



Intensified Interpreting Services

EIN# 03-0602443

Toll-free Phone: 1-877-666-8560

Toll-free Fax: 1-877-666-8560

Email: iisfreelance@ureach.com

*Serving the Deaf, Hard of Hearing and Hearing Communities
with the highest quality Interpreting & Educational Services*

BILLING INFORMATION AND AGREEMENT

Billing Information

Business name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Fax #: _____

E-mail address: _____

To the attention of: _____

Purchase Order # (if required): _____

Agreement

- A notice of no less than 48 business hours is required to cancel interpreting services once verification has been made. Cancellation must be made by phone or e-mail to iisfreelance@ureach.com. Fax cancellations cannot be accepted.
- Cancellation of services less than 48 business hours will be billed for the hours scheduled (two hour minimum.)
- Payment for services is due within 30 days of invoice billing date.
- A ten-dollar (\$10.00) or 1 ½% late fee (whichever is greater) will be assessed on all invoices not paid within 30 days of invoice date and each additional 30 days thereafter, until payment is received.

By signing below, you acknowledge that all information above is correct and accept the terms of the agreement outlined above.

Authorized by: _____

Authorized Signature: _____ Date: _____

Please do not print or type.

Please sign and fax or mail this form to IIS. An actual signature is required.

Thank you for allowing us to serve you.