



Anne Leahy  
 CI/CT/NAD V Certified  
 Sign Language Interpreter

P.O. Box #711326  
 Salt Lake City, UT 84171-1326

801.438.4130 M  
 801.733.0753 F

mail (at) anneleahy.com E  
 www.utahinterpreter.com w

EIN #27-4455399

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

Dear Utah Customer:

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

**Terms and Conditions - Salt Lake & Utah Counties**

**Rates:** 8:00am-6:00pm, billed to the nearest quarter hour:

- \$100.<sup>00</sup> initial fee covering up to two hours
- \$45.<sup>00</sup> per hour thereafter
- \$100.<sup>00</sup> initial fee covering up to two hours for subcontractors
- \$50.<sup>00</sup> 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.

From 6:00pm-8:00am Monday-Friday, and all day on Weekends and Holidays, rates are Time + ½. Sundays are available for medical or law enforcement emergencies only.

**Travel:** Half- and full-day rates for travel outside of Salt Lake County and Utah County, Utah will be negotiated separately. Any assignment further than a 100-mile round trip from 84171 will be assessed per diem at the standard GSA rates, and expenses incident to travel and lodging will be reimbursed at cost.

Local parking, mileage, and travel costs may be negotiated at the time a request is made. Any assignment further than a 25-mile round trip from 84171 will be assessed mileage charges at the GSA rate.

Out-of-state assignments will be negotiated separately.

**Coverage:** Assignments over 1.5 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:** \$20.<sup>00</sup> may be added to requests made with less than three full business days' notice.

**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.