

## INTEPRETER CONTRACT

**INTERPRETER/TRANSLATOR NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE (1):** \_\_\_\_\_ **PHONE (2):** \_\_\_\_\_

**SOCIAL SECURITY/TAX ID #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**AGREEMENT:**

This contract is entered into between \_\_\_\_\_ (**CLIENT** throughout the rest of the document)  
(Insert Hiring Agency here)  
and \_\_\_\_\_ (**CONTRACTOR** throughout the rest of the document) to perform the job  
(Insert Contract Interpreter/translator here)  
duties and assignments described herein.

Payment for services will be made following submission of an invoice to CLIENT. Invoices may be submitted on  
Date: \_\_\_\_\_. The CONTRACTOR will be issued an IRS Form 1099 when payments in any  
tax year reach \$600, and will be liable for personal income taxes, social security taxes and all other relevant taxes.

**CONTRACT PERIOD:** \_\_\_\_\_ thru \_\_\_\_\_ (insert dates of contract)

**JOB DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR:** The CONTRACTOR will provide translation and  
interpretation services for \_\_\_\_\_ when requested and authorized to do so by  
\_\_\_\_\_ staff.

The primary responsibility of the CONTRACTOR is to facilitate the exchange of information between the CLIENT and  
\_\_\_\_\_, through (circle expected services) **verbal** and/or **written** translation. The  
written exchange may involve translation of forms and other materials. CONTRACTORS must be prepared to provide  
services in legal and medical settings.

**STANDARDS OF CONDUCT:** CONTRACT services are vital to the success of refugee resettlement and the following  
standards have been developed to ensure that services are provided in the most effective and professional manner. By  
signing this contract, the CONTRACTOR agrees to conform with these standards:

- (1) The CONTRACTOR shall provide the most accurate translation and interpretation possible.
- (2) The CONTRACTOR shall receive assignments directly from the CLIENT and shall not act on requests received directly from refugees.
- (3) The CONTRACTOR shall not perform any bilingual services for refugees on a volunteer basis or for a fee paid by the refugee while providing services under this contract.

- (4) When and if performing bilingual services outside the scope of this contract, the Interpreter/translator shall inform all parties involved that he or she is not representing CLIENT .
- (5) The CONTRACTOR shall abide by all confidentiality rules and standards and shall maintain professional integrity during and after all assignments. CONTRACTORS shall not discuss the content of any service performed under this contract with any persons other than the CLIENT.
- (6) The CONTRACTOR shall not offer personal opinions, advice, or counsel before, during or after an assignment.
- (7) The CONTRACTOR shall direct all questions or problems relating to work performed under this contract to Idaho Project for Refugee Resettlement staff for consideration.
- (8) The CONTRACTOR shall participate in training sessions relating to the provision of bilingual services, as assigned by the CLIENT.
- (9) The Interpreter/translator shall uphold all policies of the CLIENT.

**FEE SCHEDULE:** Translation and interpretation services provided by the CONTRACTOR will be reimbursed at the rate of \$ \_\_\_\_\_ per hour of actual work performed. Only hours authorized by Idaho Project for Refugee Resettlement staff will be reimbursed.

I authorize the CLIENT to provide my name and telephone number to other organizations and individuals requesting interpreter/translators for my language \_\_\_\_\_ (initials)

I do not want my name given to other individuals or organizations \_\_\_\_\_ (initials)

I agree to provide the services and accept the conditions of this agreement as described above. I understand that this agreement becomes null and void upon written notice from either party.

\_\_\_\_\_  
(CONTRACTOR'S signature) DATE:

As authorized by the CLIENT, I certify this agreement and that the CONTRACTOR is qualified to perform the duties described to the best of my knowledge.

\_\_\_\_\_  
(CLIENT'S signature) DATE: