

Alaska Interpreting Alliance, Inc.
Interpreting – Training – Consulting
PO Box 2088
Palmer, Alaska 99645
Cell (907) 982-2751 v/text
Fax (907) 745-7446
TIN 37-1564254

POLICIES AND PROCEDURES

- Hourly rates for assignments are charged portal-to-portal. This includes a two-hour minimum interpreting time plus travel time. Travel time is only charged if an interpreter has to drive more than 15 miles to provide services.
- 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% 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.

ADDITIONAL FEES

- After Hours/Weekends
- Emergency/ Late Notice
- Travel Time \$45.00/hour + mileage
- Flights, lodging, parking