



CORPORATE



LANGUAGE



COMMUNICATIONS

INTERPRETER BOOKING FORM

Provider: **Corporate Language Communications (CLC)**
 213 Canning Street
 CARLTON VIC 3053
 Telephone:9349 4555 Fax:9347 1741
 Email: info@corporatelanguage.com.au

Interpreter (Names):

Date(s) Booked:

Time(s):

Total Hours Booked:

Client requiring Interpreter:

Language required:

Location of Interpreting:

Type of Event:

Any Special Instructions:

Fee: \$750 + GST daily fee (eight hour day from 9am to 5pm) or
 \$400 + GST half-day fee
 \$100 + GST per hour or part thereof
 \$10 + GST disbursements
 (50% after hours loading applies after 5pm)
Minimum booking of 2 hours

Cancellation fee: **30%** of original fee will be charged for **more** than 24 hours' notice
50% of original fee will be charged for **less** than 24 hours' notice
100% will be charged for **no** notice where the interpreter attends but the client does not, or in the case of very short notice, or where the interpreter is already on their way to the appointment.

Emergency Telephone Nos
(in case of urgent contact):

Client Contact:

Address:

Telephone:

Signature: _____ Date: _____

PAYMENT TERMS: STRICTLY NETT 7 DAYS