

TERMS OF PAYMENT AGREEMENT - VIQ SOLUTIONS (UK)

The following Terms of Payment are agreed between:

VIQ Solutions (UK) Limited located at **24-28 High Street, Hythe, Kent, CT21 5AT, UK**

AND: _____ (the "IC") located at _____
[YOUR NAME] [YOUR FULL ADDRESS, INCL POST CODE]

1. Rates of Pay

The Transcriber/Editor (the "IC") shall, for transcription/editing services provided to VIQ Solutions (UK), receive remuneration to the following Terms of Payment, unless otherwise specified, ahead of IC assignment acceptance, due to contractual/project requirements:

Standard files (or all files where training is being undertaken):

- **£0.80p per full minute** of recording which are primarily 1-3 voices (depth interviews and paired depth interviews)
- **£1.04 per full minute** of recording which are primarily 4 or more voices (group discussions)

Legal files:

- **£0.90p per full minute** of legal recording which are primarily 1-3 voices (depth interviews and paired depth interviews)
- **£0.98p per full minute** of legal recording which are primarily 4 or more voices (group discussions)

Specified clients:

- £0.84p per full minute of Client A recording
- £0.84p per full minute of Client B recording

2. Bonuses

In addition to the above rates of pay, there is a discretionary bonus system which aligns to the IC's average monthly Quality Control (QC) scores and expected quality standards. The higher the quality of each submitted transcript, the less VIQ Solutions (UK) QC time is involved and the higher the bonus that can be applied. The following discretionary bonuses are available providing a) you are not in training, b) the average score for category 1 and 2 errors is 0 and ≤2 category 3 errors, and c) work is completed to deadline:

Average monthly category errors (1,2,3)	0.0. ≤2	0.0.1	0.0.0
Bonus applied to per minute work	10%	20%	30%

Bonuses are to be added to an IC's pay advice by VIQ Solutions (UK) only.

It is the responsibility of the IC to submit transcripts to expected quality standards. Should an IC's performance fall below the expected standard, the IC understands that they will be offered the opportunity to rework the transcript where time permits. Should the client deadline not allow for this, or if the IC is not available to rework the transcript, or if VIQ Solutions (UK) feels that a rework by the same IC would not be beneficial, any time spent reworking part of or a whole transcript by VIQ Solutions (UK) or another IC will be deducted from the IC's invoice at a rate of £16 per hour of time taken.

The IC will alert VIQ Solutions (UK) to any apparent differences in any allocated recording duration, and/or issues with the audio prior to undertaking the allocation. Any differences that the IC has not advised VIQ Solutions (UK) and where VIQ Solutions (UK) has not been able to seek any required client approval may not receive full remuneration for the difference.

The IC will alert VIQ Solutions (UK) to any differences in any allocated recording type (interview, paired interview, focus group etc) prior to undertaking the assignment, or immediately upon it becoming apparent during assignment completion.

The IC will alert VIQ Solutions (UK) to any period of non-transcription in the "Comments" tab within NetScribe (or via email if an assignment is outside of NetScribe) and amend their invoice as necessary.

3. Payment

- (a) The IC will invoice VIQ Solutions (UK) only on the invoice template provided by VIQ Solutions (UK).
- (b) The IC will submit a monthly invoice to VIQ Solutions (UK) by the 1st of the following month and receive remuneration by the 20th of that month. For example:

Work Completed In:	IC submits invoice to VIQ Solutions (UK) by:	VIQ Solutions (UK) provides payment by:
January	1 February	20 February

- (c) If the IC does not meet the schedule for submitting invoices, the invoice may not be paid until the next payment schedule, i.e. the following month.
- (d) The method of payment by VIQ Solutions (UK) to the IC shall be by:
 - (i) BACS payment to the advised UK based bank account.
 - (ii) (For authorised ICs only) PayPal payment to the advised PayPal Address. The IC will be responsible for any applicable PayPal fees and these will be deducted from the IC's invoice by VIQ Solutions (UK) as necessary.
- (e) The IC must adhere to confidentiality and data protection agreements to be eligible for payment.
- (f) The IC will be responsible for their own payment of Income Tax and National Insurance contributions.

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 IC]

[Date]

[Print Name]

[Email address]