

RJP Interpreting, LLC
740-803-8266
rjinterpreting@gmail.com



RATE SHEET-SERVICE AGREEMENT

HOURLY RATE: \$ 65.00 WEEKEND AND EVENING RATE
(5:00 PM TO 8:00 AM): \$65.00

TWO-HOUR MINIMUM: A two-hour minimum is billed for each requested assignment.

Cost is billed at half-hour increments after the minimum. If the interpreter is en route or arrives at the appointment and the assignment cannot occur for any reason, the cancellation policy will be followed.

TRAVEL TIME: Travel time will be charged in the event that a local interpreter can not be assigned to your location for the requested assignment time. In this event up to two hours of drive time will be added to the cost of the interpreting services. Travel time will be billed at the above stated rates after the 2-hour minimum is satisfied. For example: If the interpreter has to drive one hour round trip for a half hour assignment, he/she would bill for a total of 2 hours. If the interpreter drives a half hour each way for a two-hour assignment, a total of 3 hours would be billed.

CANCELLATION POLICY: In order to avoid a cancellation fee equal to the total requested time of the appointment, the agency or the hiring entity must provide 24 hours notice. These changes or cancellations must be made by calling or emailing RJP Interpreting Services at 740-803-8266 or rjinterpreting@gmail.com, 8:00am—5:00pm, Monday—Friday.

DAILY RATES available upon request.

SIGN LANGUAGE LESSON RATES are determined as necessary and may depend on length of lesson, duration, class size, etc.

Please contact us as soon as you are aware that an interpreter will be required and provide the following: purpose of appointment, date, time and duration, location, name of Deaf consumer(s), on-site contact, billing address and phone number.

I agree to the above terms:

RJP INTERPRETING LLC:

Company Name: Big Walnut Local Schools

Debra Rigsby Co-Owner

Janae Pierce Co-Owner

Date

Authorized Signature, Title Date

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MUO), entered into on August 1, 2023, by and between RJP Interpreting, LLC., PO Box 224 Delaware, OH 43015, and Big Walnut Local Schools (BWLS), 110 Tippet Ct. Sunbury, Ohio 43074, is established to provide American Sign Language (ASL) services for deaf and hard of hearing patients

MISSION

This collaboration between the two aforementioned parties has been established with the following intended mission in mind:

To provide quality substitute sign language interpreting services for deaf and hard of hearing students on an as-needed basis.

SERVICES COOPERATION

RJP Interpreting, LLC, shall render and provide the following services that include, but are not limited to:

1. Provide quality sign language interpreting to deaf and hard of hearing students on a substitute basis when contacted by designated employee(s) of BWLS who have the authority to request services.
2. Submit a monthly invoice to BWLS for services rendered.
3. Keep record of FBI background checks for individuals that are providing sign language interpreting services and provide them to BWLS as requested.

Big Walnut Local Schools shall render and provide the following services that include, but are not limited to:

1. Contact RJP Interpreting, LLC, at 740-803-8266 or rjpinterpreting@gmail.com, as soon as it is known that substitute interpreting services are needed.
2. Rate of payment: Payment of \$65.00 per hour with a two hour minimum. Round Trip travel time for the scheduled interpreter will also be charged at the aforementioned rates. To avoid the cancellation fee, RJP Interpreting, LLC (740-803-8266) must be contacted at least 24 hours before the scheduled interpreting assignment. Otherwise, a cancellation fee will be charged for the entire time of the scheduled assignment.
3. Payment will be mailed to RJP Interpreting at PO Box 224 Delaware, OH 43015, or paid by direct deposit to RJP Interpreting bank account of record within 30 days of receipt of invoice

TERM

This agreement shall remain in effect for 12 months, and may be terminated by either party in writing with 30 days notice.

AUTHORIZATION AND EXECUTION

The signing of this MOU does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in the MOU. This Agreement shall be signed by RJP Interpreting, LLC, and Big Walnut Local Schools and shall be effective as of the date first written above.

RJP INTERPRETING LLC:

Big Walnut Local Schools:

Debra Rigsby Co-Owner

Janae Pierce Co-Owner Date

Authorized Signature, Title Date