

Agreement for Provision of Interpreting/Translating Services

Date: _____

This letter shall confirm that _____
(the "Firm") has engaged me to provide interpreting/translating services to the Firm in connection with the provision of legal services to the Firm's clients.

Services shall be performed commencing on _____ and shall continue thereafter as directed by the Firm. I will be paid the rate of \$ _____ for up to _____ hours plus travel and expenses* for my services.

It is understood that the interpreting/translating services are furnished to the Firm, and that payment for services shall not be contingent upon a third-party's fulfillment of any financial obligation to the Firm in regard to the interpreting/translating services. Payment for the translating/interpreting services shall be made immediately upon completion of service.

Please sign at the bottom to acknowledge acceptance, and return to:

Very truly yours,

Interpreter/Translator

ACCEPTED AND AGREED:

By _____ Date _____

*¢ per mile, over 25 miles traveled. Parking, hotels, expenses and per diem extra. Evening, holiday and weekend hours at rate of \$ _____ for up to _____ hours. Cancellation after 24 hours prior to agreed upon start time of service will be subject to \$ _____ Cancellation Fee. Hours after 7 hours of service will be billed at a rate of \$ _____ per hour for any part of that hour.

Name
Address
Phone