



# Professional Services Agreement

Effective Date: \_\_\_\_\_

This PROFESSIONAL SERVICES AGREEMENT (together with all referenced attachments, hereinafter referred to as the "Agreement") is entered into on the Effective Date by and between the following parties:

<b>Inter American Interpreting Services, LLC</b> 10164 Rain Cloud Drive El Paso, Texas 79927 915.274.1713 (PHONE) 915.249.2204 (FAX) <a href="mailto:signlanguageinterp@hushmail.com">signlanguageinterp@hushmail.com</a> Hereinafter referred to as "IAIS"	<b>CUSTOMER</b> _____ Attn: _____ Street: _____ City, State Zip: _____ USA Phone: _____ Email: _____ Hereinafter referred to as "Client"
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WHEREAS, IAIS and Client desire to enter into an agreement for the performance by IAIS of certain professional services in connection with activities being conducted by Client;

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

## 1. Services

A. Scope. IAIS shall provide interpreting for persons who are deaf or hard-of-hearing ("Services") to Client, subject to the following provisions of this agreement and the provisions of the Code of Professional Conduct as established by the Registry of Interpreters for the Deaf (RID) (see <http://www.rid.org/coe.html> for full text). Notwithstanding the foregoing, if IAIS performs any Services without first entering into a Statement of Work (SOW) as set forth above, the terms and conditions of this Agreement shall still govern any such Services. In the event an assignment lasts in excess of two hours, IAIS may at its sole discretion arrange for a replacement interpreter. Under some circumstances, particularly circumstances including interpreter situations involving consumers with **minimal communication skills** and consumers able to communicate only in Mexican Sign Language or assignments exceeding two hours that involve intense discussion (such as training sessions, group meetings and public hearings), the assignment may require the use of two interpreters and the Client will be charged for both interpreters. In certain circumstances, IAIS will use an interpreting situation as a training exercise for interpreters-in-training, but will do so only with the prior consent of the Client and without the cost to the Client for the services and/or time of the interpreter-in-training. Please note IAIS interpreters are not employees of Client.

B. Changes in Scope. Client may from time to time desire to make changes to a SOW, which changes are generally of the following types:

- i. A new requirement of Client
- ii. Increase in the level of effort.

If any of these or similar issues arise, then the parties will issue a change order to the SOW setting out the proposed changes to the Services, the cost, and the time frame for delivery and/or completion. No additional work outlined in a change order will be performed until Client has executed such change order.

C. Cancellation. Client must provide IAIS at least one (1) business day advance notice, or otherwise if the parties mutually agree, to cancel or postpone planned professional services engagements. Failure to provide such advance notice shall subject Client to payment of two (2) hours or the time the interpreter was assigned to interpret, whichever is greater when Client does not cancel within the prescribed time above. In the event that Client suspends IAIS's Services, IAIS reserves the right to reassign its employees or subcontractors currently assigned to the suspended Services to other client projects. IAIS cannot commit to Client that such employees or subcontractors will be available when Client determines to complete the suspended Services. However, IAIS will provide other employees or subcontractors to Client to finish the Services.

D. Subcontracting. IAIS shall have the right to subcontract trained and certified consultants to perform Services pursuant to this Agreement with Client's consent, which shall not be unreasonably withheld. However, nothing herein shall relieve IAIS of its obligations hereunder, unless Client cancels or postpones planned professional services or IAIS and Client mutually agree to do so.

## **2. IAIS Responsibilities.**

IAIS will make every effort to adhere to the following:

- A. Coordinate all interpreter service requests by the Client.
- B. Ensure the provision of professional services to the Client in accordance with The Americans with Disabilities Act and the Rehabilitation Act of 1973.
- C. Provide 24-hour interpreter availability, including emergency situations.
- D. Contact the Client for payment approval in advance of assignment requested by Client.
- E. All information subject to interpretation, which is obtained while doing an assignment as well as all information subject to (Health Insurance Portability and Accountability Act) HIPPA, shall be deemed Confidential Information.

