



## TERMS OF PAYMENT AGREEMENT

The following Terms of Payment are agreed between:

**THE TRANSCRIPTION AGENCY LLP** ("TTA"), a VIQ Solutions company, located at **24-28 High Street, Hythe, Kent, CT21 5AT, UK**

AND: \_\_\_\_\_ (the "Editor")  
**[YOUR NAME]**

located at \_\_\_\_\_  
**[YOUR FULL ADDRESS, INCLUDING POST CODE]**

The Editor shall, for House of Parliament editing services provided to TTA, receive remuneration to the following Terms of Payment:

- **£1.20 per full minute** of recording where submitted transcripts require a full check by the Quality Control team (Level 1)
- **£1.26 per full minute** of recording where submitted transcripts require an enhanced check by the Quality Control team (Level 2)
- **£1.37 per full minute** of recording where submitted transcripts require a procedural check by the Quality Control team (Level 3)
- **£15 flat rate** for reading of all documents, such as the brief, required to be studied before each committee commences.

Editors are required to complete a minimum of 4 consecutive transcripts to the required standard before a review is conducted regarding increasing remuneration from Level 1 to Level 2.

Editors receiving the Level 2 rate are required to complete a minimum of 6 consecutive transcripts to the required standard before a review is conducted regarding remuneration increasing from the Level 2 rate to the Level 3 rate. Editors receiving the Level 2 rate are expected to provide transcripts to the required standard. Any submissions of transcripts below the required quality will result in the Editor being reassigned to Level 1 on that transcript.

Editors receiving the Level 3 rate are expected to consistently provide transcripts to the highest standard. Any submissions of transcripts below the required quality will result in the Editor being reassigned to the Level 1 or Level 2 rate, as applicable, until such a time that a minimum of three further consecutive transcripts have been submitted to the required standard. Should a Level 3 transcript include any errors resulting in a clear Category 1 or 2 error (for which TTA will be fined by Hansard), a deduction will be applied to the Editor's invoice at a rate of 1 x Level 3 rate per error. For example, one occurrence of mis-identifying a speaker would incur a deduction of £1.37, two occurrences of mis-identifying a speaker would incur a deduction of £2.74.

The Editor will alert TTA to any apparent differences in any allocated recording duration, committee name and the information noted on the allocation email, plus any missing documentation, prior to undertaking each individual assignment.

The Editor will alert TTA to any differences in any allocated recording type and periods of non-transcription via email as soon as the Editor becomes aware. Any differences to recordings that the Editor has not advised TTA of may not receive full remuneration.

The Editor will be responsible for their own payment of Income Tax and National Insurance contributions.

### 1. Payment

- The Editor will invoice TTA only on the invoice template provided by TTA.
- The Editor will submit a monthly invoice to TTA by the 1<sup>st</sup> of the following month and receive remuneration by the 20<sup>th</sup> of that month. For example:

Work Carried Out In:	Editor to submit invoice to TTA by:	TTA to provide payment by:
January	1st February	20 <sup>th</sup> February

- If the Editor does not meet the schedule for submitting invoices, the invoice may not be paid until the next payment schedule, i.e., the following month.
- The method of payment by TTA to the Editor shall be by:
  - BACS payment to the advised UK based bank account.
  - (For authorised Editors only) PayPal payment to the advised PayPal Address. The Editor will be responsible for any applicable PayPal fees and these will be deducted from the Editor's invoice by TTA as necessary.
- The Editor must adhere to confidentiality and data protection agreements to be eligible for payment.
- Fee schedules are reviewed and updated from time to time. Editors will be provided a month's notice of any fee adjustments.

I hereby acknowledge, by my signature below, that I understand and will comply with all terms and requirements outlined in this Terms of Payment document.

\_\_\_\_\_  
[Signature of Editor]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
[Email address]