

## INVOICE FOR SIGN LANGUAGE INTERPRETING

| Name:                       | Email:                         |
|-----------------------------|--------------------------------|
| Address:                    |                                |
| City, State, Zip:           |                                |
| BILL TO:                    | For: Educational Interpreting  |
| Pulaski Technical College   |                                |
| Attn: Business Office       | Date:                          |
| 3000 W. Scenic Drive        | Invoice Number:                |
| North Little Rock, AR 72118 | Contact Person: Rochelle Redus |
| Fax: 501-812-2296           | Phone: 501-812-2333            |

Email: accountspayable@pulaskitech.edu

| Date<br>mm/dd/yy | Day/of<br>Week | Hours | Rate         | Sub-total | Type of Interpreting*      | Student<br>Initials | s Location**  |
|------------------|----------------|-------|--------------|-----------|----------------------------|---------------------|---------------|
| iiiii/uu/yy      | WCCK           |       |              |           | interpreting               | Illitiais           |               |
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|                  | TOTALS         |       |              |           |                            |                     |               |
| *Type            | C= In Class    | 1     | D=DS         | S Office  | T= Tutoring                | M=Mee               | ting          |
| **Locations      | NLR=           | LRW=  | LRS=         |           |                            |                     | ERO= Aerospac |
| Lucations        |                |       |              |           |                            |                     |               |
|                  | Main Campus    | Kanis | Camp         | ous       | & Industry Aviation Center |                     |               |

| Na  | me:   |   |  |  |  |  |
|-----|---|---|--|--|--|--|
| Da  | te:   |   |  |  |  |  |
| Inv | voice Number:   |   |  |  |  |  |
| 1.  | Please make all checks payable to   | mailed to the address above.                        |  |  |  |  |
|     | Pay is based on the pay scale listed in the PTC Into  |   |  |  |  |  |
| 3.  | Interpreters will not invoice for classes cancelled weather or issues out of PTC's control (i.e. power                                |   |  |  |  |  |
| 4.  | Provisions for a cancellation/no-show policy will be regulated prior to confirmation of the interpreting assignment (24-hour notice). |   |  |  |  |  |
| 5.  | All invoices must be submitted by 4:00 p.m. on  | the 15 <sup>th</sup> and the last day of the month. |  |  |  |  |
| 6.  | It is Pulaski Technical College standard procedure  | to pay contracted invoices within 30 days.          |  |  |  |  |
| Int | terpreter Signature:  | Date:   |  |  |  |  |
| Var | wified by   | Data  |  |  |  |  |