OUR SERVICES

FOR INTERPRETERS:

1. INVOICES

* RECEIVE DAILY INFORMATION AND CREATE THE INVOICE
* USE ALL THE FORMAT THAT THE CLIENT PREFER
* DELIVER OF INVOICES: EMAIL/REGULAR MAIL/FAX
* WEEKLY/BI MONTHLY REPORT OF INVOICING WITH INVOICES’ COPIES

1. COLLECTION

* REVIEWING OF THE ACCOUNT.
* PREPARE AN ACTION PLAN.
* PURSUE PAYMENT BY PHONE, EMAIL, FAX, AND REGULAR MAIL.
* FILING LIENS.
* FILING DECLARATION OF READINESS.

1. CALENDARS:

* UPLODING AND DOWNLODING YOU AVAILABILITY IN OUR CALENDARS WITH YOUR OWN ID AND PASSWORD. YOU WILL HAVE TOTAL ACCESS TO YOUR INFO.
* UPLODING AND DOWNLODING YOUR **EMERGENCY** AVAILABILITY IN OUR **EMERGENCY CALENDAR**. THE AGENCIES CAN FILL OUT YOUR “HOLES” WHEN YOU GET LATE CANCELLATIONS OR NO SHOW.

FOR AGENCIES:

1. COLLECTION

* REVIEWING OF THE ACCOUNT.
* PREPARE AN ACTION PLAN.
* PURSUE PAYMENT BY PHONE, EMAIL, FAX, AND REGULAR MAIL.
* FILING LIENS.
* FILING DECLARATION OF READINESS.

1. CALENDARS:

* MAKE EASY THE RESEARCH FOR INTERPRETERS’ AVAILABILITY, PER DAY, PER AREA, PER TYPE OF ASSIGNMENT.
* **EMERGENCY CALENDAR.**  FINISH STOPING ALL THE AGENCY’S WORK BECAUSE AN EMERGENCY HAS ARRIVED. AGENCIES WILL HAVE FREE ACCESS TO OUR **EMERGENCY CALENDAR** UPDATED EVERY MINUTE BY THE INTERPRETERS. THE FIRST MOVEMENT WHEN AN EMERGENCY APPEARS WILL BE OPEN OUR **EMERGENCY CALENDAR** AND THE AGENCY WILL FIND WHICH INTERPRETERS ARE AVAILABLE IN THE NEXT 24 HOURS, IN WHICH AREA, AND WHAT KIND OF CERTIFICATE THEY HOLD.