



This packet includes:

- Lexikeet Service Agreement
- Lexikeet W-9
- Quote for Account Set Up & Training

Please return at your earliest convenience. If you have any questions, please contact us at 844-374-6767 or info@lexikeet.com



Your Organization's Legal Name

Primary Contact Full Name

Primary Contact Title

Primary Contact Email

Primary Contact Phone Number

Technology Contact Full Name

Technology Contact Title

Technology Contact Email

Technology Contact Phone Number

Billing Contact Full Name

Billing Contact Title

Billing Contact Email

Billing Contact Phone Number

Billing Address

Unit # / or Department

City

State

Zip Code

*** If your organization has multiple Billing Contacts, please send the full name, email address, and contact phone for each billing contact and the department they oversee (e.g., SPED, Title III, ABC Elementary, etc) to Customer Support (support@lexikeet.com). ***

SERVICE AGREEMENT

This Service Agreement ("Agreement") is between Lexikeet Learning LLC ("Lexikeet") and _____, ("Customer"). The parties agree as follows:

1. SERVICES

- 1.1. **ACKNOWLEDGEMENTS:** Lexikeet offers applications and services ("Services") for purchase (see Sections 1.5 - 1.20 of Agreement). For all of the Services listed in the Agreement and for all of the languages listed in Appendix A of the Agreement, Lexikeet will make its best effort to provide Services but makes no guarantee that those Services or languages will be available. Customer acknowledges and agrees that Lexikeet makes no claim, warranty or guarantee as to the viability or functionality of Lexikeet's Services or Platform. Customer acknowledges and agrees that Lexikeet contracts with independent parties and contractors for Interpretation and Translation services and that Lexikeet makes no warranties and assumes no liability of any kind, including, but not limited to, the quality of performance or the actions of such independent providers and their employees, agents and independent contractors ("Contractors and Subcontractors"). Lexikeet reserves the right to provide services through a combination of sources. The specific source for each service will be listed in the Platform or can be made available by calling Lexikeet Customer Support.
- 1.2. **LANGUAGES:** Appendix A provides a list of currently available languages. This list is subject to change. For all of the languages listed in Appendix A, Lexikeet will make its best effort to provide Services but makes no guarantee that those languages will be available. Services for other languages not listed in Appendix A may incur an additional charge and require additional time to complete.
- 1.3. **HARDWARE:** With regard to any hardware that Customer employs ("Hardware") to run Lexikeet's applications, and regardless of whether such Hardware is purchased from or through Lexikeet, Customer acknowledges and agrees that it is responsible for all warranty concerns with the Hardware manufacturer and that Lexikeet has no responsibility or liability regarding the Hardware whatsoever, including, but not limited to, Hardware malfunction or failure.
- 1.4. **PLATFORM:** Unless expressly instructed by Lexikeet, all Interpretation will take place via the Lexikeet platform ("Platform"). Services performed via another platform will incur an additional fee. Lexikeet makes no guarantee in regards to deliverability of Services provided via the Platform.
- 1.5. **TWO-WAY INTERPRETATION:** Lexikeet will begin offering phone and video interpretation services ("Interpretation") to Customer through the Platform beginning upon execution of this Agreement. Lexikeet will provide two-way Interpretation according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. All Interpretation is subject to a minimum fee (see Appendix B).
- 1.6. **MULTI-PERSON INTERPRETATION:** Lexikeet will begin offering three-way phone and video interpretation services ("Multi-person Interpretation") to Customer through the Platform beginning upon execution of this Agreement. Lexikeet will provide Multi-person Interpretation according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. Multi-person Interpretation for other languages not listed in Appendix A may incur an additional charge as those languages become available. For each additional participant joining Multi-person Interpretation sessions, Customer will be assessed an additional fee per minute according to usage (see Appendix B) for the languages listed in Appendix A. All Multi-person Interpretation is subject to a minimum fee (see Appendix B).
- 1.7. **INTERPRETATION RESERVATION:** Lexikeet will begin offering Interpretation and Multi-person Interpretation reservations to ensure an interpreter or interpreters are available during a specific date and time frame for on demand interpretation needs ("Interpretation Reservation") to Customer through the Platform beginning upon execution of this Agreement. Lexikeet will provide Interpretation Reservation on an hourly basis per reserved interpreter according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. Interpretation Reservation for other languages not listed in Appendix A may incur an additional charge as those languages become available. The Interpretation Reservation hourly fee will act as a deposit towards actual minutes of Interpretation usage. Once usage charges go over the Interpretation Reservation fee, per minute

