

Interpreter Request Form

Please fill out the request form as completely as possible. Please note this request is NOT a confirmation of an interpreter. We will contact you as soon as your request has been received. If you would like to inquire about the status of your request, please email us at info@interpretnmf.com or call us at 1-855-662-5300. Thank you and we look forward to doing business with you.

*Required Fields

CLIENT INFORMATION

*Company Name: _____ *Department: _____

*Client Name (person who needs interpreting): _____

*On-Site Contact Person: _____ *Email Address: _____

*Phone Number (including cellphone for last minute needs): _____

APPOINTMENT DATE & LOCATION

*Date(s): _____ to _____

*Time(s): _____ to _____

On Site Interpreting:

*Service Site Name: _____

*Service Site Address: _____

*Specific Location Instructions: (Which building, office number, etc. "Meet at table in conference room. Park in any uncovered parking stall.")

Telephonic Interpreting: Call-in Number: _____

TYPE OF APPOINTMENT

*Type of Appointment:

Medical Legal Other _____

Appointment/Meeting Details: (Be as descriptive as possible about the nature of the appointment, so that we can provide the best possible interpreter(s) for the job.)

LANGUAGE DETAILS

*Clients Country of Origin: _____

State: _____ Municipal: _____

*Language: _____

(If you cannot distinguish which Indigenous Language you need, please call us and we can help)

*Special Instructions or Needs: _____

ADDITIONAL INFORMATION

*Any additional information about this appointment that would be helpful for us to know when choosing among our Interpreters? (i.e. sensitive women's appointment, so prefer a woman)

BILLING INFORMATION

*Email Invoice to: _____

*Mail invoice to: (Agency Name): _____

*Address: _____

*City, State, Zip: _____

CONTACT PERSON (to confirm appointment details)

*Name: _____

*Phone Number: _____

*Email: _____

Have we interpreted for you previously? Yes No

How did you hear about us? _____