## **3. Client Responsibilities.**

- A. Request interpreting services from IAIS by telephone or by electronic mail at least more than 24 hours prior to the scheduled assignment, otherwise IAIS will charge Client the Emergency Rate.
- B. Provide IAIS with the assignment date, start and end time, place of assignment, type of event, as well as the name of the appropriate contact person, the name of the Deaf or hard of hearing consumer and directions to the place of assignment.
- C. Client, individually or with others, will not recruit, solicit, or hire IAIS Interpreters for the purposes of seeking to hire those IAIS Interpreters or other similar reasons.

## **4. Payment Terms and Invoicing.**

- A. Fees and Expenses. Fees for IAIS's Services are set forth in Exhibit A – Statement of Work (SOW). Unless otherwise noted in the SOW, Client shall reimburse IAIS for all reasonable expenses incurred by IAIS in the performance of Services, including, but not necessarily limited to, travel and lodging expenses.
- B. Invoicing. Unless otherwise specified in the SOW, IAIS shall present an invoice to Client monthly. The invoice shall indicate the nature of the work performed and any reasonable expenses incurred by IAIS in accordance with IAIS's travel policy, with appropriate receipts and/or documentation, as well as the total amount due. Payment terms are Net 30 Days.
- C. Taxes. Any taxes or similar liabilities however denominated that may now or hereafter be levied on the Services provided or payments made under this Agreement, chargeable to or against IAIS by any applicable government authority, shall be passed through to and payable by Client in addition to the other charges under this Agreement. Should IAIS be required to pay or pays these taxes, fees or assessments or similar liabilities, Client shall promptly reimburse IAIS for such payments upon receipt of an invoice from IAIS. Taxes chargeable against the income or gross receipts of IAIS shall be paid by IAIS.

D. Interest. Past due amounts shall bear interest at the rate of eighteen percent (18%) per month or the maximum rate allowed by law, whichever is lower. If Client fails to timely pay any invoice, Client shall be responsible for and shall pay all costs of collection, including reasonable attorneys' fees (including the allocated costs of in-house counsel and staff).

E. Payment Options. We offer a variety of payment methods. ( Select your option)

Direct deposit \_\_\_ Mail in Check \_\_\_ PayPal \_\_\_ Cashapp \_\_\_ Venmo \_\_\_ Cash \_\_\_ Money Order \_\_\_

Credit/Debit Card Payment\_\_\_ (client will pay for the card processing fee according to the type of credit card fees)

If you selected Credit/Debit Card payment fill out your card information:

### Credit Card Information

#### Card Type:

\_\_\_Master Card \_\_\_VISA \_\_\_Discover \_\_\_AMEX

\_\_\_ Other \_\_\_\_\_

Cardholder Name (as shown on card): \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date (mm/yy): \_\_\_\_\_

Cardholder ZIP Code \_\_\_\_\_ Security Code CDV: \_\_\_\_\_

I \_\_\_\_\_ authorize **Inter American Interpreting Services LLC**. to charge my credit card according to the terms of this contract. I understand that my information will be saved to file for future transactions on my account. I also authorize Inter American Interpreting Services LLC. to charge a credit card processing fee according to the type of credit card fees.

Client Signature: \_\_\_\_\_

## 5. Warranty.

A. Warranty of Performance. IAIS shall use reasonable commercial efforts to provide qualified consultants who perform in a professional and workmanlike manner. The warranty specified in this Section 5 shall apply only to failures or breaches of warranty which are reported to IAIS by Client in writing within ninety (90) days after the date that Services are delivered to Client.

B. Exclusive Remedy. IAIS's sole obligation for failure to meet the warranty specified above in this Section shall be for IAIS, upon receipt of written notice of such failure from Client within the time period specified, to use commercially reasonable efforts to cure the breach provided that if IAIS is unable to correct the failure or cure the breach, then IAIS shall return the fees paid by Client to IAIS for the Services related to the breach.

C. Disclaimer of Implied Warranties. The warranty and remedy stated in Sections 5(A) and 5(B), respectively, are exclusive. **THE FOREGOING WARRANTY IS IAIS'S ONLY WARRANTY CONCERNING THE SERVICES AND ANY DELIVERABLES. IAIS EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

## 6. Indemnification.

A. IAIS and Client (including their respective officers, agents, employees and subcontractors) agree to indemnify, defend and hold the other harmless from and against any and all liability, expense, including reasonable defense costs and reasonable legal fees for damages, resulting in bodily injury, or damage to real property to the extent directly and proximately caused by the negligence or willful misconduct of the indemnifying party while engaged in the performance of Services under this Agreement; provided, however, that if there is also fault on the part of the non-indemnifying party or any entity or individual indemnified hereunder or any entity or individual acting on non-indemnifying party's behalf, the foregoing indemnification shall be on a comparative fault basis.

