

*Job Number (office use only):*

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| --- | --- |
| **Name of Organisation:** |  |

|  |  |
| --- | --- |
| **Location of Organisation:** |  |

|  |  |
| --- | --- |
| **Name of Person Making Booking:** |  |

|  |  |
| --- | --- |
| **Contact Number:** |  |

|  |  |
| --- | --- |
| **Contact Email Address:** |  |

|  |  |
| --- | --- |
| **Client Name: (If different from above)** |  |

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| --- | --- | --- | --- |
| **Video Conferencing Platform you will use (*For example OoVoo or Skype)*** |  | **Username:** |  |

|  |  |
| --- | --- |
| **Assignment Date:** |  |

***Time-Slots are for 30 minutes***

|  |  |
| --- | --- |
| **Start Time** | **End Time *(30 minutes max)*** |
|  |  |

|  |  |
| --- | --- |
| **Assignment Details:** |  |

|  |  |
| --- | --- |
| **Special Requirements / Other Relevant Information** |  |

***For Office Use***

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| --- |
| ***Interpreter Booked:*** |
| ***Date Confirmation Email sent to interpreter & client:*** |

***Please note that this is currently a free service for the duration of the pilot projec***