



Central Kentucky Interpreter Referral, Inc.

P.O. Box 104 • Danville, KY 40423

859.236-9888

www.CKIRA.org

Greetings,

As a non-profit organization, the mission of Central Kentucky Interpreter Referral, Inc. (CKIR) is to strengthen communities through accessibility. We do this by providing quality interpreting services to community businesses.

Our customers here in Kentucky are already feeling the benefits of working with CKIR. From courtrooms to hospitals, from businesses to conferences, from Doctors to Lawyers, we are your choice for interpreting services.

The majority of our work is conducted at your location providing onsite interpreting services. We remove your worries about compliance to language accessibility as defined in the American with Disabilities Act and Title VI, while providing you a manageable and cost-effective solution to meet the needs of your organization. We also handle document translations and over-the-phone interpreting (Spanish only) as your needs arise. Interpreting services are provided outside of normal business hours, including weekends, as requested. Additionally, we do our utmost to provide emergency services to hospitals, police, protective services, and businesses like yours. If 24-hour on-call services are desired, please contact the CKIR office for further discussion.

Our office hours are 7:30am – 4:30pm. To schedule an appointment for interpreting services, contact our Interpreter Scheduling Coordinator using any of the ways below:

1. Email at easytoreserve@ckira.org
2. Send a fax to 859-936-8705
3. Call our office at 859-236-9888

Our billing method is meant to be easy, convenient, and professional for you. You will receive an invoice from CKIR for services rendered. Our prices are well within industry standards and have proven to be competitive. See the attached Billing Agreement for the fee schedule.

We look forward to working with you! Give us a call and let us help you.

Derek Drury
Director of Operations



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Billing Agreement for Spanish Interpreting Services

Our Standard fee is \$90.00*. Assignments that go beyond two hours will be billed at our Standard Base Rate (SBR) of \$45.00 per hour. Billing is accrued in 15-minute increments.

Days and Times		Standard Base Rate (SBR) per Hour
Weekdays	7:00am-5:00pm	\$45.00
Weekday Evenings	5:01pm-6:59am	SBR + \$5.00
Weekend Days	7:00am-5:00pm	SBR + \$5.00
Weekend Nights	5:01pm-6:59am	SBR + \$10.00
Postal Holidays**	12:00am-11:59pm	SBR + \$10.00

*Standard Base Rate is for M-F 7:00am-5:00pm

**Including Christmas Eve

- Telephone Interpretation: 30-minute minimum. Please call for details.
- Written translations: \$0.23 per word with a \$40.00 minimum. Please call for details.

Additional fees, if applicable:

- Interpreters charge travel at the same rate. We will make every effort to find an interpreter in your area. When assessing travel charges, CKIR uses Google Maps. *
- If your office would like to be notified before the assignment of where the interpreter will be traveling from, please request a call back when scheduling the appointment.
- If an assignment is longer than two hours, CKIR may have to schedule two interpreters to work as a team, which would be the same fee as above for each interpreter. Occasionally, two interpreters are needed for assignments lasting less than two hours depending upon complexity and content.
- Out-of-town assignments involving travel, meals, lodging, etc.

Cancellation Policy- You will receive an invoice based on the above rate schedule for:

- Assignments that are canceled with less than 24 business hours notice, excluding weekends/holidays.
- Assignments where an interpreter was requested but not needed.
- Assignments lasting more than two hours requiring a team of two interpreters.
- Assignments when the requested interpreter arrives, but the Spanish-speaking client does not.
- Inclement Weather- CKIR does not bill if your entire office/business must close due to weather. However, if the business/office is open, then our standard cancellation procedures will apply.

All requests and/or cancellations of interpreter services must be communicated through our main number at 859-236-9888, faxed to 859-936-8705, or emailed to easytoreserve@ckira.org. On-site interpreters are not permitted to accept cancellations and/or scheduling requests. All cancellations must be communicated with our main office weekdays between 7:30am-4:30pm. Calls that come in after 4:30pm and/or during weekends will be counted as received at 7:30am the next business day.

I have read, understand, and agree to the above information regarding payment for services rendered. A copy or facsimile of this document will be considered an original. I further understand that Central Kentucky Interpreter Referral Inc. supports the interpreting profession as well as the Registry of Interpreters for the Deaf.

Company Name

Print Name and Title

Signature and Date

Central Kentucky Interpreter Referral, in accordance with KRS 309.300 to 309.319 only uses American Sign Language Interpreters who are licensed to practice as an Interpreter in Kentucky.

Under KRS 309.301 collegiate interns from a nationally accredited university are allowed a waiver to work without a license while under direct and indirect supervision from their University Professors and Internship Placement Supervisors.



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Billing Agreement for American Sign Language Interpreting Services

Our Standard fee is \$120.00*. Assignments that go beyond two hours will be billed at our Standard Base Rate (SBR) of \$60.00 per hour. Billing is accrued in 15-minute increments.

Days and Times		Standard Base Rate (SBR) per Hour
Weekdays	7:00am-5:00pm	\$60.00
Weekday Evenings	5:01pm-6:59am	SBR + \$5.00
Weekend Days	7:00am-5:00pm	SBR + \$5.00
Weekend Nights	5:01pm-6:59am	SBR + \$10.00
Postal Holidays**	12:00am-11:59pm	SBR + \$10.00

*Standard Base Rate is for M-F 7:00am-5:00pm

**Including Christmas Eve

Additional fees, if applicable:

- Interpreters charge travel at the same rate. We will make every effort to find an interpreter in your area. When assessing travel charges, CKIR uses Google Maps. *
- If your office would like to be notified before the assignment of where the interpreter will be traveling from, please request a call back when scheduling the appointment.
- If an assignment is longer than two hours, CKIR may have to schedule two interpreters to work as a team, which would be the same fee as above for each interpreter. Occasionally, two interpreters are needed for assignments lasting less than two hours depending upon complexity and content.
- Out-of-town assignments involving travel, meals, lodging, etc.

Cancellation Policy- You will receive an invoice based on the above rate schedule for:

- Assignments that are canceled with less than 24 business hours notice, excluding weekends/holidays.
- Assignments where an interpreter was requested but not needed.
- Assignments lasting more than two hours requiring a team of two interpreters.
- Assignments when the requested interpreter arrives, but the Deaf or Hard of Hearing client does not.
- Inclement Weather- CKIR does not bill if your entire office/business must close due to weather. However, if the business/office is open, then our standard cancellation procedures will apply.

All requests and/or cancellations of interpreter services must be communicated through our main number at 859-236-9888, faxed to 859-936-8705, or emailed to easytoreserve@ckira.org. On-site interpreters are not permitted to accept cancellations and/or scheduling requests. All cancellations must be communicated with our main office weekdays between 7:30am-4:30pm. Calls that come in after 4:30pm and/or during weekends will be counted as received at 7:30am the next business day.

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Billing Information

Company Name

Billing Contact Person

Phone Number

Fax Number

Email Address

Physical Address

Mailing Address if Different

CKIR automatically sends invoices via email. Please advise if you would prefer to have your invoices mailed.