



# INTERPRETER REQUEST CONFIRMATION

**(Net 30 account)**

<b>Requesting Parties Name:</b> <b>Email address:</b> <b>Phone &amp; Extension:</b> <b>Students Initials:</b> <b>(Today's Date) – Date of request:</b>		
<b>Bill to:</b>		
<b>NET 30 account</b> <b>Submit Interpreter request to:</b>	Professional Linguistics, Inc. <a href="http://www.prolinguistics.com">www.prolinguistics.com</a> <a href="mailto:translate@prolinguistics.com">translate@prolinguistics.com</a>	<b>678-815-1156 F</b>  <b>770-973-0377 W</b>
<b>Service Reporting Date:</b> <b>Service Reporting Time:</b> <b>Estimate hours of service:</b>		
<b>Service Reporting Location:</b> <b>Building #, Room #, Cottage #</b>		
<b>Phone # for direction:</b> <b>Special Instructions?</b>		
<b>Language Requested:</b>		
<b>Type of event:</b>		

**Keep in mind, your facility is familiar to you and your firm but not to a non-employee or guest. Please be specific to where you need our interpreters to be reporting to. This is to better serve you.**

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 leave Professional Linguistics' interpreters alone with the Non-English Speaker without a staff member nearby.

ProLing' interpreters may not attend extended interpretation service without a written request to our office from your office.

**Important – If you are requesting ASAP? /same day or next day service please call prior to sending this request**

**After hours & weekend's service? - Call 678-429-4483 or 770-377-3219 -Only after hours & weekends please.**

**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.**

3535 Roswell Road Suite 40 - Marietta, GA 30062,

Office 770.973.0377 Fax: 678-815-1156, [translate@prolinguistics.com](mailto:translate@prolinguistics.com), [www.prolinguistics.com](http://www.prolinguistics.com)

This standard contract verbiage, format, outline policy & pricing is expressed copyright of Professional Linguistics, Inc. and is not to be used by any other person. It is prohibited to copy or revise or alter to a similar format and/or entity to negotiate or compete with the special terms and/or discounts provided herein.