

## Victoria Evans

NRCPD Qualified BSL/English Interpreter (RSLI)

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### Terms and Conditions

#### Fees

The fees set out below are a guideline for the costs involved in booking a BSL interpreter. The final fees will be agreed at the time of booking and will be dependent on the nature of assignment, time of assignment, working conditions and the time required for preparation and planning.

Working before 9.00 am, after 5.30 pm and at weekends may incur a premium of **50%** above normal rates, unless negotiated otherwise at the time of booking.

Minimum charge per booking: Minimum 3 hour charge of £90.00. Travel costs can be negotiated. If additional time is required it will be charged at a negotiated hourly rate and is dependent on availability. The price for full and half day booking rates can be negotiated at the time of the booking, although a full day is usually charged between £220.00 - £260.00 and a half day is between £160.00 - £200.00 (including travel in both cases).

#### Travel

Car travel will be charged at £0.45 pence per mile (if not included in fee). Rail and bus travel will be charged at Standard rate, unless a travel card is more cost effective. Car parking will be charged at cost.

#### Payment

Payment is to be received within 28 days from invoice date. Failure to settle invoices within this time period will incur interest. This will be added at a rate of 10% per additional 7 days.

Invoices will be submitted within 1 week of the assignment date.

Payment is requested to be via BACS to HSBC Bank plc, Beaconsfield – Sort Code 40-09-29, Account number 21280961 in the name of Sign Hear Limited.

## **Cancellation**

Once the interpreter has been booked, a contractual agreement has been established. In the event of a cancellation, the purchaser is liable to the following charges:

**14** days or more notice = no charge

**8 – 13** days notice = 50% of service fee

**7** days or less notice = 100% of service fee

## **Failure to attend**

(1) By the client – if the client fails to attend, the interpreter will wait for between 20-30 minutes before leaving the venue. The full and agreed fee will still be payable.

(2) By the Interpreter – if the interpreter is unable to attend, due to unforeseen circumstances or illness, then every possible attempt will be made to inform the relevant parties and provide a replacement. However, due to the shortage of BSL Interpreters, a replacement cannot be guaranteed. No fee will be payable.

## **Co-workers**

For assignments over two hours in duration, it is preferable that a co-worker is provided. If a co-worker has been agreed but fails to attend, an additional fee of between 50-100% will be payable if the work is accepted on a solo basis. When agreed that more than one interpreter is required, it is the purchaser's responsibility to source them. If for any reason the purchaser is unable to meet this condition, this will be treated as a cancellation.

## **Preparation materials**

Preparation materials such as agendas, previous minutes, lecture notes, case notes etc all help to ensure a skillful and accurate interpretation. These are requested to be sent a minimum of 24 hours prior to the booking. The interpreter will normally arrive at the assignment 15 minutes prior to the beginning of the booking to obtain a briefing from the purchaser.

## **Purchaser's responsibility**

To provide the Interpreter with – a Contact **name** at the assignment location; Contact **address** for the assignment location (to include postcode and room number); Name and address of the person to be invoiced for the service; co-workers contact details (if applicable) and provision of any relevant support materials (as stated above).

*It is requested that no recording of the interpretation takes place without the prior consent of the interpreter.*

Thank you for using my services.

Victoria Evans