



The people you want with the skills you need.

Rates

ON-SITE INTERPRETING	
Interpreting and Travel Monday - Friday: 8:00am - 5:00pm	
GENERAL	SPECIALTY
\$65.00 per hour	\$80.00 per hour
VIDEO REMOTE INTERPRETING (VRI)	
No Travel Charge	
GENERAL	SPECIALTY
\$80.00 per hour	\$95.00 per hour
PREMIUM HOURS INTERPRETING	
Interpreting and Travel Evening – Weekend - Holiday	
GENERAL	SPECIALTY
\$90.00 per hour	\$105.00 per hour
SPEECH-TO-TEXT	
No Travel Charge	
GENERAL	Evening – Weekend -- Holiday
\$60.00 per hour	\$70.00 per hour

Minimums apply: on-site interpreting requests require a ½ hour minimum, VRI require a 1 hour minimum and captioning requires a 2 hour minimum. All requests are invoiced in ½ hour increments beyond the minimum requirements.

I understand and agree to the rates listed above and related terms set forth in this agreement. I also agree that in the event of nonpayment, Professional Interpreting Enterprise will be entitled to collect reasonable attorneys' fees and costs related to collection of any delinquent amount owed under our agreement as stated in this document.

Authorized Signature

Printed Name

Date

<u>INVOICING INFORMATION</u>	
Phone:	_____
Email:	_____
Company Name:	_____
Company Address:	_____

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 Suite #2
 Greenfield, WI 53220

414-282-8115 **VOICE/TTY**
 888-801-9393 **TOLL-FREE V/TTY**
 414-395-8261 **VIDEOPHONE**

414-282-8117 **FAX**
 piecoordination@pieinc-wi.com **E-MAIL**
 www.pieinc-wi.com **WEB**



Terms and Definitions

Holidays:	New Year's Day, Easter Sunday, Memorial Day, July 4 th , Labor Day, Thanksgiving Day and Christmas Day
Evening and Weekend Rates:	Evening and weekend rates apply any time outside of Monday through Friday between 8:00 a.m. and 5:00 p.m.
Specialty:	Specialty refers to services provided in settings staffed with interpreters who have specialized training and credentials. Specialty settings include legal, mental and behavioral health.
LMR Requests:	Last Minute Requests are next day or same day request for services. Additional \$5.00 per hour charge assessed.
Cancellation:	Service requests cancelled with less than two full business days between the cancellation notice and the reserved service time will be billed for the reserved service time. Cancellation must be received by the coordination office before 5pm. Please note that 48 hours is not equal to two full business days. Ex: An assignment on Wednesday at 3pm needs to be cancelled by 5pm on the Friday prior to be deemed not billable. For any assignments starting after 5pm, please contact the PIE office for clarification on when the cancellation needs to be made to be deemed not billable Interpreting Services: If the service request is cancelled while the interpreter is en route or when the interpreter arrives to your site, travel time incurred will also be billed. Multiple Day Request: Interpreter requests running 3 or more days that are cancelled with less than 5 full business days between the cancellation notice and the reserved interpreting time will be billed for the reserved time.
Travel Time:	Interpreting Services: Includes interpreter's reasonable travel time between the interpreter's home to the specified assignment location and their return home.

- *Invoicing will include the actual length of the assignment or the requested interpreting time, whichever is greater. Travel will be invoiced in addition to the interpreting time.*
- *Assignment related expenses may be invoiced to the customer. Customers will be informed of any fees prior to delivery of service. Examples: travel requiring transportation, hotel costs, meals, appointment preparation materials, parking, the interpreters travel time for a flight, etc.*
- *Payment terms are Net 30 days. After 30 days, a 1.5% monthly interest will be charged.*
- *Rates are subject to change with a 30 day advanced notice.*

I agree to these rates and terms: _____