## 7. Limitation On Damages.

A. IN NO EVENT SHALL IAIS OR CLIENT BE LIABLE TO EACH OTHER FOR ANY INDIRECT, SPECIAL, PUNITIVE, INCIDENTAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH ANY CLAIM THAT ARISES FROM OR RELATES IN ANY WAY TO THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION ALLEGED, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED OR EXCLUSIVE REMEDY OF ANY KIND. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE LIMITATIONS OF LIABILITY SET FORTH IN THIS SECTION ARE INDEPENDENT OF EACH EXCLUSIVE OR LIMITED REMEDY SET FORTH IN THIS AGREEMENT. IN NO EVENT SHALL CLIENT BE ENTITLED TO ANY MONETARY DAMAGES AGAINST IAIS, REGARDLESS OF THE FORM OF ACTION ALLEGED, IN EXCESS OF THE AMOUNTS ACTUALLY PAID TO IAIS BY CLIENT UNDER THE APPLICABLE SOW WHICH GAVE RISE TO THE CLAIM. THE PARTIES FURTHER ACKNOWLEDGE AND MUTUALLY AGREE THAT CLIENT SHALL HAVE NO RIGHT TO OBTAIN SPECIFIC PERFORMANCE TO ENFORCE ANY RIGHT OR OBLIGATION HEREUNDER.

B. Client acknowledges that the fees set forth herein reflect the allocation of risk set forth in this Agreement and that IAIS would not have entered into this Agreement without the limitations of liability set forth in this Agreement.

## 8. Confidential Information.

A. In connection with the performance of Services under this Agreement, each party to this Agreement may wish to disclose its (or its affiliates') proprietary information to its business operations such as, by way of example and not by limitation, any financial information, pricing, processes, formulas, methods, trade secrets, research, costs, employee lists and contact information, computer programs, marketing or business plans and strategies, or other information which IAIS or Client treats as, and maintains as, confidential or would reasonably presume to be proprietary in nature, whether oral or written (hereinafter "Information") to the other party on a confidential basis. For purposes of this Agreement, any IAIS technology used in the Deliverable is considered Information. The party disclosing the Information ("Disclosing Party") may consider such Information proprietary under this Agreement either because it has developed the Information internally, or because it has received the Information subject to a continuing obligation to maintain the confidentiality of the Information, or because of other reasons.

B. When information deemed to be proprietary is furnished in a tangible form, the Disclosing Party shall mark the Information in a manner to indicate that it is considered proprietary or confidential or otherwise subject to limited distribution as provided herein. When Information is provided orally, the Disclosing Party shall, at the time of disclosure, clearly identify the Information as being proprietary or confidential or otherwise subject to limited distribution as provided herein. In addition, the existence and terms of this Agreement, and the fact and substance of discussions and correspondence between the parties concerning the performance of Services, shall be deemed Information.

C. With respect to Information disclosed under this Agreement, the party to whom the Information is disclosed, its employees, and employees of its affiliated companies (the "Receiving Party") shall:

i. hold the Information in confidence, exercising a degree of care not less than the care it uses to protect its own proprietary or confidential information, but in any event, not less than a reasonable standard of care;

ii. restrict disclosure of the Information solely to those directors, officers, employees and/or agents/consultants with a need to know and not disclose it to any other person;

iii. advise those persons to whom the Information was disclosed of their obligations with respect to the Information; and

iv. use the Information only in connection with continuing correspondence and discussions by the parties concerning the Services, except as may otherwise be mutually agreed upon in writing.

D. The Information shall be deemed the property of the Disclosing Party and, upon request, the Receiving Party will return all Information received in tangible form to the Disclosing Party or will destroy all such Information at the Disclosing Party's direction. If either party loses or makes an unauthorized disclosure of the other party's Information, it shall notify such other party immediately and use reasonable efforts to retrieve the lost or wrongfully disclosed Information.

