



Central Kentucky Interpreter Referral, Inc.

P.O. Box 104 • Danville, KY 40423

859.236-9888

www.CKIRA.org

Billing Agreement for *American Sign Language Interpreting (ASL) Services*

Our Standard fee is \$130.00*. Assignments that go beyond two hours will be billed at our Standard Base Rate (SBR) of \$65.00 per hour. Billing is accrued in 15-minute increments.

Days and Times		Standard Base Rate (SBR) per Hour
Weekdays	7:00am-5:00pm	\$65.00
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
Holidays (addendum attached)	12:00am-11:59pm	SBR + \$10.00

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

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.
- An additional \$5.00 per hour (interpreting and travel) for interpreted assignments for legal services (ex. Interviews/meetings with legal counsel, depositions, table interpreting, etc.) and DeafBlind services.

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.

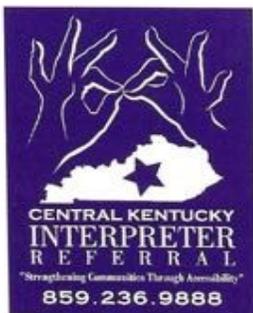
I have read, understand, and agree to the above information regarding payment for services rendered. A copy or facsimile of this document will be considered an original. I further understand that Central Kentucky Interpreter Referral Inc. supports the interpreting profession as well as the Registry of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



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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.