



## RATE SHEET-SERVICE AGREEMENT

HOURLY RATE: \$ 70.00 WEEKEND AND EVENING RATE  
(5:00 PM TO 8:00 AM): \$70.00

**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 billed at the above stated rates after the 2-hour minimum is satisfied. In this event up to two hours of drive time will be added to the cost of the interpreting services. 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 [rjpinterpreting@gmail.com](mailto:rjpinterpreting@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:**

**Big Walnut Local Schools:**

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Debra Rigsby Co-Owner

Janae Pierce Co-Owner

Date

Authorized Signature, Title Date