



UNIVERSITY TRANSLATORS SERVICES, LLC

aka AA Translations

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DATE: July 1, 2026

TO: Regina Bialecki

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FROM: Shannon Hopp

Job #45593

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ACKNOWLEDGEMENT OF SCHEDULED INTERPRETING SERVICES

Description of Services. University Translators will provide the following service(s):

Spanish interpreter, Ms. Shalonda Heisley, will interpret at an Early Intervention home visit for Yeni Calderon Reyes, parent of student, Dilan Flores, on Monday, July 13, 2026 at 4:00 p.m. at the family's home, 1895 Stafford Ct., Milford, MI 48381.

1. Fee for Services.

Oral Interpretation:

• \$ 130.00 per hour

• Interpreting with in-state interpreters is subject to a two (2) hour minimum per day. Billable interpreting time that exceeds the two (2) hour minimum shall be measured in fifteen (15) minute increments. Interpreter's time is "captive time," where "captive time" means that the client is responsible for compensation for each interpreter's reserved time, subject to the minimum charge, regardless of whether s/he is actively interpreting during the on-site hours.

2. Additional expenses include round trip travel time as well as round trip mileage. The hourly fee for round trip travel time is **\$65.00 per hour**. Round trip mileage will be charged at the current IRS Business Mileage Rate. The mileage charge covers auto expenses including (e.g. gasoline, insurance, maintenance, depreciation).

3. **Cancellation of Interpreting by Client:** Cancellations must be emailed to our Interpreting Department at "REQUEST@UNIVTRANS.COM". We will email you a confirmation of receipt once we receive your email. There will be no charge if cancellation occurs more than one business day prior to the scheduled assignment. Cancellation requested one (1) business day prior to assignment or same day as assignment are subject to 100% cancellation fee, which is equivalent to the minimum charge.