



ASL Interpreting Services
Sara Logsdon, Interpreter Coordinator
1948 Gardiner Lane, Louisville, KY 40205
sara@aslinterpretingservices.com
(502) 594-5109

Dear Manager,

The attached billing agreement for interpreting services ensures that all clients understand our billing procedures.

Our interpreters have all met state and/or national requirements to provide interpreting services. Acquiring licensure in Kentucky is a long process involving a minimum 4 year degree and passing a national written and performance exam. Interpreters have also provided background checks and hold professional liability insurance. Many have had HIPAA training, and all must complete continuing education every year, including yearly ethics training, to maintain state licensure and national certification. Please know you have the ability to verify that any interpreter who enters your facility has a Kentucky state license.

If you would like to hire an interpreter, please sign and return the attached billing agreement. It can be emailed or faxed to ASL Interpreting Services. While you are reviewing the procedures, keep in mind upon request, estimates for bulk requests can be provided. ASL Interpreting Services reserves the right to make the final decision regarding rates for requests.

After the billing agreement has been returned, you will be contacted with-in 24 hours to gather additional information to complete the request. If you haven't been contacted in 24 hours, please follow up with a call or an email.

Thank you,

A handwritten signature in black ink, appearing to read "Sara Logsdon". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sara Logsdon
Manager, Interpreter Coordinator
BA, NIC Advanced
502-594-5109



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BILLING AGREEMENT FOR INTERPRETING SERVICES

Thank you for contacting ASL Interpreting Services (ASLIS). Please review the following policies:

1. Assignment Structure:

All requests for interpreters must be scheduled by contacting the interpreter coordinator with a contractual time range. The on-site interpreter is not permitted to schedule or cancel requests. If an assignment is scheduled for two hours or longer, ASLIS may need to schedule two interpreters to work as a team. Exceptions will be considered based on the details of the request, and ASLIS reserves the right to make the final decision.

2. Fee Structure: (fees are per interpreter)

There is a \$110 minimum fee. Rates are \$110 for the first hour and \$55 for each additional hour, billed in 15-minute increments. Assignments outside of the Louisville metropolitan area may require billed travel time, mileage, meals, and lodging. Parking may be billed at the discretion of ASLIS.

3. Cancellation Policy:

ASLIS requires all assignments be cancelled with sufficient notice to avoid charges. Sufficient notice is given by contacting the interpreter coordinator during business hours and at least 24 hours before the start of an assignment.

You will receive an invoice based on the above fee structure for:

- Assignments cancelled with less than 24 hours notice.
- Assignments where an interpreter was requested, but not needed.
- Assignments when a requested interpreter arrives, but the Deaf or Hard of Hearing client does not.

4. Inclement Weather Policy:

ASLIS will not bill if the entire office/business closes due to weather concerns; however, if the place of business is open to the public, the standard cancellation policy applies. *Public school closures have a separate inclement weather cancellation policy. Contact interpreter coordinator for details.

5. Billing Structure:

Invoices will be sent within 30 days of the completion of assignment. Payment is due within 30 days of invoice date. Past due accounts may be subject to a late fee of \$50 or 10%, whichever is greater.

6. Certified Deaf Interpreters (CDIs)

A CDI is an individual who is deaf and has been certified by the Registry of Interpreters for the Deaf as an interpreter. Deaf interpreters are used in unique situations that require a hearing ASL and Deaf interpreter team to ensure all consumers have effective, accurate, and full access to communication. Billing terms for CDIs do not follow the terms of hearing ASL interpreters. CDIs may need to travel to the location services are to be rendered and require lodging and travel expenses. Payment for CDI services varies significantly based upon the interpreter being used, therefore the service is billed as a lump sum. Contact the interpreter coordinator for more details.



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7. Subcontractors and Interns:

ASL Interpreting Services is dedicated to the betterment of our community and providing our consumers with the best services possible. In accordance with KRS 309.300 to 309.319, ASLIS will only subcontract with American Sign Language Interpreters who are licensed to practice as an interpreter in Kentucky. ASLIS may also send interns to either observe or assist a licensed interpreter. We have formal relationships with nationally accredited universities, as well as a mentoring organization for working interpreters. If you have concerns, questions, or would prefer not to have interns present, please let us know. We will assume that no communication will imply you are willing to welcome our interns and apprentices into your establishments.

8. Videotaping

Interpreters working under ASLIS may not be videotaped without prior consent. If you would like to have a video copy of the interpreters work, contact the interpreter coordinator for information. Additional fees may apply.

If you would like additional information on how to use sign language interpreters, please contact Sara Logsdon.

ACKNOWLEDGMENT

I agree to the above policies, rates and cancellation procedure.

Signature: _____ **Date:** _____

Printed Name: _____

Title: _____



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Company Information

Company Name: _____

Address and suite number the interpreter is to report to: _____

Site Contact Name and Phone Number: _____

Billing Contact Name: _____

Billing Contact Address: _____

Billing Contact Phone Number: _____

Billing Contact Email Address: _____

Parking information: _____

Special Instructions (i.e. ID required, closed toe shoes):