



Scheduling & Pricing Guide for Jobs with Less Than 2 Business Days* Notice

Does not include after business hours calls

Day You Call to Make Your Request	Day of Interpreting Services									
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT. / SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
MONDAY Request Placed on Monday For: MONDAY, TUESDAY or WEDNESDAY	Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	NO ADDITIONAL FEES				
TUESDAY Request Placed on Tuesday For: TUESDAY, WEDNESDAY or THURSDAY		Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	NO ADDITIONAL FEES			
WEDNESDAY Request Placed on Wednesday For: WEDNESDAY, THURSDAY or FRIDAY			Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	NO ADDITIONAL FEES		
THURSDAY Request Placed on Thursday For: THURSDAY, FRIDAY, SATURDAY, SUNDAY or MONDAY				Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	
FRIDAY Request Placed on Friday For: FRIDAY, SATURDAY, SUNDAY, MONDAY or TUESDAY					Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES

PLEASE NOTE THE FOLLOWING:

- All Fees are Per Interpreter
- CAIRS is closed on major holidays and you must consider those days as **non business days** when scheduling an assignment -- holidays do not count as a 'business day'. A listing of holidays on which CAIRS is closed is included in a separate attachment.
- Next day assignment requests received after 4:30 PM will not be processed until the next business day
- CAIRS defines a 'Business Day' as 9 AM to 5 PM, Monday through Friday. **In order to avoid additional fees your request must be received more than 2 full 'business days' prior to the date of interpreting service (HOLIDAYS DO NOT COUNT AS BUSINESS DAYS).** Fees are based on the amount of advance notice in terms of 'business days' not hours, (i.e. 48 hours is not the same as 2 'business days')
- **Holiday Rates Apply for the Following Days:** New Year's Day, Memorial Day, July 4th, Thanksgiving Day, Labor Day, and Christmas Day
- **CAIRS Office is Closed on the Following Days:** New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day **PLEASE NOTE:** In the event that a holiday falls on a Saturday, the office will be closed on the preceding Friday. In the event that a holiday falls on a Sunday, the office will be closed on the following Monday.