

## Connections Sign Language Interpreting

-a professional communication link between Deaf and Hearing communities

P.O. Box 14492 Evansville IN 47728, Schedule Line: 812-499-7140

Office line: 812-491-6036

### Rate of Services

- \$60.00 per hour, one hour minimum; education interpreting 2 hour minimum
- \$65.00 per hour after 4:30pm, including weekends or holidays.
- \$15.00 per 15 minutes after the first hour.
- \$65.00 per hour for emergencies.
- \$55.00 portal charge. Portal will be charged when the assignment is 50 miles, one way, outside of the Evansville area
- \$2.50 per minute for Video interpreting, 15 min. minimum. \$65.00 for no show/ canceled within 24 hr window of appointment

**Video interpreting is not available when the consumer is not in a position to clearly see the video equipment (subject to CSLI/deaf consumer discretion)**

- **No Show appointments:** \$60.00 per hour as contracted for onsite interpreters.
- **24 hour cancellation window:** Appointments must be canceled outside of the 24 hour period before the appointment to avoid the contracted fee. Notices given within the 24 hour window will be charged the appropriate fee for the contracted appointment.
- **Changed appointments with/out agency notice:** will be charged the contracted appointment fee.

**IT IS THE RESPONSIBILITY OF THE SERVICE PROVIDER TO INFORM CONNECTIONS SIGN LANGUAGE INTERPRETING OF THE APPOINTMENT CHANGE OR CANCELLATION AND MUST ADHERE TO THE 24 HR. WINDOW.**

- To schedule an appointment for an interpreter, the service provider\* must call the schedule line, 812-449-7140. No appointments will be scheduled with the onsite interpreter.

\*Provider of services the facility requesting the interpreting services.

### PAYMENT FOR SERVICES

- Invoices will be emailed to the address given by the provider of service.

- Payment is due within 30 days of the invoice date. After 30 days, a late fee, of \$60.00, will be assessed, and interpreting services will be placed on hold, after 2 months of open balance, until all fees are paid.
- If the requester pays by purchase orders, or uses a third party payer for invoices, you will be charged \$75.00 per hour which includes an administration fee to deal with purchase order procedures, portals and the extended time for payment.
- If the third party payer needs an increasing amount of time to work with, there will be added administration fees of \$10.00 per 6 mins of working with the third party payer.
- Invoices can be paid by check to the above address, ACH payment or by credit card.

**STATEMENT OF WORK (SOW)**

By signing this document, you accept full responsibility for payment of services to Connections Sign Language Interpreting. Must be signed by Site Administrator.

**COMPANY** \_\_\_\_\_

Sara Barnett, Owner CSLI

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_