

# **Preston Bass Interpreting Services**

## **Interpreter Checklist and Contract of Understanding**

Below is a list of items that is being discussed with you. It is our hope that by addressing these items in this contract, we will have a better understanding of our business relationship.

1. Do we have a copies of your certifications?
2. Do we have a copy of your resume?
3. Do we have a video of your work? Occasionally we are asked.
4. Do you have Liability Insurance? If not, we encourage you to contact the “Registry of Interpreters for the Deaf” at [www.rid.org](http://www.rid.org) for information on where to attain this insurance.
5. You are an Independent Contractor and not an employee, we do no withholding for tax purposes. That you are responsible for your own taxes (you may need to file quarterly), that we will provide you with an IRS 1099 at the beginning of the following year. That you are not an employee for state and federal tax purposes, and you retain the right to perform services for others. That your are to provide for yourself, “workers compensation insurance” and shall hold harmless Preston Bass Interpreting Services for any claims arising out of any injury, disability, or of your death. Also, that you will hold harmless, Preston Bass, any and all liability imposed or claimed (which includes legal expenses) arising directly or indirectly from any act or failure on your part, including claims relating to injury or death of any person or damage to property. You are advised to carry insurance for such.
6. If you are on our approved interpreters list to work Clark County School District (CCSD) assignments, you are required to undergo a background investigation. The request and consent form are being given to you. An outside firm (USIS) will conduct the investigation at the cost of Preston Bass Interpreting Services.
7. Preston Bass Interpreting Services will be in contact with you about assignments, either by phone or e-mail. When you’ve accepted the assignment, and e-mail will be sent to you to confirm. A website is being developed and may include some provisions for confirming and invoicing via the internet
8. When you invoice us, please bill separately for each assignment (don’t bunch assignments onto one invoice). Invoice should include:
  - A. Name and Social Security Number

- B. Address and Phone Number
  - C. Document the assignment with the name of the client, the start time and end time.
  - D. Indicate the total hours x's our agreed upon rate per hour, equaling the amount due.
  - E. When appropriate, please indicate the success of the assignment or problems that you may have encountered.
9. While interpreting for us, you are representing Preston Bass Interpreting Services and are not to solicit business for yourself or anyone else. Always dress and behave in a professional manner.
  10. Nevada State Law 192.168 states that you must be certified to work, and Preston Bass Interpreting Services only uses independent contractors that are certified. You are responsible for maintaining your certifications and continuing with your professional development. You are expected to affiliate with your State RID to get information on professional development opportunities and for networking purposes.
  11. Pay rate for CCSD assignments are different from other assignments, and occasionally, depending on type of job, pay rates may be negotiated.
  12. Assignments may require you to team with interpreters representing other organizations or businesses.
  13. Most assignments are in the Las Vegas and Henderson or in close proximity and you as an independent contractor are expected to have your own transportation to each assignment. With IRS, you are able to deduct your miles driven. If the assignment is outside of this area, travel will be negotiated and may include portal to portal.
  14. You may arrive at an assignment and be asked to travel to other locations, while traveling, you'll remain on the clock.
  15. Always arrive at the assignment, 15 to 30 minutes early to ensure a successful interaction with all parties. Before leaving, check out with the client (asking for feedback as to how things went). Entertainment venues may require rehearsals or study time...cost for such will need to be negotiated.
  16. For "No Shows," or if you have problems during the assignment, you must be in touch immediately w/Preston Bass Interpreting Services (Caroline or Jerry), for their follow up, this protects both you and us.

17. Interpreters have a 24 hour cancellation policy, however, some forgiveness must be given, if we are notified right at 24 hours before...we need time to be in contact. Cancellations of CCSD assignments are different, in that only half will be paid.

18. We need to have all contact information on file:

- A. Home phone number \_\_\_\_\_
- B. Cell phone number \_\_\_\_\_
- C. Home e-mail address \_\_\_\_\_
- D. Pager phone or e-mail address \_\_\_\_\_

Preston Bass Interpreting Services will always work with you to improve your delivery of services...please don't hesitate to ask for insights or advice, as well we are willing to hear from you as to what we could do to make our business relationship the best that it can be.

Signing this document indicates that you are aware of our policies (as outlined above) and your responsibilities as an Independent Contractor working with Preston Bass Interpreting Services to provide quality service to the Nevada community.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Certification/s

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Preston Bass Interpreting Services**  
**Post Office Box 370162**  
**Las Vegas, Nevada 89137**

**[WWW.PRESTONBASS.COM](http://WWW.PRESTONBASS.COM)**

702.228.5181      voice  
702.228.5182      tty  
702.228.5183      fax  
e-mail: mail@prestonbass.com