

INFORMATION REQUIRED TO OBTAIN INTERPRETER(S)

From Party in Need of Interpreter	For Contact with Interpreter Agency
<ul style="list-style-type: none"> • Date and Time Of Session: <i>If appointment/session will last longer than 2 hours, more than 1 interpreter may be necessary.</i> • Location: • Contact Person and Phone Number: • Special Instructions for Interpreter (e.g., parking, etc.): • Type of Interpreter Needed: <ul style="list-style-type: none"> ○ American Sign Language (ASL) ○ Signing Exact English (SEE) ○ Oral Interpreter ○ Other • Miscellaneous Information/Special Considerations (if applicable): <ul style="list-style-type: none"> ○ <i>Will event include small group work? (If yes, may need additional interpreters for this as well, if more than 1 person with hearing impairment is in attendance.)</i> ○ <i>What is topic of lecture/speech? (If specialized and/or technical language is required, interpreter will need that information.)</i> ○ <i>If speech or prepared remarks, is advance copy available?</i> 	<p>Number of Interpreters Required:</p> <p>Type of Interpreter(s) Needed:</p> <p>Date and Time Of Session(s):</p> <p>Location:</p> <p>Contact Person and Phone Number:</p> <p>Billing Information:</p> <p>Special Instructions for Interpreter (e.g., parking, etc.):</p> <p>Miscellaneous Information/Special Considerations:</p>

NOTE: As of 7/1/2002, rates were \$44.50 per hour (with 2 hour min.) and \$0.365 per mile. Cancellation of 48 or more hours required or applicable charges will apply.