

We will contact you with information on the availability of qualified translator's, including their resumes and rates. An interpreter request contract will be provided before the scheduling of the assignment.

**ASSIGNMENT DESCRIPTION:**

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Assignment location: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Assignment Date(s) and Time(s): \_\_\_\_\_

Languages: \_\_\_\_\_ Subject Matter or Case Name: \_\_\_\_\_

**BILLING INFORMATION:**

Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Billing Reference Number (if required): \_\_\_\_\_

**STANDARD RATES –** Rates vary depending on required skills, technical needs, interpreter availability, length of assignment, and necessary travel required.

Full Day ( 7-hours including 1 hour break): \$800 - \$1,200 per day

\_ Day ( 3 \_ hours including \_ hour break): \$400 - \$600 per day

Overtime: 1.5 times the standard hourly rate.

Possible Incidental Charges: Travel time: ( ) per mile ( ) per day

Other travel expenses covered by Client: [ ] Parking [ ] Taxi [ ] Per Diem of \$ /day [ ] Other -

Terms: Net 30 days.

**Schedule**

Rates are based on a 7-hour day with a one-hour break for lunch. Additional hours will be billed at 150% of the hourly rate. In those instances where it is agreed that travel time is to be billed in addition to the performance fee, the actual amount of travel time will be at 100% of the hourly rate.

**Cancellation / Re-scheduling Policy**

As you are aware, translators/interpreters are professionals, like attorneys, who are paid for the amount of time they work on behalf of a client. Since they're "selling" their time, cancellation made too close to the originally scheduled date, may result in the inability to obtain another assignment, and therefore could represent a loss of income. Therefore, the client will still be billed for the services of the translator / interpreter if:

- A. Cancellations made within 5 business days of the appointment, the client will be charged at 100% of the original rate.
- B. Cancellations made between 6 and 10 business days of the appointment, the client will be charged at 50% of the original rate.

Please note, re-scheduling of an appointment may be considered equivalent of a cancellation if the selected translator / interpreter is unable to re-schedule their time.

**Additional Conditions:**

- A. Clients are expected to pay invoices promptly within 30 days of the translator's / interpreter's assignment. Lengthy assignments will be invoiced on a weekly basis and prompt payment is expected within 30 days of the end of the business week.
- B. This contract is between InterLingua and (the client). Payment is the sole responsibility of (the client) and does not take into consideration the payment terms you negotiate with your client.
- C. All projects above \$3,000 require a 50% deposit before the start of the assignment.
- D. Other use of the translator's / interpreter's time, such as preparation of written reports, review of materials, etc., may incur charges at 100% of the hourly rate agreed to by the client.
- E. When required all travel arrangements, including hotel and airlines are the responsibility of the client. We will work with you to develop a satisfactory itinerary for the interpreter.