

TERMS OF SERVICES AGREEMENT

SCOPE OF WORK: This document constitutes the terms of services agreement for provision of sign language interpreting/transcribing services by _____ sign language interpreter.

RATES OF PAY: Unless otherwise negotiated in advance, the regular daily rate of payment from 8 AM-5 PM M-F will consist of a \$ _____ initial fee and then \$ _____ per hour billable in _____ hour increments thereafter.

Unless otherwise negotiated in advance, the after hours' 5 PM-8 AM M-F and 24 hours' rate Saturday and Sunday will consist of a \$ _____ initial fee and then \$ _____ per hour billable in _____ hour increments thereafter.

Unless otherwise negotiated in advance, legal interpreting assignments will consist of a \$ _____ initial fee and then \$ _____ per hour billable in _____ hour increments thereafter. ANY legal assignments, regardless of length, that will include deaf witness testimony will require a team interpreter to ensure accuracy of the record.

TEAM INTERPRETING/TRANSCRIBING POLICY: A team interpreter/transcriber will be provided for any job assignment that is over 1.5 hours or more in length unless otherwise negotiated in advance. The interpreter/transcriber reserves the right to negotiate a team interpreter/transcriber for assignments less than 1.5 hours in length should an individual job warrant a team. Should a team of two interpreters/transcribers have been expected and/or warranted and is not provided, contractor reserves the right to either charge double for work performed or work half the scheduled time without the requisite team in order to prevent injury from occurring, whichever works best to the benefit of both contracting parties.

TRAVEL TIME: Travel that is more than _____ hour in length round-trip, will be billed at _____ the interpreter's hourly rate per hour of travel unless otherwise negotiated. Mileage will always be billable at the currently approved federal rate of \$ _____ per mile.

CANCELLATION POLICY: Unless otherwise negotiated in advance, required notice for cancellation of interpretation/transcription services are as follows:

ASSIGNMENT LENGTH:

- 1-2 hours 48 weekday hours' notice.
- 3-5 hours 72 weekday hours' notice.
- 6-8 hours 96 weekday hours' notice.

Cancellation policy for multiple day assignments will be negotiated on a per assignment basis. Weekday hours are defined as 24 hours Monday through Friday. Should cancellation of assignment not fall within these deadlines, the time booked will be billed for in full.

LATE FEES/PENALTIES:

All invoices are due **no later than _____ days** from the date of invoice. If an invoice remains outstanding more than _____ days past the date of the invoice then an additional invoice will be submitted with a \$ _____ late fee; for each additional _____ days the invoice remains outstanding, an additional \$ _____ late fee will be incurred.

INDEPENDENT CONTRACTOR CERTIFICATION:

_____ is an independent contractor and meets the following criteria for independent contractor status as defined by the IRS:

- ONLY works pursuant to written contracts.
- Works in more than three locations in a calendar year.
- Has a telephone and/or office listing that is separate from one's residence.
- Purchases advertising or business cards promoting one's business.

PAYMENT SCHEDULE:

All payments will be made payable to: _____ . EIN/SSN: _____

Your Name Here

Contracting Entity

AGREEMENT TO CONTRACT FOR SERVICES:

I agree to contract for sign language interpretation services with _____ under the outlined terms of service. I understand that this agreement constitutes the full agreement under which both the service provider and requester are bound. This agreement may be terminated by either party with written thirty (30) day notice to the other party informing the other of intent to sever the contract.

_____ Date _____

Your Name Here

_____ Date _____

Service Requester

Business Name/Contractor Name

Street Address Phone Number

City, State, Zip E-mail Address