

LEGAL & GENERAL LANGUAGE SERVICES LTD

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INTERPRETATION ASSIGNMENT BOOKING FORM

Day & Date of Booking		Time of Booking		Approx Duration	
Venue					
Address of Booking					
Language & Dialect		Name of Client			
Booking Organisation					
Address & Tel. No.					
File Ref/Purchase Order No	Court Case Ref No	Booking Rep	Fee Earner (Solicitors)		
Contact at Court /Office				Booking Request Date	
Special instructions					
Subject matter					
Name & Address for invoice if different from above					

We make this booking having agreed to L & G Language Services Ltd charges and cancellation policy and agree to pay your fees within the time indicated on the invoice:

Signature/Stamp (Booking Organisation)

Print Name:

For L&G use only

Name of Interpreter	Date Booked	Date Email Sent			
Booking ID No	Date Booking Confirmed	Time Booking Confirmed	Person confirmed with		

Remarks