

Request for Interpreting Services

Please complete and send by email to info@protranslations.com.au. You will then be contacted with confirmation of appointment and further instructions (if applicable).

All interpreter bookings are to be made at least 48 hours prior to the assignment date with the minimum payment made upfront.

Onsite appointments: minimum booking for 2 hours @ \$80 per hour plus call out fee of \$50 = **\$210**

Over the phone appointments: minimum booking for 30 minutes = **\$50**

Client details			
Contact person:			
Company name (if any):			
Street address:			
Postal address:			
Telephone:			
Facsimile:			
Email:			
We wish to book an interpreter as follows:			
Booking requirements			
Required on:	Day	Date	Time
Language:	Russian/English	Booked for (duration of assignment):	
Names of parties:			
Subject area:			
Job location:			
Additional instructions:			
Requested by:	Print name	Ph.no:	
Signature:		Date:	

Undertaking

We hereby acknowledge having read your Terms and Conditions and agree to be bound by the terms of services and to pay your fees in accordance with your Schedule of Fees or the quote provided, including any applicable cancellation or rescheduling fees.

Terms and Conditions:

At the time of booking you must advise us of the expected duration of the assignment. Please note that you will be charged at least for the time set aside by the interpreter for your assignment, irrespective of the actual duration of the assignment. The interpreter has the right to leave to attend other assignments after the hours that were set aside for your assignment.

All accounts are to be settled within 7 days of the invoice date.

Cancellation and rescheduling fees:

- Cancellations and rescheduling of the assignment are to be communicated **in writing at least 24 hours prior to the assignment**, in which case no fee will apply.
- In case of cancellation of the assignment less than 24 hours prior to but before the day of the assignment, 50% of the quoted fee will apply.
- In case of cancellation of the assignment on the day of the assignment, the full fee will apply.