charges will apply according to the fees laid out in Appendix B for the Services detailed in Sections 1.5 and 1.6 of this Agreement. All Interpretation Reservation is subject to a minimum fee (see Appendix B).

- 1.8. **PER WORD TRANSLATION:** Lexikeet will begin offering document translation services for text and Word file formats ("Per Word Translation") to Customer through the Platform beginning upon execution of this Agreement. Lexikeet will provide Per Word Translation to Customer according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. Per Word Translation for other languages not listed in Appendix A may incur an additional charge and require additional time to complete. A best estimate of work completion date will be given with each Per Word Translation request on the Platform. There is no minimum fee for Per Word Translation.
- 1.9. **PER PAGE TRANSLATION:** Lexikeet will begin offering document translation services for non-Word file formats ("Per Page Translation") to Customer through the Platform beginning upon execution of this Agreement. Lexikeet will provide Per Page Translation to Customer according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. The pricing in Appendix B applies to documents containing 350 words or less per page. Documents containing more than 350 words per page may incur additional fees. A best estimate of work completion date will be given with each Per Page Translation request on the Platform. There is no minimum fee for Per Page Translation.
- 1.10. **LIVE STREAMING:** Lexikeet will begin offering live stream video presentation with simultaneous interpretation services ("Live Streaming") to Customer directly through the Platform beginning upon execution of this Agreement. Lexikeet will provide Live Streaming to Customer according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. Pricing will vary according to a variety of factors including, but not limited to, number of presenters, number of viewers, and duration of Live Streaming event. Detailed pricing rubric available upon request. All Live Streaming services are subject to a minimum fee (see Appendix B).
- 1.11. **CHECK IN CALL:** Lexikeet will begin offering bilingual scripted phone calls ("Check In Call") to Customer beginning upon execution of this Agreement. Lexikeet will provide Check In Call services to Customer according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. Check in Call fees include provision of sight translation of the English script into the target language. Lexikeet will report contact results to Customer within thirty (30) days of completing contact requests. Customer must provide the list of contacts including, at a minimum, the contact's first name and phone number. Customer must also provide scripting in English and indicators for which Lexikeet must notify the Customer. English scripts over 200 words may incur additional fees. There is no minimum for Check In Calls.
- 1.12. **ASSESSMENT:** Lexikeet will begin offering Seal of Biliteracy Assessment services ("Assessment") to Customer through the Platform beginning upon execution of this Agreement. Lexikeet will provide Assessment to Customer according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. A best estimate of work completion date will be given with each Assessment request on the Platform. The Assessment is administered in two parts, Reading/Writing and Listening/Speaking. Customer will be assessed a cancellation fee (see Appendix B) for any part of the Assessment that is scheduled or submitted and which is then subsequently canceled. There is no minimum for Assessment.
- 1.13. **MESSAGING:** Lexikeet will begin offering text messaging and email messaging services ("Messaging") to Customer through the Platform beginning upon execution of this Agreement. Lexikeet will provide Messaging services to Customer according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. There is no minimum for text messaging. For all email messaging, there is a minimum (see Appendix B). Initial set up of Messaging services will incur an additional fee. This fee will only be assessed in the event that Customer explicitly requests the provision of Messaging services.
- 1.14. **PARENT PORTAL:** Lexikeet will begin offering non-English speaker contact request webpage services ("Parent Portal") to Customer upon execution of this Agreement. Lexikeet will provide Parent Portal to Customer according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. Initial set up of Parent Portal services will incur an additional fee plus any customized alterations to the contents of the Parent Portal. These fees will only be

assessed in the event that Customer explicitly requests the provision of Parent Portal services. There is no minimum for Parent Portal services.

