

EXAMPLE
TYPEWELL TRANSCRIPTION TERMS OF SERVICES
AGREEMENT

This document constitutes the terms of services agreement for provision of TypeWell Transcription services by Tammera J. Richards, BS, CI and CT; SC:L; NAD IV, TypeWell Transcriber.

STATEMENT OF WORK: TypeWell transcription services will be provided for _____

Start Date: _____ End Date: _____
Start Time: _____ End Time: _____

RATES OF PAY: Unless otherwise negotiated in advance, the regular daily rate of payment from 8 AM-6 PM M-F will consist of an initial fee of \$100.00 and then \$50.00 per hour thereafter, billable in 1/2 hour increments.

Unless otherwise negotiated in advance, the after hours' 6 PM-8 AM M-F and 24 hours' rate Saturday and Sunday will consist of an initial fee of \$110.00 and then \$55.00 per hour thereafter, billable in 1/2 hour increments.

Unless otherwise negotiated in advance, legal transcribing assignments will consist of an initial fee of \$120.00 and then \$60.00 per hour thereafter, billable in 1/2 hour increments.

TEAM TRANSCRIBING POLICY: A team transcriber will be provided for any job assignment that is over 1.5 hours or more in length unless otherwise negotiated in advance. The transcriber reserves the right to negotiate a team transcriber for assignments less than 1.5 hours in length should the individual job warrant a team. Should a team of two transcribers 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, whichever works best to the benefit of both contracting parties.

Service requester is responsible for finding and securing a qualified team transcriber with whom the assignment will be completed. Should the service requester require this contractor to obtain her own team, and additional referral fee will be incurred of \$45.00 for coordination services.

PROVISION OF EQUIPMENT: Transcriber is responsible for providing her own transcriber and reader laptops, software, steno table, as well as wireless cards, and extension cords.

REMOTE TRANSCRIPTION: At this time, remote transcription services are not available from this transcriber.

TRAVEL TIME/MILEAGE: Travel that is more than 1 hour in length round trip will be billed at 1/2 the transcriber's hourly rate per hour of travel unless otherwise negotiated. Travel that is over 20 miles round trip will be billed at 1/2 the transcriber's hourly rate per hour of travel unless otherwise negotiated. Mileage will always be billed at the current federal mileage rate.

OUT OF TOWN ASSIGNMENTS: If an assignment is more than 3 hours' drive from my home in each direction, roundtrip airfare, ground transportation and/or parking costs to and from origination and destination airports, hotel accommodations and per diem expenses of \$50 per day for meals must be provided or reimbursed in full by the service requester.

CANCELLATION POLICY:

Unless otherwise negotiated in advance, 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.

OWNERSHIP OF TRANSCRIPTS: Transcripts are the property of the service provider. Copies of the transcript(s) will be provided to the service requester at no additional cost and upon request. Transcripts will remain confidential and will not be shared without the express permission of the service requester and/or consumer of transcription services.

TRANSMISSION OF TRANSCRIPTS: Transcripts will be provided to the service requester and/or consumer in the following way(s) (Check all that apply):

- E-mail _____(E-mail address)
- Flash drive

requester are bound. This agreement may be terminated by either party with written thirty (30) day notice to the other party informing the other of intent to sever the contract.

_____ Date _____
Tammera J. Richards, BS, CI & CT; SC:L, NAD IV

_____ Date _____
Service Requester