

Interpretation Request Form

I would request for interpreter(s) at the situation below.

Content of the interpretation :

Interpretation languages : and

Date & Time of the meeting : (day) (month) (year) a.m./p.m.~ a.m./p.m.

(Note : Please request by 2 weeks prior to the day of the meeting due to the preparation)

Place of the meeting :

Please describe some specific information about the meeting place above (such as access method and telephone number of the person to be met, etc.)

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Number of requested interpreters:

Number of people for Japanese: for English:

Relationship between the requester and the people who need interpretation:

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Attire of the interpreter(s) : Formal • Business • Casual • Other (.....)

Requested pre-meeting date: (day) (month), a.m. / p.m., Place :

Questions to take something into consideration when interpreting, etc.:

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Note:

1. When we accept your request, we send you a quotation (including fee and expected delivery date), after checking the content of the interpretation.
2. When we are unable to accept your request, we inform you the reason why.
3. We start the preparation after confirming the payment described on the quotation. We will contact the requester to have pre-meeting for preparation.

Issue Date:

Name **Address**

E-mail **Phone/Fax**