- 1.15. **VOICING:** Lexikeet will begin offering voice recording services ("Voicing") to Customer beginning upon execution of this Agreement. Lexikeet will provide Voicing services to Customer according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. The Voicing per word fee will cover the translation and recording of the provided message. For all Voicing services, Lexikeet will assess a minimum fee (see Appendix B).
- 1.16. **VOICE MESSAGING:** Lexikeet will begin offering voice messaging services ("Voice Messaging") to Customer beginning upon execution of this Agreement. Lexikeet will provide Voice Messaging to Customer according to the pricing set forth in Appendix B for the languages listed in Appendix A, except as otherwise noted. Lexikeet will generate an audio link that can be sent via text, with no minimum, or email messaging, with a 100 email minimum.
- 1.17. **VIDEO CREATION:** Lexikeet will begin offering video creation services ("Video Creation") to Customer beginning upon execution of this Agreement. Video Creation pricing is custom to project specifications.
- 1.18. **VIDEO NOTIFICATION:** Lexikeet will begin offering video notification services ("Video Notification") to Customer beginning upon execution of this Agreement. Lexikeet will generate a video link of a Lexikeet or non-Lexikeet Video Creation that can be sent via text or email messaging. Video Notification pricing is custom to project specifications.
- 1.19. **SIMULTANEOUS INTERPRETATION DEVICES:** Lexikeet will begin offering simultaneous interpretation devices for purchase ("Interpretation Devices") to Customer beginning upon execution of this Agreement. Lexikeet will provide Interpretation Devices to Customer according to the pricing set forth in Appendix B. Customer will be responsible for providing the personnel to interpret when using Interpretation Devices purchased from Lexikeet. Interpretation Devices are considered Hardware and therefore covered by the provisions found in Section 1.3 of this Agreement.
- 1.20. **ADD-ON SERVICES:** Additional Services or Service add-on options ("Add-Ons") may be made available by Lexikeet for additional charges. Add-Ons may include, but are not limited to, field specializations such as medical, legal, or business, second source proofreading, etc.

2. SERVICE REQUESTS

- 2.1. **SUBMISSION:** Unless expressly instructed otherwise by Lexikeet, service requests will be submitted via the Platform.
- 2.2. **FULFILLMENT:** Unless expressly instructed otherwise by Lexikeet, Services will be fulfilled via the Platform. Any Services fulfilled via outside platforms with Lexikeet Contractors or Subcontractors may incur additional fees.
- 2.3. **NOTIFICATION:** Customer may opt-in to electronic service request confirmations.
- 2.4. **CANCELLATIONS:** Customer must communicate any rescheduling or cancellation requests by phone, calling 844-539-5338. Any Interpretation cancellations made within 24 hours of an Interpretation, Multi-person Interpretation, or Live Streaming appointment is subject to a 10 minute cancellation fee. Any Per Word Translation or Per Page Translation cancellations which have passed the "In Review" stage will be subject to a cancellation fee equal to 50% of the total assessed fee of the translation cost. Customer will be notified of any cancellation fees associated with other cancellation of Services not listed in this section.

3. TERM AND TERMINATION

- 3.1. **TERM:** The term of this agreement shall be for a period of 1 year and will automatically renew for a period of 12 months if either party does not notify the other of intent not to renew.
- 3.2. **NOTICE:** Either party may terminate this agreement by providing written notification to the other party at least 90 days prior to the end of the initial term or any subsequent auto renewal period.
- 3.3. **TERMINATION FOR CAUSE:** In the event of a material breach of this agreement, either party may provide notice to the offending party of alleged breach. The offending party shall have 30 days (cure period) to correct the issue to the mutual agreement of both parties.

