

Terms and Conditions

1. Definitions

“Assignment” means a job that has been booked with myself to provide Services detailed on the booking form

“Assignment Date(s)” means the dates that are set out that the assignment will take place detailed on the booking form

“Assignment Duration” means the length of time that the assignment will be as detailed on the booking form

“Client” means the client as identified on the booking form

“Booking Form” means the form that is used to book Services for an assignment.

“Confirmation Letter” means the letter/email that will be sent out to confirm a booking has been received

“Fee” means the fee payable to myself as the Interpreter for the Services detailed in the booking form

“Services” means the services that have been selected from the booking form

“You” means the Client

2. Delivery

I will provide the Services in accordance with this agreement and as specified in the Confirmation letter

in accordance with good industry practice including but not limited to the NRCPD Code of Ethics and all relevant statutory and regulatory obligations and in any event with reasonable skill and care

If I am unable to provide the Services and need to cancel I will contact the Client as soon as possible. I will also assist the Client in finding a suitable replacement

3. Fees

The Fees should be paid within 30 days of satisfactory completion of the Assignment. Unless agreed in the Confirmation Letter no fee will be payable during any period that the services are not being provided.

4. Expenses

When driving I will charge £0.40p per mile

If travelling by train/plane etc tickets will be issued to be paid

Car Parking tickets apply if applicable

5. Payment

I will submit my invoice(s) in the agreed format to the address supplied in the Confirmation Letter within 7 days of the completed Assignment

Payment of the invoice should be made within 30 days of satisfactory delivery of the Services

The Fee does not include VAT which shall be payable in the manner and at the rate from time to time prescribed by law

Late Payments will incur a charge of 8.5% along with a £40 Debt Recovery Cost.

6. Duration

The Assignment will last for the Assignment Duration subject to early termination in accordance with this agreement

You must inform myself of any request to extend the Assignment Duration as soon as practicable but no later than 3 working days after any such request is made. I will not be responsible for any fees for any additional periods of work not agreed through myself

I may terminate the Assignment with immediate effect if you are in breach of any term of this agreement or any aspect of the Confirmation Letter

7. Cancellation by You

If you cancel an Assignment up to 14 days prior to the Assignment Date I may, at my sole discretion, levy a cancellation fee of 10% of the Fee.

If you cancel on the day of the Assignment the Full Fee, Travel Expenses and any Other Costs will apply.

If you cancel 1-7 days before the Assignment the Full Fee will apply

If you cancel 8-14 days before the Assignment 50% of the full Fee will apply

If you cancel 15 days or before the Assignment no charge will apply.

8. Cancellation by Myself

If I cancel an Assignment prior to the Assignment Date I will endeavour to find a suitable replacement.

9. My Conduct

Whilst I am performing the Services I will act in a professional manner and not engage in any activity that harms or is likely to harm my reputation or the reputation of my Client. I warrant that in relation to each Assignment I have undergone a DBS (formerly CRB) check no more than 3 years prior to the Assignment Date

10. Confidentiality

I will keep all information concerning the Client and/or the Assignment confidential that is identified or ought reasonably to be considered confidential

11. Data Protection

I agree to comply with the provisions of the Data Protection Act 1998 in respect of any person or sensitive personal data acquired in connection with each Assignment in relation to the obtaining, handling, processing, transportation and any storing of any personal data. I will ensure that any personal data is only used for authorised purposes consequent to my Assignment

12. Insurance

I ensure that I have a reasonable level of insurance to cover myself in the provision of the Services. My Insurance Certificate can be seen on request.

I am responsible for my own personal items whilst I am delivering the Assignment

13. Status

My relationship with You will be that of an independent contractor. Nothing in this agreement shall render Myself as an employee, worker, agent or partner of mine and you must not hold yourself out as such. You may not use my name to advertise your services without my permission

This agreement is a contract for the provision of services and not a contract of employment.

14. General

I am under no obligation to accept any Assignment

This agreement and the Confirmation Letter contains the entire agreement between the parties with respect to the subject matter hereof and supersedes previous agreements and understandings between parties

I can confirm that I am eligible to work in the UK and I hold any necessary work permits

I can confirm that I will comply with any Health & Safety legislation or policies applicable to the Assignment.

Signed:	Date :
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Please keep one copy for your records and return the other one to be either by email to ray.williams@rwis.co.uk or post to the address seen below;

Ray Williams Interpreting Services
93 Cedar Grove
Liverpool
Merseyside
L8 0SN