

Request to Place an Item on the AgendaName: Contessa Orr

Address: _____

Telephone number: 270-604-1787

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): _____

Camille Dillingham

Description of Issue: _____

Request approval for entering into
The Language Service Agreement with
Avante Language Services on an as
needed for the rate identified in the
agreement.

Specific Action Requested: _____

Board Approval of Language Service
Agreement with Avante Language Services.Check if you are: ☐ Board Member ☐ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06



Professional Foreign Language Instruction and Services

452 N. EASTON ROAD
GLENSIDE, PA 19038
TEL (215) 885-3575 FAX (215) 885-3574
www.avantelanguage.com info@avantelanguage.com

LANGUAGE SERVICE AGREEMENT

AVANTE LANGUAGE SERVICES, INC., "Provider" will provide interpreter services to Todd County District, located at _____ "Client", on an "as needed" basis. Provider will provide Client with toll-free dial-in number for 24/7 access to 150 languages. Provider will provide document translation services on an "as needed" basis. Provider will provide in-person interpreter services on an "as needed" basis.

FEES/BILLING

TELEPHONIC Client will be billed at the rate of \$.95 per minute for all languages-telephonic interpreting. Client will only be billed for actual minutes used, with no minimum, no set-up charge and no contract minimum duration

IN-PERSON interpreter services (recommended for IEP meetings or longer assignments). Client will be billed at the following rates:

SPANISH: \$58hr

All other languages: \$78 hr

2 hr minimum charge for all in-person assignments. Travel fee per assignment: \$32.00 +parking fee (if applicable).

Assignments cancelled with less than one full business day will be billed for 2 hrs.

RUSH requests <48 bus hours: \$50 surcharge.

TRANSLATION. Client will be billed at the following rates for document translation:

Spanish: \$.25 per word. Minimum of \$90 per document

All other languages: \$.35 per word. Minimum of \$100 per document.

Special formatting or DTP services: \$75 per hour.

Rush service: < 48 hrs: \$50 surcharge may apply, depending on length of document

Document can be submitted by email for a price estimate.

Provider will provide monthly invoices to Client detailing usage. Invoices must be paid within 30 days of receipt. A

finance charge of 1.50% per month will be added to payments after the due date. If account becomes delinquent, client will be responsible for reasonable collection/attorney fees.

I agree to the terms of this agreement

Client Name Printed Client Signature

Billing Address (include A/P person's name for invoices)

phone# contact for billing

Caroline Brooker, Director

AVANTE LANGUAGE SERVICES, INC.