4. **PAYMENT**

- 4.1. **REMITTALS:** All payment for Services performed by Lexikeet and invoiced to the Customer shall be remitted to Lexikeet's billing address, PO Box 9525, Niskayuna, NY 12309 via check or ACH within 60 days from invoice creation date, as noted on the Lexikeet invoice. A 2% late fee will be assessed on invoices which have not been paid within 60 days of the invoice creation date. An additional 2% late fee will be added on for each additional 60 day period for invoices which have not been paid.
- 4.2. **ELECTRONIC INVOICING:** Unless mail invoicing ("Mail Invoicing") is expressly requested, invoices for Services rendered will be provided to Customer by email correspondence with the Customer's designated Billing Contact (see Page 1 of this Agreement). Mail Invoicing will add a \$5 surcharge for each month in which Services were rendered.
- 4.3. **PRICE UPDATES:** Lexikeet will provide thirty (30) days notice for any increase to Services pricing and/or fees.

5. **SUPPORT**

- 5.1. Lexikeet will provide phone and email technical support for the Services detailed in this Agreement at no additional cost to Customer.

6. **GENERAL AGREEMENTS**

- 6.1. Customer acknowledges that Lexikeet is an independent contractor in the performance of this Agreement, and nothing contained herein may be construed to create or constitute a joint venture, partnership, agency, franchise, lease, or any other arrangement other than as expressly granted in this Agreement. Lexikeet is responsible for its operation and any subcontracted operations. Lexikeet will exercise control over its employees, agents, representatives, subcontractors, and suppliers and is solely responsible for the verification of identity and employment eligibility, for the payment of any wages, salaries, or other remuneration of its employees, agents, representatives, subcontractors, and suppliers, and for the payment of any payroll taxes, contributions for unemployment or workers compensation, social security, pensions, or annuities that are imposed as a result of the employment of Lexikeet's employees, agents, representatives, subcontractors, and suppliers.
- 6.2. Customer acknowledges that Lexikeet is the sole and exclusive owner of any and all intellectual property developed prior to, concurrent with and subsequent to this Agreement, along with services and materials, including but not limited to software developed, under this Agreement ("Work") and of all associated intellectual property applications, derivative works, issues, grants and/or registrations and all pending registrations, as applicable, and Customer shall do nothing inconsistent with such ownership. Customer agrees and acknowledges that Lexikeet will be the sole owner of, and will retain the rights, title and interest in the resulting Work, including, but not limited to, computer software, programs and code and the proprietary and confidential information, trade secrets, business processes, technical know-how, designs and development methods, and other intellectual property used in designing, creating and developing the Work. Customer further agrees that it will not claim ownership rights to the Work, or any derivative, compilation, sequel or series, or related Work owned by or used by Lexikeet. Customer agrees that nothing in this Agreement shall give Customer any right, title, or interest in the Work other than the right to use the same in its capacity in providing services to students, parents and teachers in accordance with the terms hereunder. Customer agrees not to make similar derivatives of the Work. Customer admits the validity of all copyrights for the Work and all associated intellectual property applications, derivative works, issues, grants and/or registrations, and acknowledges that any and all rights that might be acquired by Customer because of its use of the Work shall inure to the sole benefit of Lexikeet.

7. **INTELLECTUAL PROPERTY**

- 7.1. Customer acknowledges that Lexikeet has the sole and exclusive right to use, sell, license, convey, etc. the Work, including any developed software applications, derivative works and similar technology and applications to other not-for-profit and for-profit companies and organizations and that nothing herein precludes Lexikeet from using, selling, licensing, conveying, etc. the Work hereunder or derivative work or any other work developed by Lexikeet in any manner whatsoever.

8. **LIMITATION ON DAMAGES**

- 8.1. Liability for payment and direct damages, if any, regardless of the form of action, shall not exceed the payments for services herein and in no event shall Lexikeet be liable or responsible for any lost profits, lost savings, incidental, indirect, special or consequential damages.

9. **ASSIGNMENT**

- 9.1. Neither party may assign or otherwise transfer its rights, obligations, and/or duties under this Agreement without the prior written consent of the other party, given at the other party's sole option. Any prohibited assignment is void.

