

Becoming an Independent Contractor

Professional Guidance for
Speech-to-Text Services Providers

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Associates, Inc.

TYPES OF BUSINESS STRUCTURES

- ◉ Sole Proprietorships – the most common type of business structure for independent contractors.
- ◉ S-Corporations (S-Corps) – domestic (U.S.) corporations that have fewer than 75 shareholders. Business owner is often an “employee” of the corporation. Files a separate corporate tax return.
- ◉ Limited Liability Companies (LLCs) – business structure allowed by state statute. Files a separate tax return.

TYPES OF WORK RELATIONSHIPS

- Independent Contractor - The general rule is that an individual is an independent contractor if you, the person for whom the services are performed, have the ***right to control or direct only the result of the work and not the means and methods of accomplishing the result.***
- Employee – a person is an employee if his or her **employer controls** what will be done and how it will be done, as well as the details of the work.

INDEPENDENT CONTRACTOR CERTIFICATION

- ◉ Your Terms of Services Agreement (TOSA) should include some sort of Independent Contractor Certification statement.
- ◉ Many post-secondary institutions will have such a clause in contracts they use with their contractors.
- ◉ Example:

INDEPENDENT CONTRACTOR CERTIFICATION:

NorthWest American Sign Language Associates, Inc. is an S-Corporation and Tammera J. Richards, CI & CT; SC:L, NAD IV is an independent contractor and meets the following criteria for independent contractor status as defined by the IRS:

- ☑ ONLY works pursuant to written contracts.
- ☑ Works in more than three locations in a calendar year.
- ☑ Has a telephone and/or office listing that is separate from one's residence.
- ☑ Purchases advertising or business cards promoting one's business.

UNDERSTANDING CONTRACTING

- ◉ Costs of doing business
- ◉ Independent contractor rates of pay vs. staff transcriber rates of pay
- ◉ Entity proposed contract vs. IC proposed contract
- ◉ Non-competition agreements
- ◉ NDAs – non-disclosure agreements

WHAT DO I NEED TO BE AN IC?

- ◉ Complete the requisite training (TypeWell, CART, etc.)
- ◉ Understand and internalize your organization's Code of Ethics or Professional Conduct
- ◉ Purchase required software and licenses needed to provide STS services (e.g., TypeWell Reader and Transcriber software.
- ◉ Determine scope of services to be provided and purchase appropriate software: TypeWell Premium for remote transcription, or TypeWell v.5 for in-person work.

REQUIRED EQUIPMENT NEEDED

- ◉ Transcriber and Reader Laptops
- ◉ Wireless cards
- ◉ Extension cords/power strips
- ◉ High speed Internet Service
- ◉ Skype account
- ◉ Headphones
- ◉ Microphone
- ◉ Roller bag and steno stand
- ◉ Accounting program for business management
- ◉ Other applicable hardware/software for other types of STS provision

WHY DO I NEED A WRITTEN CONTRACT?

- So both contracting entity and contractor have a **clear** understanding of the terms of service provision and all expectations.
- Protection of the service provider
- Protection of the service requester
- Legal, written documentation of the agreement for services and all expectations of both parties.

THE TERMS OF SERVICES AGREEMENT (TOSA)

The TOSA should include:

- ⦿ Statement of work
- ⦿ Terms of Services provision
 - ✓ Rate of pay/differentials
 - ✓ Cancellation policy
 - ✓ Transmission of Transcripts
 - ✓ Editing
 - ✓ Quality control issues
 - ✓ Prep time

THE TERMS OF SERVICES AGREEMENT (TOSA)

- Terms of Services Provision (cont.)
 - ✓ Materials
 - ✓ Ownership of work product
 - ✓ Travel time and/or mileage reimbursement
 - ✓ Teaming requirements
 - ✓ Remote transcription service provision
 - ✓ Payment terms and late fees

THE TERMS OF SERVICES AGREEMENT (TOSA)

- ◉ Independent Contractor Certification statement
- ◉ Disclaimer about TypeWell services:
e.g. “TypeWell transcription is a meaning-for-meaning transcript and is NOT a verbatim transcript of what is heard.”

