**INTERPRETER BOOKING ENQUIRY FORM**

**(please send completed form to info@givemeyourword.co.uk)**

|  |  |
| --- | --- |
| Job date and start time |  |
| Language |  |
| Company/ Organisation |  |
| Name of person at client organisation to liaise with in relation to this booking and email address |  |
| Client contact attending booking |  |
| Name of non-English speaker requiring interpreter/ case reference (if client content to disclose)  |  |
| Preferred interpreter gender (male/female/ no preference) |  |
| Preferred interpreter\* |  |
| Expected duration of booking |  |
| Venue / Zoom link/ dial-in details |  |
| Booking nature (to assist the interpreter in preparation work, if client content to disclose |  |
| Is this a legal aid booking? | Yes / No (delete as appropriate)If Yes, please specify: Civil case or Criminal case  |

\*If you have worked with a particular interpreter in the past and would like to request their attendance, please let us know and we will endeavour to arrange this subject to availability.