10. **FINAL AGREEMENT**

- 10.1. This Agreement is the final and complete agreement between Lexikeet and Customer with respect to the subject matter hereof. No representations, inducements, promises, or understandings in relation to the subject matter hereof, whether oral or written, exist unless expressly set forth in this Agreement, and this Agreement supersedes all prior understandings, agreements, contracts, or arrangements between the parties, whether oral or written, unless otherwise expressly incorporated in this Agreement. No agreement or other understanding purporting to add to or to modify the terms and conditions hereof is binding unless agreed to by duly authorized representatives of the parties in writing. Any terms or conditions in any forms of the parties used in the performance of this Agreement that are in conflict with the terms and conditions hereof are void.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date hereof. This Agreement is effective immediately upon execution.

Lexikeet Learning LLC

By:



Name: Rebecca Edvalson

Title: Business Director & Partner

Date: _____

By: _____

Name:

Title:

Date: _____
(MM/DD/YY)

Appendix A: Languages/Services Available

Language	Video & Phone Interpretation (2 way & Multi-Person)	Document Translation (Per Word & Per Page)	Voicing, Text, Email, & Video Messaging	Check in Calls & Parent Portal	Seal of Biliteracy	Live Streaming
Aka/Akan	✓	✓	✓	✓	✓	
Albanian	✓	✓	✓	✓	✓	✓
American Sign Language ¹	✓					✓
Amharic	✓	✓	✓	✓	✓	✓
Arabic (N. African, Gulf, Levantine, Iraqi, Yemeni, Egyptian)	✓*	✓	✓	✓	✓	✓
Armenian (Eastern/Western)	✓	✓	✓	✓	✓	✓
Azerbaijani	✓	✓	✓	✓	✓	✓
Beka	✓	✓	✓	✓	✓	
Bengali	✓	✓	✓	✓	✓	✓
Borana	✓	✓	✓	✓	✓	
Bosnian	✓	✓	✓	✓	✓	
Bulgarian	✓	✓	✓	✓	✓	✓
Burmese	✓	✓	✓	✓	✓	✓
Cantonese Chinese	✓	✓	✓	✓	✓	✓
Catalan (Valencian)	✓	✓	✓	✓	✓	✓
Chin	✓	✓	✓	✓	✓	✓
Chuukese	✓	✓	✓	✓	✓	✓
Croatian	✓	✓	✓	✓	✓	
Czech	✓	✓	✓	✓	✓	
Danish	✓	✓	✓	✓	✓	
Dari	✓	✓	✓	✓	✓	✓
Dinka	✓	✓	✓	✓	✓	✓
Dutch	✓	✓	✓	✓	✓	✓
Fang	✓	✓	✓	✓	✓	
Fante	✓	✓	✓	✓	✓	
Farsi	✓	✓	✓	✓	✓	✓
French	✓*	✓	✓	✓	✓	✓
Fulani	✓	✓	✓	✓	✓	✓
German	✓	✓	✓	✓	✓	
Greek	✓	✓	✓	✓	✓	✓
Gujarati	✓	✓	✓	✓	✓	✓
Haitian Creole	✓*	✓	✓	✓	✓	✓

¹ ASL may incur an additional fee.

* Indicates an on-demand video language.