E. The Receiving Party shall have no obligation to preserve the proprietary nature of any Information which:

i. Has become generally known or available to the public without breach of this Agreement by the Receiving Party;

ii. Was known by the Receiving Party before receiving such information from the Company;

iii. Has become known by or available to Receiving Party from a source other than the Company, without any breach of any obligation of confidentiality owed to the Company, subsequent to disclosure of such information to it by the Company;

iv. Has been disclosed to persons regularly employed by the Receiving Party who have previously agreed in writing not to disclose such information or to use such information for any purpose other than to assist it to determine whether to pursue the Business Purpose;

v. Has been independently developed by the Receiving Party without use of or reference to the Confidential Information by persons who had no access to the Confidential Information;

vi. Has been provided to the Receiving Party with a written statement that it is provided without restriction on disclosures; or

vii. Has been approved for release or use by written authorization of the Company.

viii. Is required to be disclosed by law or by any governmental agency having jurisdiction pursuant to an order to produce or in the course of a legal proceeding pursuant to a lawful request for discovery, provided, however, that if a party is so required to disclose the Information such party shall promptly notify the other party of the order or request for discovery and reasonably cooperate with such other party if it elects (at its expense) to seek to limit or avoid such disclosure by any lawful means.

## **9. Terms; Termination.**

A. Term. This Agreement shall commence on the Effective Date and shall continue through the provision of any Services hereunder unless otherwise terminated in accordance with this Section.

B. Breach. If (i) either party breaches or threatens to breach its obligations under Section 8 regarding confidential information and such breach shall remain uncured for a period of five (5) days after the receipt by the breaching party of written notice from the other party of such breach, (ii) Client fails to pay any fees or other amount invoiced by IAIS and such failure continues for twenty (20) days after receipt by Client of written notification from IAIS, (iii) Client becomes insolvent or makes or permits any assignment for the benefit of creditors, or a receiver or similar officer is appointed to take charge of all or part of its property; or (iv) either party fails to comply in material respects with all covenants, agreements or conditions herein and such failure continues for thirty (30) days after written notification from the non-breaching party, the non-breaching party may then, at its sole discretion, upon twenty-four (24) hours' notice to the breaching party, terminate this Agreement.

C. Convenience. Client may, in its sole discretion, terminate or suspend a SOW for convenience by providing thirty (30) days written notice to IAIS. The effective date of termination shall be the thirtieth (30th) day after the date on which IAIS receives Client's written notice of termination (hereinafter "Termination Date"). IAIS shall use commercially reasonable efforts to cease providing Services upon receipt of such notice, and shall cease all Services no later than thirty (30) days after receipt of such notice. Client agrees to pay IAIS for Services rendered through the Termination Date of the applicable Services. IAIS may terminate this Agreement at its convenience with thirty (30) days advance notice if there are no active SOWs with the Client.

D. Return of Materials. Upon termination or other expiration of this Agreement, IAIS and Client shall forthwith return to the other party all papers, materials, and other properties of such other party held by each for purposes of performance of this Agreement. In addition, each party will assist the other party in orderly termination of this Agreement as may be necessary for the orderly, non-disrupted business continuation of each party.

E. Survival. The obligations of any party that have been incurred prior to the effective date of termination (including, without limitation, the obligations of Client under the Payment Terms and Conditions), and other provisions of this Agreement that by their nature extend beyond the expiration or termination of this Agreement, shall continue in full force and effect notwithstanding the expiration or termination of this Agreement and whether or not an invoice has been rendered with respect thereto.

**10. Insurance.** Each party shall maintain adequate insurance protection covering its respective activities hereunder, including coverage for statutory workers' compensation, comprehensive general liability for bodily injury and property damage, as well as adequate coverage for vehicles.

**11. Non-Solicitation.** During the performance of Services to be provided hereunder and for a period of two (2) years after the completion of such Services, Client agrees not to directly or indirectly solicit, recruit or hire for employment any persons directly or indirectly involved in the performance of such Services who are employed by IAIS or a subcontractor of IAIS without IAIS's prior written approval. For purposes of this Agreement, Client's job postings, newspaper advertisements, and response to job inquiries unilaterally made by IAIS's employees shall not constitute direct solicitation, an attempt to induce or any breach of this Agreement.

