

## TERMS AND CONDITIONS

### Sally Gillespie

BSL/ENGLISH INTERPRETER (RSLI)

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### **Terms and Conditions for the provision of British Sign Language/ English Interpretation**

1. Terms of contract:
  - a. Any booking shall be subject to the following terms and conditions, and the individual or agency making the booking shall be liable for any costs incurred.
  - b. Imposition of additional terms and conditions by the agency or individual booking these services may be liable to additional charges, or in some instances cause the agreement to be forfeit.
2. Definitions
  - a. "Contractor" shall herein mean the individual or agency booking the services of the Interpreter under this contract.
  - b. "Interpreter" shall mean Sally Gillespie.
  - c. "Assignment" shall mean the event at which the services of the Interpreter are required by the Contractor.
  - d. "Client(s)" shall mean the individual(s) for whom the Interpreter's services are required.
3. Standard fees payable within Northern Ireland:
  - a. Minimum charge £70 up to two hours, £35 per hour thereafter.
  - b. Mileage is charged at 45p per mile. All reasonable travel expense including, but not limited to, parking charges, bus and rail tickets may also be charged, if applicable.
  - c. The Interpreter will endeavour to travel in the most cost effective method where possible.
4. Standard fees payable outside Northern Ireland:
  - a. Minimum charge £100 up to two hours, half day £130, full day £260.
  - b. Mileage is charged at 45p per mile. All reasonable travel expense including, but not limited to, parking charges, bus, rail tickets, tube and flight tickets may also be charged, if applicable.
5. Assignments taking place during evenings, weekends, and/or public holidays may be charged at a rate of 1.5 of the relevant standard fee. If applicable, this will be discussed at the time of booking.
6. Specialist domains

- a. Specialist work may incur a higher fee. This includes any Assignment which requires additional training, specific expertise and/or a substantial amount of preparation. This may include work such as: mental health, legal, child protection, theatre/performance, television and conferences. If applicable, this will be discussed at the time of booking.
7. Cancellation charges:
  - a. If the Interpreter is no longer required to fulfil an Assignment or the Contractor gives notice that the duration of the Assignment shall be less than that agreed, the following fees may be charged. Working days are classed as Monday – Friday, 9am to 5pm:
    - i. Where ten or more working days notice of cancellation or change of duration are given no fee will be charged;
    - ii. Where less than ten and not less than six full working days notice of cancellation or change of duration are given the fee will be half the fee payable were the Assignment performed;
    - iii. Where less than six full working days notice of cancellation or change of duration are given the fee is the full fee payable for the Assignment.
  - b. Any travel expense already incurred will also be charged.
8. Overnight accommodation
  - a. Where overnight accommodation is required and not provided by the Contractor, accommodation cost and reasonable subsistence costs may be charged. If this is applicable, expenses limits will be agreed with the Contractor prior to the Assignment.
9. Responsibilities of the Contractor

It shall be the responsibility of the Contractor:

  - a. To facilitate the provision of, or to provide, all information necessary to enable adequate preparation for the Assignment.
  - b. To pay all invoiced charges within 30 days of the date of invoice. Late/ failed payments may result in legal action. Late payments shall be subject to interest under the terms of Late Payment of Commercial Debts (Interest) Act 1998. Any queries regarding invoices must be made within 5 working days of the date of the invoice.
10. Responsibilities of the Interpreter.

It shall be the responsibility of the Interpreter:

  - a. To conduct themselves in accordance with NRCPD code of conduct;
  - b. In the case of illness, injury or insurmountable travel disruption, where the Interpreter is unable to fulfil the Assignment, to inform the Contractor and, with the agreement of the contractor, endeavour to identify a suitable alternative interpreter to cover the Assignment.
11. The Interpreter reserves the right to decline to be filmed or otherwise recorded whilst working (except when such recording is inherent within legal proceedings). Any consent to recordings intended for broadcast or publication may incur an additional fee.

12. If the Clients are not present at the agreed time for commencement of the Assignment the Interpreter shall not be required to wait beyond 20 minutes however may chose to do so if requested.
13. The Interpreter shall not be expected to stay beyond the agreed duration of the Assignment however may chose to do so as and on request by the Contractor or Client involved, and may incur additional cost as outlined in 1.a.
14. Sally Gillespie is committed to continuing professional development. Client feedback on the service provided is always welcome.

As an NRCPD registered sign language interpreter (RSLI), Sally Gillespie is subject to the NRCPD complaints procedure, which can be found on the NRCPD website, [www.nrcpd.org.uk](http://www.nrcpd.org.uk)