



Aboriginal Interpreting Western Australia (AIWA) Booking Form

Please fill out as much of the booking form as you can. Then e-mail it to bookings@aiwaac.org.au

We assess your request to ensure appropriate cultural, ethical and linguistic placement, check availability of interpreters and contact you for confirmation of your booking.

You will receive a tax invoice by e-mail

Information about your client / client group

Name:

Skin Name (if known):

Community:

Age:

Male/Female:

Language:

2nd language:

* 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 this service immediately should any irregularities in the interpreter's performance occur.

** Please also note our minimum charge out rate is for a minimum of two hours.

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Information about your organisation

Your Name:

Position:

Name of organisation or Department:

Phone:

Mobile:

Booking Person's Email:

Email address for invoices:

Address:

City:

State:

WA

Postcode:

Information about the interpreting interview

Person to contact for briefing:

Topic:

Date:

Time:

Location:

Nature of Charges or Consult:

Names of other parties involved:

Special instructions:

For Office Use Only:

T/A	
Flights/Coach	
Taxi	
Fuel	
Accommodation	