

## rate

Regular rate: \$120 initial fee includes up to 2 hours of interpreting services.  
Additional hours will be billed by the half hour at \$60/hour.

## cancellations

Cancellations must be made via email or phone at least 2 business days prior to the assignment's scheduled date/time. Assignments cancelled with less than 2 business days notice will be billed for the scheduled time at the full hourly rate.

## payment terms

Customer will receive an invoice via fax, email (PDF) or USPS within 7 days of the date of the assignment. The full balance of the invoice is due within 30 days from the date the invoice was sent, and the due date will be made explicit on the invoice. Payment can be accepted via check or credit card (see your invoice for details about paying via credit card). There will be a \$50 fee for any returned check in addition to the remaining balance of the invoice.

## late payments

Payments received after the invoice due date will be assessed a late payment fee. This fee is equal to 5% of the total invoiced amount if payment is received within 30 days after the original due date. This fee will increase to by 5% for every 30 day period that payment is late.