

**New England
Interpreter Services**

P.O. Box 10877
Portland, Maine 04104
T: 207-409-5514
F: 207-874-0140



INTERPRETER INFORMATION:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Social Security #: _____ Phone: _____
 Service Agreement Price: _____ per hour
 Start Date: _____ End Date: _____

SCOPE OF WORK

Job Description: Provide on call interpreter services as representative of New England Interpreter Services.

Languages Providing: _____

Certified Interpreter ___ No ___ Yes Program Completed: _____

Days Available: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Hours Available: _____

INITIALS	INTERPRETERS CODE OF ETHICS
	1) Interpreter shall keep all assignment-related information strictly confidential
	2) Interpreter shall render the message faithfully, always conveying the content and spirit of the speaker
	3) Interpreter shall use the language mode most readily understood by the person(s) for whom they are interpreting.
	4) Interpreter shall not counsel, advise or interject personal opinions outside of their professional competence as interpreters and intercultural communicators.
	5) Interpreter may refrain from interpreting for clients in instances where family, close personal or professional relationships may affect impartiality
	6) Interpreter shall only accept assignments for which he/she is qualified
	7) Interpreter shall communicate any special needs of the client to the provider.
	8) Interpreter shall keep a low profile remembering that they are not carrying on an independent conversation, but rather expressing the comments of others.
	9) Interpreter shall conduct himself/herself in a manner that brings respect to himself/herself, the client and the provider.
	10) Interpreter shall accept the responsibility of maintaining the integrity of the profession

	and improving his/her competency to achieve the highest standards of language and intercultural communications.
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- I. TERMINATION.** If agency is dissatisfied with the quality of services, Agency may, at its option, inform Contractor of the specific areas of dissatisfaction and if the Contractor shall fail to correct the deficiencies within ten (10) days, Agency may terminate this Agreement by thirty days' written notice to Contractor. Contractor may terminate contract by thirty days' written notice to Agency.

- II. PRICE.** Agency agrees to pay Contractor for the services at the price agreed above.

- III. PAYMENT.** Payments are made on the 15th and the 30th of each month. Payment amount is based on receipt by Agency of completed interpreter service forms. Payment forms must be received no less than 10 days before payment date.

- IV. INDEPENDENT CONTRACTOR.** The Interpreter is an independent contractor. We will not deduct or withhold any taxes, FICA or other deductions that we are legally required to make from the pay of regular employees. As an independent contractor, you will not be entitled to any fringe benefits, such as unemployment insurance, medical insurance, pension plans, or other such benefits that would be offered to regular employees. If your services should exceed \$600 per year, we will provide you with a 1099 Form by the 31st of January of the following year for your tax records.

- V. PROCEDURES.** The following procedures will be followed by all Interpreter personnel:
 - 1. Interpreter will arrive at interpreter meeting site 10 minutes before meeting time.
 - 2. Interpreter will provide interpreting services following the interpreter code of ethics.
 - 3. Interpreter will have completed Service Agreement signed by provider at the conclusion of each meeting.
 - 4. Interpreter will submit completed Service Agreement to Agency within 72 hours of when service was provided.
 - 5. Interpreter will dress in a professional manner out of respect for the client, provider and as a representative of the agency.

IN WITNESS THEREOF, the Parties have executed this contract on the day and year specified below.

THIS AGREEMENT contains the entire Agreement between the parties. All prior negotiations between the Parties merged into this Agreement and there are no understandings or agreement other than those incorporated and referred herein. This Agreement may not be modified except by an instrument in writing signed by both Parties hereto.

Dated this _____ day of _____, 200_

By: _____
The Interpreter

By: _____
New England Interpreter Services

