



Interpreter Booking Request Form

CLIENT DETAILS

Organisation: _____ Billing reference: _____

Section/Business Unit: _____

Contact Officer: _____ Phone: _____

Email: _____ Mobile: _____

Billing address: _____

Name of professional working with interpreter: _____

Mobile: _____

INTERPRETING ASSIGNMENT DETAILS

Name of Aboriginal language speaker (ALS): _____

Community where ALS is from: _____

Age of ALS: _____ Gender: Male Female

Date(s) required: _____ Time: from _____ to _____

_____ Time: from _____ to _____

Language required: _____

Location where interpreter should meet professional: _____

Topic / Assignment: _____

Name of victim(s) or witness(es) (if applicable): _____

Can this job be done over the phone? Yes No

Will this job be done via AVL? Yes (Interpreter and Client same location) Yes (Interpreter and Client separate location) No

Is a male or female interpreter necessary? Male Female Either

Is your organisation willing to cover travel costs? Yes No

To make a booking for an interpreter, please complete this Booking Request Form and email to ais@nt.gov.au or fax to (08) 8923 7621.

- Booking requests will only be accepted up to 2 days in advance for assignments, except in the case of emergencies.
- An AIS Booking Officer will confirm with the contact officer via email when an interpreter has been sourced for this request.
- If you have any issues or concerns in relation to a booking please contact the Booking Manager to discuss on 1800 334 944.

