

# INTERPRETER REQUEST FORM

## INDEPENDENT LIVING RESOURCE CENTER OF NE FL

2709 Art Museum Drive, Jacksonville, Florida 32207  
 904-399-8484 ext #25 Voice  
 904-398-6322 TTY 888-427-4313 Toll Free  
 After Hours Pager: 904-840-8484 EIN# 59-1842440 www.cilj.com

If you are not sure how to complete this form, please call our office. Be sure to SIGN the form at the bottom.

**Fax to 904-399-0448**

Requesting Agency's Name: \_\_\_\_\_

Requestor's Name/Job: \_\_\_\_\_

Phone #: \_\_\_\_\_ EXT \_\_\_\_\_ Fax #: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Location (address, room/suite #, etc.): \_\_\_\_\_

County: \_\_\_\_\_

Deaf Consumer(s): \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_ Agency Contact Phone#: \_\_\_\_\_

### BILLING INFORMATION

Agency Name: \_\_\_\_\_ PO# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### SITUATION TYPE

- Social Service     Mental Health     Medical     Employment     In-Depth  
 Regular     Public Meeting     Legal     Education     Personal

Special Instructions (parking directions): \_\_\_\_\_

### INTERPRETER RATES

Type of Interpreting Setting-Two Hour Minimum Per Assignment	FEE
Regular (non-medical, non-legal, non-social service agency situations)	\$38.00 per hour
Social Services (SSA, DCF, agencies) or Medical (doctor, dentist, physical therapy, x-ray, etc.)	\$48.00 per hour
Medical In-Depth (mental health, surgery, pre-op meetings)	\$53.00 per hour
Legal (initial consult, attorney/client meeting, signing legal docs, court ordered meetings/classes)	\$58.00 per hour
Legal In-Depth (trials, depositions, interrogations)	\$63.00 per hour

#### Additional fees:

- Evenings (after 5pm/before 8am), weekends and holidays - \$5.00/hour
- Mileage (.325 per mile) - outside Duval County
- Transit (\$38/hour) - Out of Duval County travel time
- Less than 3 business days advance notice - \$3.00/hour
- Less than 24 hours notice, additional \$10.00 charge.
- Parking/Lunch (during luncheons)

#### Scheduling Policies

- Please contact the ILRC at least 3 business days in advance.
- When interpreter services are needed for more than 2 hours, 2 interpreters are required.
- ILRC will bill in full for "no shows" or assignments cancelled in less than 2 business days.
- If either party does not show up, interpreters are only required to stay 15 minutes per hour scheduled.



**Please sign that you understand the scheduling policies:**  \_\_\_\_\_

**DO YOU HAVE AN INTERPRETING CONTRACT WITH ILRC?**  YES  NO

<i>For office use only</i>	Date	Date	Date
Interpreter(s) Assigned: _____	Rec'd _____	Assigned: _____	Confirmed: _____ Initials: _____