

# **Alaska Interpreting Alliance, Inc.**

## **Interpreting – Training – Consulting**

PO Box 2088

Palmer, Alaska 99645

Cell (907) 982-2751 v/text

Fax (907) 745-7446

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 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 every 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 \$75.00 Per Hour
- Legal \$85.00 Per Hour
- 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