

Alaska Interpreting Alliance, Inc.

Interpreting – Training – Consulting

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TIN 37-1564254

POLICIES AND PROCEDURES

Hourly rates for assignments are charged portal-to-portal. This includes a two-hour minimum interpreting time plus travel time. Travel time is only charged if an interpreter has to drive more than 15 miles to provide services.

For assignments over two hours in length, or of an extremely difficult nature, at least two interpreters will be required.

Parking fees are included on the invoice for payment.

Payment is due upon the receipt of invoice. Prompt payment is appreciated.

A 10% late fee will be assessed if payment is not received within 30 days. This will be repeated for each 30 days of non-payment.

CANCELLATION POLICY

If the assignment is cancelled with less than 24 hours/one working day's notice, all scheduled interpreting will be billed.

If the assignment is cancelled with 24 to 48 hours notice, 50% of the total interpreting hours will be billed.

If the assignment is cancelled with more than 48 hours/two working days notice, no charges will be billed.

ASSIGNMENTS

General Assignments:

Employment, entertainment, academic, political, religious, community, corporate, training, etc.

Technical Assignments:

Conventions, corporate accounting, intermediate and advanced training, engineering, etc.

Medical or Mental Health:

Doctor, dentist, hospital, in-patient, out-patient, day treatment, psychometric testing, etc.

Legal Assignments:

Court, attorney, police station, jail, probation, etc.

FEE FOR REGULAR ASSIGNMENTS

General \$65.00 Per Hour

Technical \$70.00 Per Hour

Medical or Mental Health \$70.00 Per Hour

Legal \$85.00 Per 1st Hour and \$75.00 per hour for the remainder of the assignment for that day

Video Remote Interpreting \$2.50/min - 15 minute increments OR negotiated with a contract for ongoing services

ADDITIONAL FEES

After Hours/Weekends \$8.00 Per Hour

Emergency/ Late Notice \$8.00 Per Hour

Travel Time \$45.00