

Terms and Conditions for Interpreting Work

These terms and conditions of business cover all interpreting work. As a Member of the Register of Sign Language Interpreters (MRSLI) I undertake to work in accordance with their Code of Conduct.

Interpreting fees and allowances

All fees and allowances will be negotiated at the time of booking and confirmed by email. Fees shall be charged on the basis of a full day or a half day. My standard day fee is £280.00 for the period 09:00-17:00. My half day rate is £140.00 for a three-hour period within 09:00-13:00 or 13:00-17:00. This fee includes travel expenses within zones 1-3.

Appointments that fall over the lunch period may incur up to a full day fee. Evening and weekend assignments are charged at a higher rate.

If the client requires me to interpret into BSL but there are no deaf people present I shall charge an increased 'performance' fee.

My interpreting shall not be recorded or photographed without prior consent.

Invoices must be paid in full no later than 30 days following receipt of the invoice. If it is necessary to send a reminder, a surcharge will apply in accordance with Late Payment Legislation see <https://www.gov.uk/late-commercial-payments-interest-debt-recovery>.

Cancellation Policy

If an assignment is cancelled either wholly or in part, the client shall be liable for payment of a cancellation fee (see below), including any expenses incurred.

Cancellation fees are as follows:

0 - 7 days notice: full fee charged

8 - 15 days notice: half fee charged

15 or more day's notice: no fee charged

If the client is not in attendance at the specified time and date of the interpreting assignment and without any prior notice having been given, I shall wait for the duration of 30 minutes before leaving. The client will then be liable to pay the full fee as agreed.

Preparation

So that I may provide the best possible service, any relevant support material (including agenda, names of participants, Keynote presentations, media files, presenters' scripts) should be emailed to me at least one week in advance. This will be treated in the strictest of confidence and no information contained in

these preparatory materials will be disclosed to third parties. Please do password protect any sensitive documents. Some assignments may require a longer preparation period and will be charged accordingly.

Breaks

I require a suitable midday rest period. If work is required of me during this time this needs to be made explicit at the time of booking. If I am working alone, I need adequate opportunity for breaks, ideally 10 minutes for every 30 minutes interpreting.

Co-working with BSL/English Interpreters

Where an assignment requires continuous interpreting for any period of more than one hour, two interpreters may be required. If I accept an assignment on the basis that I am working with another interpreter, who, for some reason, fails to attend, is not up to the job, or if a second interpreter is not booked despite being requested, I will not necessarily be able to provide a full service on my own. In this situation I reserve the right to withdraw from the booking with full payment or charge up to double the agreed fee. Additionally, if I accept an assignment on the basis that I am working with another interpreter, I expect my co-worker to be suitably qualified and to be listed on The National Register of Communication Professionals working with Deaf and Deafblind People (NRCPD).

I welcome positive feedback and suggestions for improvement. Please see my website for contact details and further information about my work www.franceslewin.com

All the best,
Frances Lewin