIA Classes or files are not to be used or recreated for any use. Including power point/videos and handouts

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(Print Name) (Signature) (Date)