

Speech 2 Screen

Electronic Notetaker

Communication Support at
Meetings Conferences Lectures

AGREEMENT

Thank you for your request for communication support. Your booking can be accepted as soon as the written agreement has been received.

Purchaser details:	<input type="text"/>	
Contact:	<input type="text"/>	Date: <input type="text"/>
Company Name:	<input type="text"/>	Tel: <input type="text"/>
Invoice Address:	<input type="text"/>	
	<input type="text"/>	
Mobile texts:	<input type="text"/>	
Email:	<input type="text"/>	
Assignment information		
Venue location with postcode: (Parking and access information if appropriate)		
<input type="text"/>		
<input type="text"/>		
Event Ref no:	Client/user name, email, mobile number:	
<input type="text"/>	<input type="text"/>	
Date, start/end time of event: <input type="text"/>		
Assignment description: <input type="text"/>		
<input type="text"/>		
Electronic Notetaking for: <input type="text"/>		
Cancellation: I understand that if I cancel the assignment within 14 days of assignment date then HALF CHARGE will be invoiced for payment. If I cancel the assignment within 7 days of assignment date then FULL CHARGE will be invoiced for payment. In the event of overrun, I agree to pay any extra charges incurred. I confirm the above details to be correct. I am authorised to agree payment within 30 days of receipt of invoice.		
Terms and conditions: I confirm I have read and understand the Agreement and terms and conditions outlined overleaf.		
Signed: Name:	Position:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Meriel Michaelides
102 Shurland Avenue, Barnet, Herts. EN4 8DD
Tel: 0780 305 2020
Email: text4u@solechance.plus.com

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Meriel Michaelides has communication support qualifications and experience in:

- 1 Electronic notetaking: CACDP level 2
- 2 Manual notetaking: LOCN level 3
- 3 Deaf Awareness
- 4 Deaf/blind support work: CACDP level 2
- 5 Fingerspelling
- 6 Keyboard interpreting for deaf/blind hardware
- 7 Teaching notetaking skills

TERMS AND CONDITIONS

Work location:	Anywhere, any place, any time considered
Work area:	Access to sockets for laptop plug; Secretarial chair – height adjustable Or table/chairs by agreement Linking to projector/screen - employer responsibility
Rate of pay:	£negotiable Evening/weekend work by arrangement
Equipment:	Provided at no charge
Other charges:	Travel: a) parking/tube/train/taxi etc charges b) 40p/mile by car c) Travel time over 1.5hrs each way: £20/hr or by agreement Access and set-up: Sometimes allow 15-30 minutes after arrival at the venue to gain access to the event and set up the equipment
Cancellation:	Employer cancellation: see Agreement sheet. If I am required to cancel an assignment I will endeavour to find a suitably qualified replacement and/or inform any agency if involved, at the earliest opportunity. The client will be also be advised as soon as possible.
Other conditions:	Transcripts are normally sent by email or unedited transcripts saved to client's USB storage.
Payment:	Invoices will be forwarded within 7 days of the assignment date. Payment is expected within 30 days of invoice date. Late payments: Interest will be charged on a daily basis from the date payment is due until the date payment is received. The basis of interest will be 8% above the Bank of England base rate from time to time in force (Late Payment of Commercial Debts [Interest] Act 1998. Non payment of invoices will be pursued via the courts if necessary. And/or future assignments may be cancelled.

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