



Central Kentucky Interpreter Referral, Inc.

P.O. Box 104 • Danville, KY 40423

859.236.9888

Servicios De Traducciones De Kentucky Central
Open 24 hours, 7 days a week
Abierto las 24 horas. Lunes a Domingo
Sign Language and Foreign Language Translation
Monday-Friday

Billing Agreement for American Sign Language Interpreting Services

Initial fee is \$100.00.* Assignments that go beyond two hours will be assessed an additional \$50.00 for each hour in 15 minute increments.

Holidays, Weekends and Evenings after 6:00pm Initial fee is \$110.00, with a \$55.00 charge for each hour beyond two hours.

Additional fees if applicable,

- Interpreters charge Portal Charges. We will make every effort to find an interpreter in your area. When assessing portal charges, CKIR uses Mapquest. ®
- If your office would like to be notified before the assignment 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.
- 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 cancelled with less than 24 hour notification
- 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 you are 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 or faxed at 859-936-8705 or emailed at easytoreserve@kininc.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 8:00am-4:00pm. Calls that come in after 4:00pm and/or on weekends will be counted as received at 8:00am 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	Signature	Date
_____	_____	_____
Mailing Address	Print Name and Title	



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Billing information:

Company Name:

Contact person for billing:

Phone

Fax

Email Address

Physical Address

Mailing Address

Unless otherwise instructed CKIR sends invoices electronically through email. If you cannot receive emails please let us know how you wish to receive your invoices.

Thank you,

Teresa Richards

Billing Specialist

Central Kentucky Interpreter Referral, Inc.

Phone: 859-236-9888 Fax: 859-936-8705 Email: accounting@kininc.org