Hebrew	✓	✓	✓	✓	✓	
Hindi	✓	✓	✓	✓	✓	✓
Hmong	✓	✓	✓	✓	✓	✓
Igbo	✓	✓	✓	✓	✓	✓
Ilocano	✓	✓	✓	✓	✓	
Indonesian	✓	✓	✓	✓	✓	
Italian	✓	✓	✓	✓	✓	✓
Ixil	✓	✓	✓	✓		✓
Jamaican Patois	✓	✓	✓	✓	✓	✓
Japanese	✓	✓	✓	✓	✓	✓
Karen	✓	✓	✓	✓	✓	✓
Kaqchikel	✓	✓	✓	✓		
K'iche'	✓	✓	✓	✓		✓
Khmer (Cambodian)	✓	✓	✓	✓	✓	✓
Kikongo	✓	✓	✓	✓	✓	✓
Kinande	✓	✓	✓	✓	✓	✓
Kinyarwanda	✓	✓	✓	✓	✓	✓
Kirundi (Rundi)	✓	✓	✓	✓		✓
Kiyansi	✓	✓	✓	✓	✓	
Korean	✓	✓	✓	✓	✓	✓
Krio (Sierra Leone)	✓	✓	✓	✓	✓	✓
Kunama	✓	✓	✓	✓		
Kurdish	✓	✓	✓	✓	✓	✓
Lao/Laotian	✓	✓	✓	✓	✓	✓
Latvian	✓	✓	✓	✓	✓	✓
Lingala	✓	✓	✓	✓	✓	✓
Luganda	✓	✓	✓	✓	✓	✓
Maay Maay	✓	✓	✓	✓	✓	✓
Macedonian	✓	✓	✓	✓	✓	
Malayalam	✓	✓	✓	✓	✓	
Mam	✓	✓	✓	✓		✓
Mandarin Chinese	✓*	✓	✓	✓	✓	✓
Marathi	✓	✓	✓	✓	✓	✓
Montenegrin	✓	✓	✓	✓	✓	✓
Myene	✓	✓	✓	✓	✓	
Nepali	✓	✓	✓	✓	✓	✓
Oromo	✓	✓	✓	✓	✓	✓
Pashto	✓	✓	✓	✓	✓	✓
Polish	✓	✓	✓	✓	✓	✓
Portuguese (Brazil/Portugal)	✓*	✓	✓	✓	✓	✓

Punjabi (India/Pakistan)	✓*	✓	✓	✓	✓	✓
Q'eqchi'	✓	✓	✓	✓	✓	✓
Rohingya	✓	✓	✓	✓		
Romanian	✓	✓	✓	✓	✓	✓
Russian	✓*	✓	✓	✓	✓	✓
Sanskrit	✓	✓	✓	✓	✓	
Serbian	✓	✓	✓	✓	✓	
Slovak	✓	✓	✓	✓		
Somali	✓*	✓	✓	✓	✓	✓
Spanish	✓*	✓	✓	✓	✓	✓
Swahili	✓	✓	✓	✓	✓	✓
Swedish	✓	✓	✓	✓	✓	
Tagalog	✓	✓	✓	✓	✓	✓
Taiwanese	✓	✓	✓	✓	✓	
Tamil	✓	✓	✓	✓	✓	
Telugu	✓	✓	✓	✓	✓	✓
Thai	✓	✓	✓	✓	✓	✓
Tibetan	✓	✓	✓	✓	✓	
Tigrinya	✓	✓	✓	✓	✓	✓
Tongan	✓	✓	✓	✓		
Turkish	✓	✓	✓	✓	✓	✓
Twi	✓	✓	✓	✓	✓	
Ukrainian	✓*	✓	✓	✓	✓	✓
Urdu	✓*	✓	✓	✓	✓	✓
Uzbek	✓	✓	✓	✓	✓	
Vietnamese	✓	✓	✓	✓	✓	✓
Wolof	✓	✓	✓	✓	✓	✓
Yaka	✓	✓	✓	✓	✓	
Yoruba	✓	✓	✓	✓	✓	

Please note: We are continually seeking to augment our offerings. As such, this list may not be final. If there is a language you need that you do not see offered, please contact support@lexikeet.com or call Customer Support at 844-539-5338 to request that we hire for your need.

