

Freelance Contractor Agreement

This agreement is made on _____, between Sign Language USA, LLC (SLUSA, LLC) PO Box 1246, McLean, VA 22101, and _____, Social Security number/EIN _____, located at _____, an independent Freelance Sign Language Interpreter Contractor (contractor).

This agreement will be in effect until _____. Contractor will charge _____ per hour, _____ per hour for (RIGHT NOW). The contractor will additionally be paid a Mileage Rate of .555 cents per mile, up to a total of \$25 per job/per assignment. If two or more jobs are located within the same complex/client, there must be at least a 1 hour time separation between jobs, in order for the contractor to charge mileage for each of these jobs held in the same location with same client. All mileage rates will be actual mileage. Parking will be reimbursed if applicable.

Holiday Pay-Time & ½ will only be paid for the following Holidays: New Year's Eve beginning at 7pm, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve beginning at 7pm, and Christmas.

Each job/assignment will be paid at a minimum of 2 hours. Each job has a 24 hour cancellation policy from the point of initial cancellation via e-mail, phone message, or other media, and initiated from SLUSA's coordinator.

SLUSA, LLC, in compliance with standard norms, requires contractor at execution, and at exact one year increments, to receive a tuberculosis test, and to submit results to SLUSA, LLC for their file. In addition, SLUSA, LLC reserves the right to run, on each contractor, a national background check. Every contractor will abide by all HIPAA, State, and Federal regulations, in addition to any other legal requirement, in regards to this SLUSA, LLC agreement. Contractor will additionally abide by any rules which SLUSA deems necessary for the good of SLUSA, LLC.

CONFIDENTIALITY is required and expected for any job/assignment. The contractor acknowledges that SLUSA, LLC shall or may in reliance of this agreement provide contractor access to customers and other confidential data and good will. Contractor agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose same to any third party. Contractor agrees not to solicit and hereby agrees not to directly or indirectly compete with the business and its successors and assigns, by start-up of their own Company, without proper notification to SLUSA, LLC. Contractor retains the right to perform services for other clients, while maintaining SLUSA, LLC confidentiality.

The contractor will invoice SLUSA, LLC bi-monthly. Any invoice not submitted timely will be put into the next payment cycle. SLUSA, LLC has two payment cycles per month, and there are two billing periods. Period **one** begins at 12:00AM on the 1st of each month and ends 11:59PM on the 15th of each month (invoice accepted up until the 22nd of same month) payout on the last day of month. Period **two** begins at 12:00AM on the 16th of each month and ends at 11:59PM on the last day of each month (invoice accepted up until the 7th of the following month) payout on the 15th of the month. All invoices must be submitted on the supplied SLUSA excel pay-sheet, unless otherwise approved by the Billing Mgr.

SLUSA, LLC does NOT condone any contractor, in a medical environment, to engage in assisting nurses, technicians or any other medical staff or helping in their tasks. If a contractor engages in this, or any other gross misconduct, he/she will be held 100% responsible AND liable. This can and may result in the termination of this contract. Any losses will be the sole responsibility of liable contractor.

The contractor will perform in accordance with RID and SLUSA, LLC standards, and will dress professionally with appropriate footwear. No shorts, sweat pants, tennis shoes, jeans, t-shirts, torn clothing of any kind, including torn fringing is allowed to be worn.

Contractor will be responsible for paying his/her expenses including income taxes, automobile insurance, unemployment insurance, Social Security taxes, car maintenance, clothing, , etc.

It is the contractor's sole responsibility to keep SLUSA, LLC informed of any changes in address, phone number or personal changes, which have an impact on SLUSA, LLC's business performance.

Executed and agreed to this _____ day of _____ by _____, Contractor Signature

IMPORTANT NOTE: THIS CONTRACT WILL SUPERSEDE ANY PREVIOUS CONTRACT If any of this agreement is not understood, please get any needed explanations before signing. This is a contractual agreement on pricing rates, and an understanding of SLUSA, LLC's rules and regulations, and in no way guarantees work, or represents a right to work for Sign Language USA, LLC. This is not an employment contract. SLUSA, LLC reserves the right to allocate all jobs/assignments to each contractor, based upon its business needs and requirements.