

ESTIMATE REQUEST BRIEFING FORM

INTERPRETING

In order for us to understand your needs, please answer the following questions.

CONTACT:			
COMPANY:			
ADDRESS:			
TEL No.:		FAX No.:	
E-MAIL:			
YOUR REFERENCE:			

<input type="checkbox"/>	CONSECUTIVE	<input type="checkbox"/>	SIMULTANEOUS	<input type="checkbox"/>	AD-HOC	<input type="checkbox"/>	COURT
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Which language combinations do you require?						
How many interpreters do you need for each language?	(for simultaneous interpreting you should book a team of two interpreters per language combination who will work in turn.)					
Would you prefer your interpreter to be?	<input type="checkbox"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Either
Date & Time of the assignment?						
At what time does the interpreter need to arrive?						
Duration of the assignment?						
Contact person for the interpreter?						
Location of the assignment?						
What is the format/subject of the assignment?						
How many people will be present?						
What kind of meeting is it? (business, informal, corporate visit)?						

ADDITIONAL INFORMATION

REQUEST FURTHER INFORMATION ON:

<input type="checkbox"/>	FOREIGN TELEMARKETING	<input type="checkbox"/>	VOICE OVERS	<input type="checkbox"/>	LANGUAGE TRANSCRIPTION
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We would appreciate it if you would provide us with additional information regarding the assignment such as technical information, press releases, presentation papers, programme, agenda, minutes of previous meeting, reports, speeches, proposals and any other documents that will assist the interpreter.

<input type="checkbox"/>	Please send me a brochure.
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