



3rd Floor Ascot House
 24-31 Shaftesbury Square, Belfast, BT2 7DB
 Tel: 028 9023 8645, Fax: 028 9031 9485
 Email: booking@nicem-interpreting.org.uk
 Website: www.nicem-interpreting.org.uk

Interpreter Booking Form

Please complete this form in BLOCK CAPITALS, in black ink or typewritten, and provide as much information as possible.

Today's date	___/___/___	Time	__:__
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Service Provider Details	
Booked by (name)	
Position	
Department	
Organisation	
Address	
Town/city	Postcode
Telephone	Ext
Fax	
Email	

Invoicing details <i>(if different from Service Provider Details)</i>	
Name	
Department	
Organisation	
Address	
Town/city	Postcode
Tel	Ext
Special instructions	

Session Details		
Date(s) reqd	Start time(s)	<i>approx</i> N ^o of hours
* For billing purposes, each date supplied will be considered as an individual booking		
Is the appointment?	New <input type="checkbox"/>	Follow-up <input type="checkbox"/>
Gender of interpreter	Either <input type="checkbox"/>	Female <input type="checkbox"/> Male <input type="checkbox"/>
Preferred interpreter		
On-site contact person		
Location (full address)		
Town/city	Postcode	
Telephone	Ext	
Purpose of session		

Client Details	
Name	
Case/hospital/etc. reference	
Country of origin	
Language	
Dialect	

Additional Client Information <i>- required for NHS appointments</i>		
Asylum seeker status	Yes	No
If yes, please provide:	DOB	
NASS ref. no.		
Is the client?	Individual <input type="checkbox"/>	Family member <input type="checkbox"/>
Other relevant information		
Signed by Service Provider		

We would be grateful if you could send us any background information and/or other relevant material that could help the interpreter prepare for the assignment (map, directions, service specific glossaries, case notes, etc.). NICEM shall hold all of the information contained in this form in strict confidence.

Arrangement Details (for office use)		
Interpreter	Processed by staff	
Interpreter confirmed date:	Service Provider confirmed date:	Notes
Tel <input type="checkbox"/> Email <input type="checkbox"/>	Tel <input type="checkbox"/> Email <input type="checkbox"/>	
Fax <input type="checkbox"/> Post <input type="checkbox"/>	Fax <input type="checkbox"/> Post <input type="checkbox"/>	

Please photocopy this form and use for future bookings. The form is also available in electronic format and can be downloaded from our website or forwarded via email upon request.