

# Rates

(TSHA follows Industry Standards)

## **Regular Rate 8:00 am – 5:00 pm weekdays**

*An assignment takes place between 8:00 AM to 5:00 PM weekdays*

- There is an initial **\$110.00** booking fee which includes the first 2 hours, per interpreter needed.
- After 2 hours, **\$55.00** per additional hour is charged per interpreter.
- Mileage round trip, charged at the **current state rate** which changes annually (*Ex: \$.575 per mile in 2020*), tolls, and parking costs will be added when applicable.

## **Special Charges**

- **A late notice fee of \$25** will be billed for assignments scheduled with less than a 24-hour notice.
- **Portal-to-Portal charges may apply.** Portal-to-Portal charges are in effect for any assignment 50 miles or more from the interpreter's home. In addition to their actual mileage pay, the interpreter will also be paid their hourly rate for actual drive time. Per TSHA's procedures, we will contact Contractors prior to assigning an out-of-town interpreter.

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## **After-Hours Rate 5:00 pm – 8:00 am weekdays, and all day Saturdays/Sundays**

- There is an initial **\$165.00** booking fee which includes the first 2 hours, per interpreter.
- After 2 hours, **\$82.50** per additional hour is charged per interpreter.
- Mileage round trip, charged at the **current state rate** which changes annually (*Ex: \$.575 per mile in 2020*), tolls, and parking costs will be added when applicable.

## **Special Charges**

- **A late notice fee of \$25** will be billed for assignments scheduled with less than a 24-hour notice.
- **Portal-to-Portal charges may apply.** Portal-to-Portal charges are in effect for any assignment 50 miles or more from the interpreter's home. In addition to their actual mileage pay, the interpreter will also be paid their hourly rate for actual drive time. Per TSHA's procedures, we will contact Contractors prior to assigning an out-of-town interpreter.

# Holiday Hours Rate 12:00 am – 12:00 am

New Year's Day, Memorial Day, 4th of July, Labor Day,  
Thanksgiving & Christmas Day

- There is an initial **\$220.00** booking fee which includes the first 2 hours, per interpreter.
- After 2 hours, **\$110.00** per hour is charged per interpreter.
- Mileage round trip, charged at the **current state rate** which changes annually (*Ex: \$.575 per mile in 2020*), tolls, and parking costs will be added when applicable.

## Special Charges

- A late notice fee of \$25 will be billed for assignments scheduled with less than a 24-hour notice.
- **Portal-to-Portal charges may apply.** Portal-to-Portal charges are in effect for any assignment 50 miles or more from the interpreter's home. In addition to their actual mileage pay, the interpreter will also be paid their hourly rate for actual drive time. Per TSHA's procedures, we will contact Contractors prior to assigning an out-of-town interpreter.

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## Regular Hours Legal/Court Rate 8:00 am – 5:00 pm weekdays

- There is an initial booking fee of **\$160** which includes the first 2 hours, per interpreter.
- After 2 hours, each additional hour will be **\$80** per hour per interpreter.
- All depositions and mediations **require 2 interpreters** working together.
- Mileage round trip, charged at the **current state rate** which changes annually (*Ex: \$.575 per mile in 2020*), tolls, and parking costs will be added when applicable.

## Special Charges

- A late notice fee of \$25 will be billed for assignments scheduled with less than a 24-hour notice.
- **Portal-to-Portal charges may apply.** Portal-to-Portal charges are in effect for any assignment 50 miles or more from the interpreter's home. In addition to their actual mileage pay, the interpreter will also be paid their hourly rate for actual drive time. Per TSHA's procedures, we will contact Contractors prior to assigning an out-of-town interpreter.
- *We recognize that rates are set by law in some court settings. Please contact us if this applies.*

# After-Hours/Weekends Legal Rate

- There is an initial booking fee of **\$240** which includes the first 2 hours, per interpreter .
- After 2 hours, each additional hour will be **\$120** per hour per interpreter.
- All depositions and mediations **require 2 interpreters** working together.
- Mileage round trip, charged at the **current state rate** which changes annually (*Ex: \$.575 per mile in 2020*), tolls, and parking costs will be added when applicable.

