



To: Professional Linguistics
Tel: 770-973-0377 Fax: 678-815-1156
Email: translate@prolinguistics.com
www.prolinguistics.com

(Net 30) LINGUIST SERVICE Request form

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.

Form with fields: Interpreter: Professional Linguistics, translate@prolinguistics.com, www.prolinguistics.com; W- 770-973-0377, Fax 678-815-1156; Service Date, Service time; (ADDRESS) Location, Suite, Room/Courtroom; To find location, PHONE contact; Name of Non-English Speaker, Language/dialect, Male / Female Non English Speaker; Type of Event; Estimated length (hrs.) of service; File/Doc/Case/Claim/Patient No.:

SPECIAL INSTRUCTIONS?

Form with fields: Billing Info: Requesting Party, Phone; Billing firm Name, Attention to, Email, Street Address, Suite #, City & State

ACCOUNT (NET 30) 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 issuing this request 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.

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.