



EveryStep Interpretation, an interpretation services program of EveryStep, offers quality and dependable interpretation and translation services to Central Iowa. EveryStep Interpretation interpreters are experienced, dependable and compassionate, possessing extensive knowledge in the education, health and human services industries.

Benefits to choosing EveryStep Interpretation:

- All our interpreters must pass a language proficiency test in English and their native tongue prior to being offered a position in our organization.
- Prior to employment, it is required that they pass a TB test, urine analysis, drug screening, and a complete physical. Also for those interpreters who do clinical visits, we have them vaccinated with the MMR vaccine.
- All our staff is trained as Mandatory Reporter of Child and Adult Abuse
- All our interpreters are offered continuous training in Interpretation in the healthcare and human service field, as well as professional development training.

We offer quality interpretation services at competitive rates.

Face-to-face Interpretation:

- We offer a flat fee rate of our interpretation services.
- Anything over one hour is charged in quarter hours as a percentage of the hourly rate.
- We do not charge mileage in Polk County; any travel outside of Polk County will be charged \$0.50/mile.

Document Translation:

Bids are available on a per-project basis.

We have a minimum of 15 linguists available to translate, edit, and proofread flawless translations. Document translation includes all forms of textual or graphic translations with the exceptions of emails. Because document translation is a multi-step process and utilizes online management tools, please allow appropriate time to deliver.



New Client Request Form

Name of Company: _____

Vendor information: _____

Contact person information and Title: _____

Estimated start time of activity: _____

Main Office Address: _____

Is this for Interpretation or translation services? Yes___ No ___

Estimated amount of business in the next 12 months ____

Did you look at existing vendors? Yes___ No ___

Reason for preference over existing vendors _____

Comments _____

Please send us via fax (515-288-0437) or email (interpretation@everystep.org) the below request form. You will receive a call or an email within 8 working hours from receipt of form. If you have questions, please do not hesitate to call us at 515-557-9008.