

Timothy Friese

Interpreter

Policies

Confidentiality

Rest assured that I will never share any identifying details of your interpreting session or anyone present or involved in it. I may however use non-identifying quotes or details on my professional website or in communications with other clients.

If these terms are not acceptable, please inform me of the confidentiality terms you need via e-mail or when requesting your quote, and I will be happy to comply.

Chicago Area Rates

My standard interpreting charge is hourly and jobs are billed rounded up to the nearest quarter hour. For example, a job that last 2 hours and 10 minutes will be billed for 2.25 hours. All jobs are subject to a 2-hour minimum charge. Mileage is charged at \$.55 per mile. Other rates, minimums, and mileage charges apply outside of the Chicago area.

Job Cancellation – Chicago Area

Any job cancelled by the client with more than 48 hours notice is not billed. Jobs cancelled with between 48 and 24 hours notice are billed for one half of the job minimum, and jobs cancelled with less than 24 hours notice are billed for the job minimum. Other job cancellation policies apply outside of the Chicago area.

Payment

Payment is due within 30 days of receipt of invoice unless another date is agreed upon. Requests for other payment terms must be made when requesting a quote.