



PO BOX 3599, BROOME WA 6725. T 9192 3981 F 9192 3982 M 0439 943 612 e kis.bookings@westnet.com.au

## Booking Form

**Please fill out as much of the booking form as you can. Then fax it back to KIS on 08 91923982 or e-mail it to [kis@wn.com.au](mailto:kis@wn.com.au)**

**We assess your request, check availability of interpreters and contact you for confirmation of your booking.**

**You will receive a tax invoice by mail or e-mail\*.**

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### Information about your client / client group

Name.....

Skin Name.....

Community.....

Age.....

Male/Female.....

Language: .....

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\* In case of a cancellation within 24 hours, a cancellation fee will be charged. For assignments up to 1 day, the full rate will be charged. For longer assignments, one third of the total amount will be charged.

\*\* It is the obligation of the person booking the interpreter to inform the Kimberley Interpreting Service immediately any irregularities in the interpreter's performance occur.

## Booking Form Page 2

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### Information about your organisation

Name.....

Position.....

Organisation/Department.....

Purchase order no. (if any) .....

Phone.....Fax.....

Email.....

Email address for invoices (if available).....

Address.....

City.....State.....Postcode.....

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### Information about the interpreting interview

Topic.....

Date/Time.....

Place.....

Special instructions.....

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Travel—if yes provide details.....

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Other comments.....

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### For Office Use Only:

Job Number	
Interpreter	
Invoice Sent	
Claim Form Sent	