

Interpreter Request Form

If you have any enquiries please call (08) 9441 2677.
Please return completed form via email intake@accessplus.org.au

Booking Details

Booking requested by:	Number of Auslan Interpreters Needed:
Is a Deaf Interpreter required (Y/N): <i>A Deaf Interpreter may be required to work in tandem with an Auslan interpreter if the Deaf client has special language needs which requires a highly visual form of signs and gestures different to that of the Auslan language</i>	
Date of Appointment:	Would VRI (Skype) be suitable method of delivery (Y/N):
Start Time	End Time
Deaf Person's Name:	Hearing person's name:
Location Address of Interpreting Booking:	
Please advise parking availability:	
Names of any Interpreters not to be requested:	
Type of appointment (Meeting, Interview, Financial, Legal, Presentation, etc.: This will help us determine the Level of Interpreter required and whether a tandem is required too):	
What will be discussed at the appointment: (Please also email any preparation materials/resources through to enhance the quality of the Interpreting appointment):	

Billing/Invoicing Details

Organisation Name:	
Accounts/Invoice attention Contact Name:	Contact Number
Organisation Address:	
Email address for invoice (REQUIRED):	

Cancellation Policy:	Notice given	Payment required
Cancellation notice over 48 hours will result in an administration fee of \$25 per bookings.	1 business day or less	100% payment
	Between 1 – 2 business days	50% payment
I understand and accept all terms and conditions as specified		
Please sign/type your name:	Date:	