Service	Unit	Fee per Unit	Minimum Units	Exceptions	Cancellation Policy
Scheduled Interpretation (2 way Video & Phone)	Per Minute	\$1.25/min	30 minutes + 15 minute increments	* ASL = \$2.00/min * Other exceptions may occur	- Cancellation with less than 24 hours notice or a “no show” customer will result in a 30 min minimum charge or a charge equal to half the anticipated duration, whichever is greater - ASL & indigenous languages are subject to a 1 hour minimum charge. Cancellation with less than 24 hours notice or a “no show” customer will result in a 1 hour minimum charge or a charge equal to half the anticipated duration, whichever is greater. - Other services available for additional fees
Scheduled Multi-person Interpretation (3 way Video & Phone)	Per Minute	\$1.50/min	30 minutes + 15 minute increments	* ASL = \$2.15/min * Other exceptions may occur	- Same stipulations as Scheduled Interpretation (2 way Video & Phone)
On Demand Interpretation (Video &/or Phone)	Per Minute	\$1.50/min	15 minutes + per minute	* Exceptions may occur	- For any languages not listed as available for on-demand in client account, please call support and we will work to find one to call you back on the phone
Additional Video & Phone Participants	Per Minute	+\$0.15/line	N/A	N/A	N/A
Interpretation Reservation (Video &/or Phone)	Per Hour	\$60/hr deposit + per min usage	1 hour / interpreter	* ASL = \$75/hour + per min usage * Other exceptions may occur	- Reservations are intended for on demand access to interpreters outside of regular business hours - Cancellations at any time after booking will result in a 1 hour minimum charge - Per minute usage fees begin once customer has surpassed the charges already covered by the reservation deposit
Per Word Translation	Per Word	Starting at \$0.20/word	50 words	* Languages are divided into Tiers. (See chart)	- Cancellations after the document has passed the “In Review” stage will be charged 25% of the total assessed fee of the translation cost - Cancellations after the document has been accepted by a linguist will be charged 50% of the total assessed fee of the translation cost - Other services available for additional fees (see chart for examples)
Per Page Translation	Per Page	\$85/page	1 page	* Exceptions may occur	- Same stipulations as Per Word Translation
Live Streaming	Per Minute	Starting at \$3.80/min (See Chart)	1 hour	* Exceptions may occur	- Cancellation with less than 24 hours notice or “no show” customers will result in a 1 hour minimum charge or a charge equal to half the anticipated duration, whichever is greater
Check In Call	Per Family	\$15/family (includes 2 calls)	No minimum	* Exceptions may occur	- Cancellations at any time after booking will result in a charge for the entire fee
Assessment - Seal of Biliteracy	Per Student	\$135/student	No minimum	* Exceptions may occur	- Cancellations of either Part of the Assessment at any time after booking will result in a \$35 fee per Part (Part 1 = Read/Write; Part 2 = Listen/Speak)
Voicing	Per Message	\$0.50/word	200 word minimum	* Exceptions may occur according to project specifications	- Cancellations any time after the Voicing request has passed the “In Review” stage will be charged 50% of the total assessed fee of the Voicing cost
Text, Email, & WhatsApp Messaging (1-1 & broadcast available)	Custom	(Request Custom Quote)			- Provided via an integrated collaborator. Subscription required. - Integrated access to on-demand and scheduled video interpreters available. Accessing interpretation will be charged separately according to terms defined above.
Video Creation / Notification	Custom	(Request Custom Quote)			
Simultaneous Interpretation Devices	Custom	(Request Custom Quote)			
Parent Portal	Custom	(Request Custom Quote)			

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Lexikeet Learning LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

2320 Nott St E #9525

6 City, state, and ZIP code

Niskayuna, NY 12309

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

4	5	-	4	8	1	8	2	4	5
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

[Signature]

Date ►

8/29/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Service Quote

Date:

Quote #: BOONEKY-001



Provider: Lexikeet LLC
PO Box 9525
Niskayuna, NY 12309
844-374-6767
info@lexikeet.com

Recipient: BOONE COUNTY SCHOOLS

Customer ID:

Contact	Job	Payment terms	Due date
Lexikeet Sales	Initial Quote: Account Set Up & Training	TBD	TBD

Units	Description	Unit Price	Line Total
1	Account Set Up	\$500.00	
	* Video/Phone Interpretation		
	* Document Translation		
	* Other language services as requested (e.g., Check In Calls, Parent Portal, Seal of Biliteracy, etc)		
	* Unlimited user accounts, unlimited manager accounts, unlimited departments		
1	Optional Comprehensive Staff Training	INCLUDED	INCLUDED
	* All new users will receive a pre-recorded quick training video		
	* Interactive webinar for unlimited staff (optional)		
	* Access to free annual retraining webinars/videos		
Prepared by: Lexikeet Sales Advisors, info@lexikeet.com, 844-374-6767		Total	

WAIVED

No payment is due at this time