

Interpretation Request Form

I would like to request an interpreter(s) for 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 2 weeks prior to the day of the meeting)

Place of the meeting :

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

.....
.....

Number of requested interpreters:
Number of people for Japanese speakers: for English speakers:

Relationship between the requester and the people who need interpretation:
.....

Attire for the interpreters : Formal • Business • Casual • Other (.....)

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

If you have any questions or comments, please write them on the lines below.

.....
.....

Note:

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

Issue Date:

Name **Address**

E-mail **Phone/Fax**