

## Client Account Set-Up and Payment Agreement Sign and Fax to 909-388-1796.

**New World Language Services, Inc.** (NWLS, Inc.) requires an account agreement to be on file prior to providing language services. The purpose of this agreement is to establish an account which may be used in lieu of signing an **On-Site Interpreter Rate & Authorization Form** for each individual request. This agreement only needs to be completed once and remains in effect for all **Client's** subsequent language requests for an indefinite period of time.

Requests for all services may be made by telephone at **800-873-9865** or directly on our website request form at [www.OrderInterpreters.com](http://www.OrderInterpreters.com) or by email at [requests@200languages.com](mailto:requests@200languages.com). Telephone interpreter services utilize a special 24-hour per day 7-day per week toll-free hotline which is provided to the **Client** separately if a telephone account is requested.

The **Client** requesting the services is accepting ultimate responsibility for paying the invoice submitted by NWLS, Inc. for those services. **NWLS, Inc.**, out of courtesy may agree to initially bill an insurance company or other 3<sup>rd</sup> party for such services, but if the invoice is not paid in full within 30 days, the invoice will be regenerated and sent to the **Client**. The **Client** will pay every invoice within 30 calendar days of the date on the invoice. Payment of the **NWLS, Inc.** invoice is not contingent on **Client's** ability to collect reimbursement from any third party.

**Client** also agrees that payments not received within the time period specified will pay late fees to be increased at the maximum legal rate of interest and/or late fees including reimbursing **NWLS, Inc.** for all charges associated with the financial satisfaction of that invoice.

Since interpreter requests may be made verbally or electronically, the **Client** accepts the rates and conditions as set forth on our **On-Site Interpreter Rate & Authorization Form** which can be found on the website at [www.OrderInterpreters.com](http://www.OrderInterpreters.com). **Client** acknowledges having reviewed this form. If for any reason, at no fault of **NWLS, Inc.** or its representatives, the requested interpreter services are not used, Client never-the-less agrees to pay whatever minimum charges are incurred and as set forth in the aforementioned **On-Site Interpreter Rate & Authorization Form**.

Name of Client (Name of Law Firm, Organization, Individual or Company):

\_\_\_\_\_

Name of person authorized to set up this account: \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Client's Billing Address: \_\_\_\_\_

By signing below, you are acknowledging that you have the authority to legally enter into a contract on behalf of the Client.

Authorized signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_