

Requesting Party: Address: Phone: Fax: Date of Request:	
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Keep in mind, your facility is familiar to you and your firm but not to a non-employee or guest. Please be specific as to where you need our interpreters to be reporting to you. This is to better serve you & your entire firm.

Professional Linguistics, Inc. <a href="http://www.prolinguistics.com">www.prolinguistics.com</a>	W: 770-973-0377 F: 678-815-1156 After Hour: 404-786-2765 <a href="mailto:Translate@prolinguistics.com">Translate@prolinguistics.com</a>
Reporting Date: Reporting Time:	
Reporting Location: SUITE/Room/ Courtroom: Judge name:	
Point of PHONE Contact:	
TYPE of event Style of Case: File/docket/Case #: Charges: D/A, SOLISITOR/Attorney's:	
Defendants Name: Language Requested: <b>Male / Female Non English Speaker:</b>	
<a href="#">Special instruction?</a>	
Mail invoice/Bill to: Payee Contact Address: (DIRECT) line Phone: Fax: Attn: Email:	

**STANDARD Interpretation / translation request form**

All charges set forth for the above request shall be considered earned for interpretation/translation service. Cancel within "One Working Day" fees apply. By Signing and or accepting our first service to you and or to your entire firm, it implies your consent of status quo agreement set forward herein with "All" The Standard Terms and Conditions for all future services to you and or your entire firm.

Once our office confirms your request, it will not be necessary for your office to confirm or follow up again with Professional Linguistics (if) the interpreter has been assigned or secured.

Once the Interpreter is to report to a specific location as indicated from request and in the event the interpreter becomes (absent) due to being utilized within related parties involvement of case, client is to contact all involved parties or have interpreter paged within your facility prior to contacting Prolinguistics.

Do not use Professional Linguistics' interpreters for transporting, catering or leaving Linguist alone to explain anything with the Non English Speaker (s) without a staff member nearby.

The Interpreter is a Contract Employee of Professional Linguistics, Inc. and may not accept independent assignments from the client without written approval from our office. A conversion fee will be charged if you decide to hire our Interpreter for any position. No exception, client may not discuss rates or administrative matters with Professional Linguistics' Interpreters.