

# Interpreter Invoice - Example



Joe Smith  
 1234 A Ave, City, State, Zip 00000  
 (123) 456-7891  
 joesmith@somecompany.com

Invoice #: 100  
 Vendor #: 123  
 Language: some language

Invoice Date: 1/1/2016  
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TO: Language Access Coordinator  
 Ada County Trial Court Administration  
 200 W Front St., Boise, Idaho 83702  
 (208) 287-7500

Department needing services:  
Courts

Invoice Approved By:  
 Date:

DATE OF SERVICE	DESCRIPTION (Provide case name or #)	# OF HOURS (A)	HOURLY RATE	TRAVEL FROM (PROVIDE ADDRESS)	TRAVEL TO (PROVIDE ADDRESS)	TOTAL # OF MILES TRAVELED (B)
12/1	Interpretation for: Judge X, on John Doe FE 2015-12345 and Jane Doe FE 2014-12345	1	\$25.00	Some address, to court/program address	From court/program address to some address	12
12/5	Interpretation for: John Doe FE 2015-12345 at Ada County Jail	1.25	\$25.00	Some address, to court/program address	From court/program address to some address	12
			\$			
			\$			
			\$			
			\$			
		(A)Total # of hours: 2.25	Hourly Rate: \$ 25.00/ hour		<b>TOTAL HOURS BILLED:</b>	<b>\$ 56.25</b>
		(B)Total # of miles: 24	Mileage Rate: \$ 0.555 / mile		<b>TOTAL MILEAGE BILLED:</b>	<b>\$ 13.32</b>
					<b>INVOICE TOTAL:</b>	<b>\$ 69.57</b>

- Notes:**
- To avoid delays in payment, provide all information requested.
  - If interpreting for more than one individual during the same booking period, provide all case names and/or numbers under same assignment.
  - Unless otherwise specified, the minimum hourly charge is of one (1) hour, regardless of the number of cases covered during the hour. If total time is over one (1) hour, round up to closest 15 minute increment (e.g., .25 = 15 minutes; 0.5 = 30 minutes; .75 = 45 minutes; 2.0 = 2 hours).
  - Processing time may take up to 30 days.
  - Example of departments requesting services include: Public Defender, Prosecutor, Courts, Juvenile Probation, Adult Probation.