

Executive Linguist Agency, Inc.

<http://www.executivelinguist.com/>

Impeccable Service for 41 Years!

INTERPRETING ESTIMATE AND AGREEMENT

Attn: Kellie Keller – Executive Director
Client: Palos Verdes Peninsula USD
Addr: kellerk@pvpusd.net
Phone: 310-378-9966 x208
Subject: On-Site (In-Person) and Telephonic (Over-the-Phone) Interpreting Services

EXECUTIVE LINGUIST AGENCY, INC. referred to below as “The Agency” and **Palos Verdes Peninsula USD** referred to below as “The Client” agree to the following stated fee and terms of this agreement. Fees are quoted for normal business hours and days, unless otherwise agreed to.

LANGUAGE	DATE(S)	INTERPRETERS	DURATION	RATE	FEE
See Fee Schedule Attached	To be advised*	See Fee Schedule Attached			

* To be provided by client

INCLUSIONS:

The Client should expect the interpreter to be available at the scheduled date and time prepared to interpret from the source to the target language and vice versa without the aid of lexicons, dictionaries or electronic translating devices. The interpreter might use a note pad, source material and proprietary glossaries when and if available.

COMPETENCY:

The interpreter is expected to have a high level of fluency in the source and target languages and have a clear and understandable speaking voice. The interpreter should have a general knowledge of the subject matter at hand and should be familiar with the terms used by the parties requiring the interpretation.

CANCELLATIONS AND ARRIVALS:

A 24 hour notice is required from The Client of all cancellations. Payment in full may be required if an assignment is changed, rescheduled or canceled within 24 hours prior to the scheduled time of the appointment.

The Agency will not be held responsible for unavailability of the interpreter due to causes beyond the interpreter’s or The Agency’s control.

Failure on the part of the interpreter to be available will constitute a missed assignment and no charges will be made to The Client by The Agency.

GUARANTEE:

Executive Linguist Agency, Inc. unconditionally guarantees all translating and interpreting work. If for any reason The Client is not satisfied with the level of service, no charge shall be made.

PAYMENT:

Payment arrangements must be made by secure means. Payment is due net 30 days. After 30 days, late fees will be assessed at the rate of 21% per annum commencing from the billing date. By signing below, or returning the email, you are authorizing Executive Linguist Agency, Inc. to book interpreters as needed.

This Estimate and Agreement and quoted fees are valid one year from the above date.



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If in agreement, please counter-sign and return.

Signed: *Sue Tutt Randolph*

Counter Signed: _____

Dated: Thursday, November 07, 2019

Dated: _____

Sue Tutt Randolph
Project Manager
Executive Linguist Agency, Inc.

Name: _____
Title: _____
Company: _____

Executive Linguist Agency, Inc.

Since 1978

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Web site: executivelinguist.com

2019

NON WORK COMP FEE SCHEDULE

ON SITE INTERPRETERS

• VISA • MASTER CARD • AMERICAN EXPRESS •

If location or availability of interpreter requires a change of fee, the client will be notified in advance.

SPANISH NON LEGAL **\$75.00** PER HOUR

2 HOURS MINIMUM BEGINNING AT THE TIME SCHEDULED AND DEPENDING ON SITE LOCATION..

SPANISH CERTIFIED LEGAL **\$75.00 TO \$95.00**
PER HOUR, DEPENDING ON
CERTIFICATION LEVEL

3 HOURS MINIMUM BEGINNING AT THE TIME SCHEDULED AND DEPENDING ON SITE LOCATION.

EXOTIC LANGUAGES (Not Japanese*) **\$95.00 to 125.00/ HR**

EXOTIC LANGUAGES CERTIFIED **\$150.00** PER HOUR

3 HOURS MINIMUM BEGINNING AT THE TIME SCHEDULED AND DEPENDING ON SITE LOCATION.

***JAPANESE INTERPRETING SERVICES MUST BE NEGOTIATED ON A PER CASE BASIS.**

SIGN LANGUAGE **\$95.00** PER HOUR

3 HOURS MINIMUM BEGINNING AT THE TIME SCHEDULED AND DEPENDING ON SITE LOCATION.

DIGITAL TELECONFERENCING UP TO 6 PARTIES ON THE SAME CALL

SPANISH CONFERENCE CALLS \$1.50/minute, 10 minute minimum

EXOTIC LANGUAGES..... \$2.50/minute, 10 minute minimum