



Dear Customer:

Thank you for keeping my information on file. Below are my terms and conditions, which reflect industry standards. If you have any questions, please feel free to contact me.

A handwritten signature in black ink that reads 'Anne Leahy'.

Terms and Conditions

Rates: \$150.⁰⁰ initial two-hour minimum for my services
\$60.⁰⁰ per hour thereafter for my services
\$160.⁰⁰ initial two-hour minimum for subcontractors
\$70.⁰⁰ per hour thereafter for subcontractors

Discounts or differential rates for security clearance, platform, performance, legal, international, or otherwise more demanding assignments will be negotiated at the time a request is made. Requests received ten full business days or more in advance of the beginning of the assignment are discounted a flat \$10.00.

Offsite Travel: Day rates for offsite travel will be negotiated separately. Per diem will be assessed at the standard GSA rates, and expenses incident to travel and lodging will be reimbursed at cost.

Coverage: Assignments over two hours generally require a second interpreter. I can personally arrange for this at the subcontractor rates quoted above, or provide you with qualified referrals at no charge. A full day of work will not be billed as a series of shorter assignments.

Short Notice Fee: \$40.⁰⁰ may be added to requests made with less than three business days' notice.

Reimbursable Charges: Local parking, mileage, and travel costs may be negotiated at the time a request is made.

Cancellations: Cancellations received less than two full business days in advance of the beginning of the assignment are considered untimely and will be billed. Multi-day assignments will only be billed within the two-day billable cancellation period.

Payment: Net 30 days from the invoice date. Late payments will be assessed an additional 3% after 14 days past due, and 5% after 30 days past due. Major credit cards accepted with no additional fees.

Open Access: Due to overwhelming demand, I provide services only where Deaf and Hearing people legitimately need to communicate. If registrants are identified at entry, and no consumers are present or expected, I or my designees do not provide "open access" interpreting. If the event is televised/recorded, held in a public place, or the identified individual is confirmed to arrive late, we will work in anticipation of the need. I uphold the concept of accessibility, but can't justify denying services to others.

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EIN #26-3699657
DUNS #11-923-4750
CCR CAGE #3BM91

Credentials

RID Certificate of Interpretation
RID Certificate of Transliteration
NAD Level V Master

Professional Memberships

Registry of Interpreters for the Deaf
National Association of the Deaf
Midwest Center for Law and the Deaf