

TERMS AND CONDITIONS FOR THE PROVISION OF BRITISH SIGN LANGUAGE/ENGLISH INTERPRETATION

1. Fees payable:
 - Half Day Fee - £100 (3 hours)
 - Full Day Fee - £200 (6 hours)
 - Any additional hours will be charged at £30 per hour.
 - Out of hours (9pm – 7am) £45 per hour. Minimum three-hour charge in all cases.
 - Travel costs – either second class rail travel or mileage charged at 45p per mile plus parking fees. (If travel will not be paid at 45p per mile it will be incorporated into an agreed day rate at time of booking).
 - Overnight stays - out of pocket expenses for subsistence and accommodation.
 - If a large amount of preparation is required for an assignment additional charges may be incurred. These will be discussed and agreed at the time of booking.
 - If BSL/English interpretation is no longer required, the following cancellation fees will be payable by the contractor: Notification of 10 or more *Working Days; - No fee; 6-9 Working Days - Half fee; 0-5 Working Days - Full fee. *Working days are classed as Monday-Friday
 - Terms are strictly 21 days from the date of the invoice. Late payments will incur a late payment fee in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. Any queries with respect to an invoice must be discussed within seven days.
2. Deaf Matters will undertake:
 - To provide British Sign Language and English interpretation in accordance with The National Registers for Communication Professionals working with Deaf and Deafblind People's Code of Conduct and the Association of Sign Language Interpreters' Code of Practice.
 - Where possible to provide a suitable alternative in the event of sudden illness.
3. You, the contractor, will undertake:
 - To facilitate the provision of all such information necessary to enable adequate preparation for the assignment.
 - To provide a suitable visual and audible environment in order to carry out the task.
 - To inform me prior to the assignment if you wish to film any part of it.
4. When on arrival at an appointment, if the client or visiting parties are not present, the maximum waiting time will be 30 minutes, unless requested to wait longer. However, this cannot extend beyond the allotted appointment time.
5. On confirmation of the booking it will be assumed that you accept these terms and conditions and will therefore be liable for any costs incurred, including cancellation fees.
6. Either party reserves the right to be consulted and to reject any amendment of the original agreement if deemed undesirable.
7. Deaf Matters is committed to providing high quality interpreting services. Any comments on the service provided will always be welcomed.

Deaf Matters

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