## **12. General Terms.**

A. No Assignment. Except as otherwise provided in 1.A above in connection with the use of replacement interpreters, this contract may not be assigned by either party without written consent.

B. Independent Contractor. It is understood and agreed that each of the parties hereto is an independent contractor and that neither party is, nor shall be considered to be, an agent, distributor, or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other. Nothing in this Agreement shall be construed as precluding or limiting in any way the right of IAIS to a) provide consulting or other services of any kind or nature whatsoever to any person or entity as IAIS in its sole discretion deems appropriate or b) develop for itself, or for others, materials that are competitive with those produced as a result of the Services provided hereunder.

C. Assignment. This Agreement and each SOW shall be binding on the parties and their respective permitted successors and assigns. Except as provided below, neither party may assign this Agreement or any SOW without the written consent of the other. IAIS may assign or subcontract its rights and obligations hereunder to any affiliate or successor to all or substantially all of the business or assets of IAIS without the consent of Client.

D. Notices. All notices or demands required or permitted to be given or made hereunder by a party shall

be in writing and, except as otherwise expressly provided herein, shall be deemed to have been given if made by hand delivery with signed receipt, or three (3) days after mailing by first class mail, postage prepaid, addressed to the other party at its address designated on the cover page of this Agreement, or at such other address as such other party shall have furnished in writing to the notifying party in accordance with this Section.

E. Publicity. Client acknowledges and agrees that IAIS may identify and refer to Client as an IAIS customer and use Client's name in IAIS advertising, marketing and promotional materials as well as in governmental filings and statements including, but not limited to, filings with the Securities and Exchange Commission.

F. Force Majeure. IAIS shall not be liable for any delays or other non-performance resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, extraordinary elements of nature, acts of God, strike or labor dispute, an act of war or other violence, domestic and/or international terrorism, civil riots or rebellions, quarantines, embargoes, and any law, order or requirement of any governmental agency or authority, or other similar unusual governmental actions or any act or omission of employees or agents of Client. In this event and to the extent of any period of such delay, nonperformance shall not be deemed a breach of this Agreement and the work schedule and the due dates of such shall be adjusted accordingly.

G. Severability. If any provision of this Agreement is declared or found to be illegal, unenforceable or void, then such provision shall be null and void but each other provision hereof not so affected shall be enforced to the full extent permitted by applicable law.

H. Waiver. No waiver or retraction of a waiver under this Agreement shall be valid or binding unless set forth in writing and duly executed by the party against whom such waiver is sought. The failure of either party to exercise any right granted herein, or to require the performance by the other party hereto of any provision of this Agreement, or the waiver by either party of any breach of this Agreement, will not prevent a subsequent exercise or enforcement of such provisions or be deemed a waiver of any subsequent breach of the same or any other provision of this Agreement.

I. Governing Law. The validity, performance and all matters relating to the interpretation and effect of this Agreement, or any amendment hereto are expressly intended by the parties to be governed by and construed in accordance with the laws of the State of Texas, excluding its conflict of laws rules. Client consents to exclusive personal jurisdiction in the State of Texas.

J. Dispute Resolution. With regard to disputes, the parties agree as follows:

i. In the event of any dispute arising out of or relating to this Agreement or the breach thereof, the parties shall first refer such matter to the chief executive officers of the parties, or their respective designees. Following such referral, the chief executive officers, or their respective designees, shall take all reasonable steps to resolve such dispute within four (4) weeks of its referral.

ii. If the parties cannot resolve the dispute pursuant to Section 12(J)(a) (except for any dispute relating to the ownership of intellectual property), the parties shall refer the matter to mediation. Mediation may be binding, and shall take place in such manner and location as agreed by the parties; provided, however, that no matter relating to the ownership of intellectual property may be settled by binding mediation. The parties shall take all reasonable steps to resolve the matter within sixty (60) days of its referral to mediation.

iii. If the parties cannot resolve the dispute pursuant to Section 12(J)(b), the dispute (except for any dispute relating to the ownership of intellectual property) will be finally settled by arbitration in accordance with the rules of the American Arbitration Association. Judgment upon the award rendered by the arbitrator(s) may be entered by any court with jurisdiction. The arbitration shall be held in El Paso, Texas, unless agreed otherwise by the parties.

iv. The terms of this Section 12(J) shall **not** apply to disputes relating to unpaid fees, costs or other charges due to IAIS under this Agreement.

