

# **Alaska Interpreting Alliance, Inc.**

**Kathleen M. Bodolay CI, CT**

**Interpreting – Training – Consulting**

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## **POLICIES AND PROCEDURES**

Hourly rates for assignments are charged portal-to-portal. This includes a two-hour minimum interpreting time plus travel time.

For assignments over two hours in length, or of an extremely difficult nature, at least two interpreters will be required.

Parking fees are included on the invoice for payment.

Payment is due upon the receipt of invoice. Prompt payment is appreciated.

A \$10.00 late fee will be assessed if payment is not received within 30 days. This will be repeated for each 30 days of non-payment.

## **CANCELLATION POLICY**

If the assignment is cancelled with less than 24 hours/one working day's notice, all scheduled interpreting will be billed.

If the assignment is cancelled with 24 to 48 hours notice, 50% of the total interpreting hours will be billed.

If the assignment is cancelled with more than 48 hours/two working days notice, no charges will be billed.

## **ASSIGNMENTS**

### **General Assignments:**

Employment, entertainment, academic, political, religious, community, corporate, training, etc.

### **Technical Assignments:**

Conventions, corporate accounting, intermediate and advanced training, engineering, etc.

### **Medical or Mental Health:**

Doctor, dentist, hospital, in-patient, out-patient, day treatment, psychometric testing, etc.

### **Legal Assignments:**

Court, attorney, police station, jail, probation, etc.

**FEE FOR REGULAR ASSIGNMENTS:**

General \$65.00 Per Hour

Technical \$70.00 Per Hour

Medical or Mental Health \$70.00 Per Hour

Legal \$75.00 Per Hour

Video Remote Interpreting \$2.50/min - 15 minute increments

**ADDITIONAL FEES:**

After Hours/Weekends \$8.00 Per Hour

Emergency/ Late Notice \$8.00 Per Hour