

STANDARD TERMS OF ENGAGEMENT FOR INTERPRETERS

This letter is confirmation of the terms of your agreement with FTS for services as an interpreter. These terms will apply until further notice. By accepting a booking, you agree to be bound by these terms and conditions. Please read them carefully. Please contact us if you have any further queries.

BREACH

Any breach of these terms or conditions may result in the immediate cancellation of the booking and/or our barring you from working for F&T

MOBILE PHONES and SIMILAR DEVICES

You are required to switch off your mobile phone(s), pager(s), and similar devices (including but not limited to communication and/or entertainment systems of all kinds) while you are in the booking location, except in times where the use of such devices is expressly permitted.

AVAILABILITY

When you accept a booking, you agree to keep the whole of its estimated duration (as specified by us when the booking is made) free from any other work or other commitments.

QUALITY ASSURANCE

We may observe your provision of interpreting services to us, to assure the requisite quality and standards of service, in the following circumstances:

- (a) at each of the first few bookings you undertake for us, and at intervals or on occasions chosen by us thereafter; and/or
- (b) where a complaint has been received with regard to your performance.

Where such observations are carried out, we will on written request provide you with details of the outcome.

PUNCTUALITY

You must recognise that time is of the essence, and arrive for the booking by the start-time set for the booking, and remain present throughout its specific duration, subject to force majeure.

On arrival at and departure from the booking, you must inform the relevant staff of your attendance.

When the interpreting services required by the client appear to have been completed, or if you withdraw from the booking for any reason you must advise the client presiding over the booking accordingly, who will inform you as to whether you are;

- (a) required to remain at the location for a further period
or
- (b) can be released for the remainder of that day and should consequently depart

If you are going to be late for, or depart early from, a booking, we may at our sole discretion accordingly adjust or withhold the associated payments that would otherwise have been due to you. We respect. In the event of any lateness you start time of your booking.

If you do not inform us of your lateness we adjust or withhold any payments due to you

4 Cambridge Court
210 Shepherds Bush Rd
London W6 7NJ UK
Tel: (+44) 02033719860
Mob: (+44) 07930322863
E-mail: info@ftslondon.co.uk

CHANGE OF ADDRESS

You must notify in writing us if you change your Address.

REFERENCES

References will be provided to all those with 25 assignments and above.

I accept all the FTS terms and conditions.

Name:



F&T Services Ltd