



**Tri-State Interpreter Referral Service:
Billing Policy for Kentucky, West Virginia, and Ohio**

Base Rates:	8a.m.-5p.m.	\$50.00/hr.
	5p.m.-10p.m.	\$55.00/hr.
	10p.m.-8a.m.	\$60.00/hr.

- Two hour minimum will be charged for all assignments in accordance with standard professional practices.
- Weekend rates and Emergency rates (less than 48 hour notice) will be an additional \$10.00/hour to the base rates.
- Holiday pay will be negotiated per job.
- Standard practice is to hire one interpreter per each 2 hour assignment. However, hiring entities will be billed time-and-a-half beginning after 2 hours for any solo interpreter whose assignment extends beyond 2 hours.
- Mileage of .505/mile will be charged for assignments port to port
- Assignments over 60 miles will also be charged travel time
- Payment due in 15 days. Overdue accounts subject to a 10% service charge.

Our invoices are for the sole use of billing purposes to the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is federally prohibited. If you are not the intended recipient, please contact the sender immediately by reply and destroy all copies of the original message.

CANCELLATION POLICY

An interpreter or agency has the RIGHT TO BILL, if:

- An interpreter/agency is not notified more than 48 hours prior to the scheduled assignment
- An interpreter shows up for services, even if services are not rendered*
*Examples include: a doctor's office forgetting to contact the interpreter about an appointment change for the patient, double booking, client no-show, etc.

Our billing and cancellation policies are based on standard practices for interpreters and are subject to change. These standards are upheld by professional interpreters and referral agencies operating in the United States in accordance with the Registry of Interpreters of the Deaf (RID). Any interpreter that varies from these standards to the disenfranchisement of the interpreting profession or to clients can be subject to disciplinary action through RID's Ethical Practices System and state or federal law.

By signing this billing policy, you agree to these terms and understand you are responsible for payment

Print: _____ Date: _____

Signature: _____ Date: _____

Tri-State Interpreter Referral Service, LLC
P O Box 81, Saint Albans, WV 25177
Office: 304-881-2846 Fax: 304-721-9014
Email: Tristateterp@gmail.com