



# Legal Interpreting Services Terms of Agreement

The following billing and cancellation policies are the terms for provision of services by **Signs of Interpreting, LLC**. Please sign this agreement and either fax or mail it back to our office as soon as possible. Thank you for your attention.

## Rates for Service: All Legal Interpreting

<b>Initial Service Fee</b>	<b>\$ 120.00 (includes up to the first two hours)</b>
<b>Hourly Service Fee</b>	<b>\$ 60.00 (beyond the first two hours)</b>

## Billing Policies

- All assignments are billed an "Initial Service Fee" that includes one interpreter for up to two hours.
- After the first two hours, **Assignments are billed in ½ hour increments.**
- Assignments longer than 2 hours in length normally require 2 interpreters.
- If an interpreter is required to travel more than an hour each way, travel time is billed **portal-to-portal** (e.g., the assignment will be billed by the hour from the time the interpreter departs for the assignment, until the time the interpreter returns from the assignment).
- All **"emergency" assignments are billed portal-to-portal** (e.g., the assignment will be billed by the hour from the time the interpreter departs for the assignment, until the time the interpreter returns from the assignment).
- In the event that the appointment is canceled (or rescheduled) and the interpreter arrives for the assignment, **a bill will be sent for the full appointment length.** Deaf and Hard-of-Hearing consumers are given a 20 minute grace period past the appointment time to arrive.
- **We bill for the entire assignment duration – as scheduled,** regardless whether or not the assignment ends early.
- Payment for services rendered is due **upon receipt.** If an invoice is outstanding over **30 days** from the date it was sent, a late charge will accrue at the maximum percentage allowable by Florida state law.

## Cancellation Policies

**Whether or not we bill for a cancelled assignment will vary depending upon the amount of notice we receive.**

- Assignments are billed **the full amount, unless 48 business hours** or more notice of cancellation is received.
- Multi-day assignments are billed **the full amount, unless 72 business hours** or more notice of cancellation is received.

I/We understand and agree to the terms set forth in this **Terms of Agreement** document. Additionally, this agreement shall remain in effect until either a new agreement is made between the parties or written notice ending this agreement is received by both parties.

\_\_\_\_\_  
Company Requesting Services

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signs of Interpreting, LLC Representative

\_\_\_\_\_  
Date

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This document should be signed and returned (via US mail or FAX) to:

**Signs of Interpreting, LLC**

12203 Moose Hollow Drive ~ Jacksonville, Florida 32226

**Tel: (904) 207-0290**

**Fax: (904) 751-9667**

**www.signsofinterpreting.com**