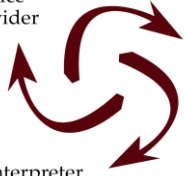


Service
Provider



Limited-
English
Speaker

CEOTIS

Central Eastern Ontario Translation and Interpretation Services

41 Octavia St. P.O. Box 22141 Belleville, ON K8N 5V7

1-888-968-1065

A division of Quinte Immigration Services • Toll Free 1-888-968-1065 • Fax 613-968-2597 • ceotis@quinteimmigration.ca

Service Provision Agreement

Whereas Central Eastern Ontario Translation and Interpretation Services (CEOTIS) is the service provider and, Agency: _____ is the client.

Address:

Requested by: (Employee) _____ (Tel / Email) _____

Authorization form for: Translation Interpretation Services.

I hereby undersigned authorize CEOTIS to provide the following services:

Interpretation and Translation services on an as-needed basis
Service Agreement Effective January 01, 2017 to December 31, 2018.

Terms, Conditions and Rates

Rates:

Face-to-face Interpretation

Interpretation Time @ \$55.00 per hour (with a 2 hour minimum) = \$110.00 minimum charge + HST

After Hours (Between 8:00 pm to 8:00 am) @ \$60.00 per hour (with a 2 hour min.) = \$120.00 minimum charge + HST

Statutory Holidays: @\$60.00 per hour (with a 2 hour minimum) = \$120.00 minimum charge + HST

New Years Day	Family Day	Good Friday	Easter Sunday	Victoria Day	Canada Day
	Labor Day	Thanksgiving Day	Christmas Day	Boxing Day	

Travel Expenses may apply:

Mileage @ \$0.50/km (if the distance traveled will be over 50 km roundtrip for the interpreter)

Travel Time @ \$27.50/hr (if mileage applies)

Telephone Interpretation

\$55.00 per hour (with a 1 hour minimum + HST)

Long distance charges may apply

After Hours (Between 8:00 pm to 8:00 am) & Statutory Holidays: \$60.00 + HST per hour (with a 1 hour minimum)

Message Relay

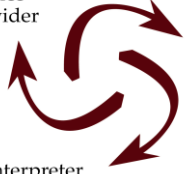
\$30.00 flat rate + HST (Long distance charges may apply)

Translations

A quote will be provided per request – price varies depending upon language and word count

*****Cancellation, of a confirmed assignment, with less than 24 hour’s notice will result in the minimum charge being applied.*****

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Interpreter

A division of Quinte Immigration Services • Toll Free 1-888-968-1065 • Fax 613-968-2597 • ceotis@quinteimmigration.ca

Terms of Payment:

Payments can be made by VISA/MasterCard or company cheque.

Unless otherwise established by an existing account, payments are to be made upon receipt of the CEOTIS invoice.

For established accounts the billing period is net 30 days counting from date of invoice.

A charge of 2% will apply to the total outstanding balance thereon.

Default:

Accounts in default after 90 days will be referred to collections and are subject to legal procedures.

Expenses incurred in the recovery process will be the responsibility of the client.

Confidentiality:

All of our interpreters sign a confidentiality agreement with CEOTIS, agreeing to hold all information, whether written or verbally obtained, to be confidential, and that They will not disclose or release such information to any person or organization at any time, save as may be required by the law. If the hospital requires a copy of this document before the interpreter provides services than we can do that upon request.

Acceptance:

I have read the terms, conditions and rates above, related to the services to be provided and I am in agreement.

This agreement will be also acceptable by Fax.

By: _____ Position: _____

Signature: _____ Date: _____

For Internal Use Only:

Processed by: _____ Date: _____