INVOICING FOR SERVICES

○ Components of an invoice

NorthWest American Sign
Language Associates, Inc.
52035 SE Icenogle Loop
Scappoose, OR 97056
(503) 267-4861



Invoice

DATE	INVOICE #
05/06/2009	2730

BILL TO
Portland Community College
Attn: Sharon Allen, SYL OSD
P.O. Box 19000
Portland, Oregon 97219



TERMS	EIN: 93-1235367
On Receipt	

ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
Interp. OR:Tra...	Tammera J. Richards, BS, CI & CT; SC:L; NAD IV provided TypeWell Transcription Services to Client A on 5/29/09 from 10 AM-12 PM for XYZ Class on Sylvania PCC Campus.	2	50.00	Freelance	100.00

Customer Message



Total 100.00

INVOICE SPECIFICATIONS

- Should be on an 8 ½" x 11" paper
- All required information should be included on the invoice
- Ask for the name of your Accounts Payable representative, or assigned vendor I.D. number to facilitate tracking and collections.

BILLING STRATEGIES

- A TOSA should be signed before each new client/STS provider relationship begins.
- Copy your TOSA onto the back of each invoice which indicates what terms were negotiated prior to service provision, billing, and payment.
- NEVER work without a written contract unless you are willing to work for free.
- Remember: Payment = precedent

COLLECTIONS

- 2nd notice
- 3rd notice + late fee
- Demand for payment letter (can be found online or by purchasing software such as Quicken Business Lawyer)
- Small Claims Court

Oregon:

<http://www.osbar.org/public/pamphlets/smallclaims.html>

Washington:

http://www.courts.wa.gov/newsinfo/resources/?aItMenu=smal&fa=newsinfo_jury.scc

California:

<http://www.courtinfo.ca.gov/selfhelp/smallclaims/scbasics.htm>

MARKETING YOUR SERVICES

- Professional promotions packet
 - Current Resume
 - Business Card
 - Website/Pamphlet
- Respond to RFPs (Request for Proposals) or RFQQs (Request for Quote and Qualifications)
- Keep work samples available for review (both edited and unedited)

MARKETING YOUR SERVICES

- Letters of Reference/Recommendation
- Professional Portfolio
 - Work samples
 - Resumes
 - Certifications (if applicable)
 - Liability Insurance Certificates
 - Continuing Education Certificates
- Introductory Packet Direct Mail and/or e-mail

Questions & Answers

RESOURCES FOR STS PROVIDERS

TypeWell

<http://www.typewell.com>

Speech-to-Text Services Network

<http://www.stsn.org>

Communication Access Information Center

(Communication Access Realtime Translation - CART)

<http://www.cartinfo.org/>

National Court Reporting Foundation

<http://www.ncraonline.org/>

C-Print

<http://www.ntid.rit.edu/cprint/>

THANK YOU!

Tammera J. Richards,
BS, CI & CT; SC:L; NAD IV
Certified Sign Language Interpreter
TypeWell Transcriber

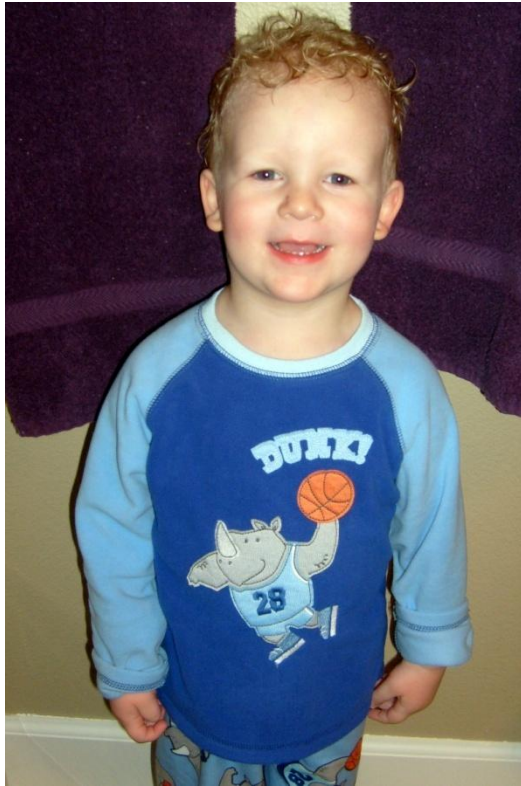
<http://www.nwasla.com>

(503) 267-4861



“Establishing a Freelance Interpretation
Business: Professional Guidance for Sign
Language Interpreters” 3rd Edition

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