## Special Charges

- A late notice fee of \$25 will be billed for assignments scheduled with less than a 24-hour notice.
- **Portal-to-Portal charges may apply.** Portal-to-Portal charges are in effect for any assignment 50 miles or more from the interpreter's home. In addition to their actual mileage pay, the interpreter will also be paid their hourly rate for actual drive time. Per TSHA's procedures, we will contact Contractors prior to assigning an out-of-town interpreter.
- *We recognize that rates are set by law in some court settings. Please contact us if this applies.*

# After-Hours/Weekends Legal Rate

This Agreement ("Agreement") is dated [REDACTED] and is by and between TSHA, a non-profit, Tulsa Area United Way partner agency which provides services to those who are deaf, hard of hearing, affected by hearing loss or just an interested party and [REDACTED], a [REDACTED] ("Client") which desires to receive such services from TSHA.

1. Both parties understand and agree that TSHA's policy and procedures follow current industry standards. Nationally certified interpreters will be contacted first, and if none are available, staff will move down the list from highest to lowest assignment-qualified certification.
2. An initial **\$110.00** booking fee for regular daytime hours (**\$160 for legal**), **\$165.00** for evenings & weekends (**\$240 for legal**), and **\$220.00** for holidays will be charged for each interpreting assignment. The initial booking fee includes the first 2 hours. After the minimum, the appropriate per hour rate will be charged unless a longer block of interpreting time is specifically reserved (e.g. If an interpreter is requested for an assignment 8:00 am to 5:00 pm, the interpreter will bill for nine hours). An additional \$25 will be billed for all assignments scheduled less than 24 hours prior to the need for such services.
3. Client understands and agrees that all rates are subject to change without notice and that the rates charged will be those in effect at the time that TSHA's services are provided without regard to the rates at the time this Agreement was signed.
4. Client also understands and agrees that a signed copy of this Agreement must be on file with TSHA before TSHA will schedule an appointment and that Client's valid credit card information must be on file with TSHA before any request for interpreter services will be processed.
5. In addition to any other expenses such as parking, tolls and the like, the interpreters' actual mileage will be calculated and reimbursed at the rate established by the United States Internal Revenue Service. For any assignment fifty (50) miles or more from the interpreter's home, the interpreter will also bill and be paid their hourly rate for actual drive time.
6. TSHA's cancellation policy is in effect as soon as a request for an interpreter is made. Any assignment canceled with less than 24 hours' notice will be charged the entire block of time requested for each interpreter or the minimum hours expended by the interpreter, whichever is greater. This policy includes cancellations for inclement weather and other acts of nature and other causes beyond the control of TSHA or the Client.
7. An assignment longer than 2 hours may, in the sole and absolute judgment and discretion of TSHA, require two interpreters to be assigned to work together as a team. The interpreter coordinator will make the final decision. Billing will be for both interpreters for the entire block of time.
8. Payment of all invoices is due within thirty (30) days of date of invoice. If the invoice is not paid within thirty (30) days, amounts due and owing will be charged to the client's bank account or credit card on file with TSHA. In addition, the Client will be responsible for any and all late fees, interest, collection charges, include legal fees, necessitated by Client's failure to pay.

9. Attached to and made a part of this Agreement are the following exhibits which are primarily for the Client's better understanding of the procedures and standards followed by TSHA. Exhibits C and D are excerpts from applicable law with some commentary and are thus subject to possible amendment in the future. Any conflict between this Agreement and Exhibits A, B or E or language in Exhibits A, B and E will be resolved in favor of the enforceability of this Agreement:

**Exhibit A:** TSHA Contact Information and Rates

**Exhibit B:** Interpreter Request Form

**Exhibit C:** Frequently Asked Questions

**Exhibit D:** Pertinent Sections of the Americans with Disabilities Act (ADA), Titles II – III

**Exhibit E:** Oklahoma Legal Interpreter for the Deaf and Hard of Hearing Act