K. Prevailing Party; Limitation of Action. In the event a dispute arising under this Agreement results in litigation, the non-prevailing party shall pay the court costs and reasonable attorneys' fees of the prevailing party. With the exception of (1) actions to collect unpaid fees or (2) actions arising out of a breach of a party's confidential or proprietary information, any action brought under this Agreement must be brought within one (1) year following its accrual.

L. Priority. In the event of any conflict or inconsistency in the definition or interpretation of any term or provision set forth this Agreement and a SOW, such conflict or inconsistency shall be resolved by giving precedence to this Agreement, unless and to the extent the SOW expressly states that a particular term or condition provided therein takes precedence. If Client issues a purchase order or other similar document it shall be for Client's internal purposes only and, therefore, even if it is acknowledged by IAIS, the terms and conditions of such purchase order or similar document shall have no effect on this Agreement or any SOW provided hereunder.

M. Modifications In Writing. Any modification or amendment of any provision of this Agreement or SOW must be in writing and bear the signature of the duly authorized representatives of both parties. Any attempt to modify this Agreement by e-mail with signature blocks or typed names implied as a signature is considered an unacceptable form of modification to this Agreement.

N. Integration. This Agreement constitutes the entire agreement between the parties regarding the subject hereof and supersedes all prior and all contemporaneous agreements, understandings, marketing materials, and communications, whether written or oral.

## **Exhibit A – Statement of Work (SOW)**

### **SUMMARY OF SERVICES**

IAIS shall serve as the interpreting service provider of the Client during the term of this Agreement, which shall be for a term of (1) one year. The term shall automatically renew for a one-year term unless Notice of Termination is provided to the other party not more than sixty (60) days or less than thirty (30) days prior to the expiration of the term.

### **DELIVERABLES**

There are no specific Deliverables for this project. IAIS's responsibilities will include activities within the scope of the project but may also include project-specific tasks determined by Client during the course of the engagement. The parties understand and agree that these activities and tasks will be completed as time allows and that IAIS does not guarantee that all activities and tasks will be completed and delivered in the estimated time frame for this SOW.

### **CLIENT RESPONSIBILITIES**

This section identifies Client's responsibilities. Client's failure to execute its responsibilities may impact the schedule and/or cost of this engagement.

Client is solely responsible for compliance with any statutory and regulatory requirements. IAIS does not assume any obligation for Client's compliance or any liability for its noncompliance with any laws and regulations.

### **PROJECT LOCATION**

IAIS will conduct this engagement at the Client site.

### **PERIOD OF PERFORMANCE**

Estimated Start Date: \_\_\_\_\_  
Month Day Year

Estimated End Date: \_\_\_\_\_  
Month Day Year



## FEES AND EXPENSES

IAIS will provide the services described in this proposal according to the following pricing structure. All services will be billed at a minimum of fifteen (15) minute intervals.

