

## INTERPRETER REQUEST FORM

Please complete the form fully and return to: [interpreting@sensoryservices.org.uk](mailto:interpreting@sensoryservices.org.uk)

For support, please call our dedicated Interpreting team on **01372 869 967**.

YOU/YOUR COMPANY DETAILS	
Name	
Address	
Telephone	
Mobile	
Fax	
Email	

### BOOKING DETAILS. PLEASE CIRCLE TO INDICATE ANY CHOICES

Booking date:	Start time:	Finish time:
Venue address		
Telephone/Mobile / Fax:		
Purpose of assignment.		
Will this booking be recorded?	Yes	No
If this booking is to be recorded, please state this and how the recording will be shared?		
Is car parking available at this venue.	Yes	No

### PERSON REQUIRING SUPPORT INFORMATION – circle to indicate choices

Name						
Age if under 18						
Communication support required	BSL	SSE	Relay	Visual frame / hands-on	Notetaker	Lip speaker
Preferred interpreter if known						
Please do not use (name of interpreter)						
Other						

**INVOICE DETAILS (Person who is responsible for paying)**

Name	
Address	
Telephone/Mobile	
Purchase Order no. (if applicable)	

I have read and accepted the terms of Sensory Services by Sight for Surrey standard interpreting Tariff and agree that in return for the services provided all fees will be paid as invoiced in accordance with the aforementioned terms.

Signed

Print name

**PLEASE NOTE ALL BOOKING INCUR 20% VAT. EVENING & WEEKEND ADDITIONAL CHARGE**

**INTERPRETING & COMMUNICATION SUPPORT GUIDE PRICES (Subject to individual requirements of booking)**

Type of communication support	Minimum up to 3 hours	Additional hourly rate
Sign Language Interpreters	£220 + travel	£70
Deaf Translators		
Deafblind		
Interpreting/Intralingual /Relay		
Electronic/Manual Notetaker		
Speech to Text Reporters		
Lip-speakers		
Short notice bookings or special requirements e.g. recordings	Price on application	Price on application

Type of communication support	Evenings & weekends	Additional hourly rate
Interpreters – as above	£280 + travel	£85
Notetakers & Lip-speakers		

**CANCELLATIONS**

If you wish to terminate a booking, please contact us as soon as possible and follow up by email.

**Amendments or changes to booked assignments.** Any changes to the booking, venue, time or date may incur a full cancellation fee or change of fee charge (subject to the availability of the interpreter booked).

**Cancellation fees will be charged as follows:**

If notice is 14 or more calendar days	£50 per interpreter
If notice is less than 14 days and more than seven days	Half total fee
If notice is less than seven days	Full fee