



Interpreter Booking Request Form for Scripting and Recording Jobs

CLIENT DETAILS

Requesting Agency: _____ ABN # _____

Section/Business Unit: _____

Project Contact Person: _____ Phone: _____

Mobile: _____ Email: _____ Fax: _____

Billing Contact Person: _____ Phone: _____

Billing address: _____ Billing reference: _____

PROJECT DESCRIPTION

Project Purpose: _____

Language(s) Required: _____

Is a male or female interpreter necessary? Male Female Either

Target Audience: _____

End Product: (eg: Talking Posters, DVD) _____

Length of Recording: (Time restrictions on length of recording(s) or NA) _____

Client Proposed Job Completion Dates: _____

Job Location(s): (For example external recording studio) _____

Is your organisation willing to cover travel costs? Yes No

Final Script Attached Yes No

Supporting Document(s) Attached Yes No Not Applicable

- Booking requests for Scripting and Recording jobs are to be lodged with the Aboriginal Interpreter Service (AIS) by email to ais@nt.gov.au or fax to (08) 8923 7621.
- On receipt of the Booking Request Form: 'Scripting and Recording Jobs', the AIS Business Development Manager will forward a Quote to the client for work to be undertaken.
- If you have any issues or concerns in relation to this booking request please contact the Business Development Manager for further information on 1800 334 944.