### 1. IN-PERSON INTERPRETING SERVICES

2 HOURS PACKAGE IN-PERSON INTERPRETING SERVICES					2h Package (2h minimum)	After hours (5pm - 8am)	Each 15 minute Extra
Regular Fee (More than 24h Notice)	Interpreter Regular Fee	More than 24h Notice	Week Days (Mon to Fri)	8am-5pm	\$125 = \$62.5/hour	\$138 = \$69/hour	\$11.00
	Interpreter Regular Fee	More than 24h Notice	Weekends	8am-5pm	\$135 = \$67.5/hour	\$150 = \$75/hour	\$13.00
	Interpreter Regular Fee	More than 24h Notice	Federal Holidays	8am-5pm	\$145 = \$72.5/hour	\$160 = \$80/hour	\$14.00
Emergency Fee (Less than 24h notice)	Interpreter Emergency Fee	Less than 24h Notice	Week Days (Mon to Fri)	8am-5pm	\$150 = \$75/hour	\$164 = \$82/hour	\$14.00
	Interpreter Emergency Fee	Less than 24h Notice	Weekends	8am-5pm	\$160 = \$80/hour	\$176 = \$88/hour	\$16.00
	Interpreter Emergency Fee	Less than 24h Notice	Federal Holidays	8am-5pm	\$170 = \$85/hour	\$188 = \$94/hour	\$17.00
1 HOUR PACKAGE IN-PERSON INTERPRETING SERVICES					1h Package (1h minimum)	After hours (5pm - 8am)	Each 15 minute Extra
Regular Fee (More than 24h Notice)	Interpreter Regular Fee	More than 24h Notice	Week Days (Mon to Fri)	8am-5pm	\$94	\$103	\$16.50
	Interpreter Regular Fee	More than 24h Notice	Weekends	8am-5pm	\$101	\$111	\$19.50
	Interpreter Regular Fee	More than 24h Notice	Federal Holidays	8am-5pm	\$109	\$120	\$21.00
Emergency Fee (Less than 24h notice)	Interpreter Emergency Fee	Less than 24h Notice	Week Days (Mon to Fri)	8am-5pm	\$113	\$124	\$21.00
	Interpreter Emergency Fee	Less than 24h Notice	Weekends	8am-5pm	\$120	\$132	\$24.00
	Interpreter Emergency Fee	Less than 24h Notice	Federal Holidays	8am-5pm	\$128	\$140	\$25.50

For In-person Interpreting Services client accept to be billed according to one of the two following packages:

2 HOURS PACKAGE IN-PERSON INTERPRETING SERVICES \_\_\_\_\_(Your Initials)

1 HOUR PACKAGE IN-PERSON INTERPRETING SERVICES \_\_\_\_\_(Your Initials)  
(Write your initials by the selected package)

### 2. ON-LINE INTERPRETING SERVICES

15 MINUTES PACKAGE ON-LINE INTERPRETING SERVICES					15 minutes package	After hours (5pm - 8am)
Regular Fee (More than 24h Notice)	Interpreter Regular Fee	More than 24h Notice	Week Days (Mon to Fri)	8am-5pm	\$12 = \$48/hour	\$14 = \$56/hour
	Interpreter Regular Fee	More than 24h Notice	Weekends	8am-5pm	\$14 = \$56/hour	\$16 = \$64/hour
	Interpreter Regular Fee	More than 24h Notice	Federal Holidays	8am-5pm	\$15 = \$60/hour	\$17 = \$68/hour
Emergency Fee (Less than 24h notice)	Interpreter Emergency Fee	Less than 24h Notice	Week Days (Mon to Fri)	8am-5pm	\$15 = \$60/hour	\$17 = \$68/hour
	Interpreter Emergency Fee	Less than 24h Notice	Weekends	8am-5pm	\$18 = \$72/hour	\$20 = \$80/hour
	Interpreter Emergency Fee	Less than 24h Notice	Federal Holidays	8am-5pm	\$19 = \$76/hour	\$21 = \$84/hour

Select this option if you will also hire Online services:

15 MINUTES PACKAGE ONLINE INTERPRETING SERVICES \_\_\_\_\_(Your Initials)

\*\*In the event that a second interpreter is requested and/or an Emergency Rate is requested, IAIS will bill the difference in a separate line item.

\*\* LAST MINUTE Cancellation (being less than 24 hour notice) will be billed, however, we will deduct \$10.00 to the charge.

\*\* Any change requests to scheduled appointments are to be made with Gerardo Castillo via phone at 915.274.1713 or email at [signlanguageinterp@hushmail.com](mailto:signlanguageinterp@hushmail.com).

\*\* In the event there is a no show on behalf of the consumer at a scheduled appointment, IAIS will bill for the scheduled appointment.

IN WITNESS WHEREOF, the parties have caused this Agreement and Statement of Work to be executed by their duly authorized representatives.

CLIENT	
By:	
Print Name:	
Title:	
Date	

INTER AMERICAN INTERPRETING SERVICES, LLC	
By:	<i>Gerardo Castillo</i>
Print Name:	Gerardo Castillo
Title:	Owner
Date	

**Bill To:** (please complete)

Client Name: \_\_\_\_\_

Address : \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_