

## TERMS OF EMPLOYMENT How to Get it in Writing

The Board sent a memorandum to NAJIT members on February 14 with a model letter which can be used to ensure a legally binding contract with attorneys or other firms that use interpretation or translation services. The model is provided so that each member may fill in the specific contractual arrangements pertaining to the assignment while ensuring that the attorney or firm, and not a third party, is responsible for payment. It is suggested that members use the model to avoid delays in

payment or possible misinterpretation of an oral agreement.

While NAJIT does not recommend or suggest specific service fees, it is customary to negotiate various types of compensation for provision of services, including: cancellation fees, higher fees for evening, weekend or extended assignments, transportation and delivery costs, etc. It is advisable to be familiar with market conditions in your area.

### AGREEMENT

Date:

Re: Agreement for Provision of Interpretation or Translation Services

Dear \_\_\_\_\_:

This letter shall confirm that \_\_\_\_\_ (the "Firm") has engaged me to provide interpreting/translating services to the Firm in connection with the provision of legal services to the Firm's clients.

Services shall be performed commencing on \_\_\_\_\_ and shall continue thereafter as directed by the Firm. I will be paid at the rate of \_\_\_\_\_ for such services.

It is understood that the interpretation/translation services are furnished to the Firm and that payment for services shall not be contingent on third-party fulfillment of any financial obligation to the Firm in regard to the interpretation/translation services.

Payment for interpretation/translation service shall be made immediately upon completion of service.

Please sign at the bottom to acknowledge acceptance.

Very truly yours,

\_\_\_\_\_  
(Interpreter)

ACCEPTED AND AGREED BY:

\_\_\_\_\_  
(Firm Name)