Drake Interpreting Services

Mission Statement:

Established in 2012, Drake Interpreting Services (D.I.S.) is a leader in providing professional interpreting services for a variety of settings. With our main offices located in Council Bluffs, D.I.S. is the primary source for all interpreting services. We provide top quality and professional interpreting services based on consumer needs. At D.I.S. our interpreting associates perform all tasks and duties with the purpose of bridging the communication gaps between the deaf and/or hard of hearing and hearing.

Short-term goals: 5 years- expand outside of Council Bluffs, IA throughout the Midwest.

Long-term goals: 10 years- become a nationally praised interpreting service while maintaining high quality services

Services:

* Interpreting
* Transliterating
* Translating
* Provide Continuing Education to interpreters
* Mentoring of interpreters

TOSA

Rates of pay:

The regular rate of payment will consist of a $60.00 initial fee for up to two hours and then $30.00 per hour billable in half-hour increments.

Team interpreting policy:

A team interpreter will be provided for any job assignment that is over 1.5 hours. Should a team of two interpreters have been expected and/or warranted and is not provided, contractor reserves the right to either charge double for work performed or work half the scheduled time without the requisite team in order to prevent injury from occurring.

Travel time:

Travel that is more than 1 hr in length, round-trip, will be billed at the interpreter’s regular hourly rate.

Cancellation Policy:

Required notice for cancellation of interpretation services are as follows:

Assignment Length:

1-2 hours 48 weekday hours’ notice

3-5 hours 72 weekday hours’ notice

6-8 hours 96 weekday hours’ notice

Cancellation policy for multiple day assignments will be negotiated on a per assignment basis. Weekday hours are defined as 24 hours Monday through Friday. Should cancellation of assignment not fall within these deadlines, the time booked will be billed for in full.

Late fees/penalties

All invoices are due no later than 30 days from the date of invoice. If an invoice remains outstanding more than 45 days past the date of the invoice then an additional invoice will be submitted with a $20.00 late fee; for each additional 15 days the invoice remains outstanding an additional $20.00 late fee will be incurred.

All of these policies and fees are subject to change if negotiated in advance.