



Interpreter Booking Form

Please complete all sections of this form and return via email to bookings@aiwaac.org.au
For urgent bookings, dial **1800 330 331**.

AIWA will assess your request to ensure appropriate cultural, ethical, and linguistic placement of interpreters for each assignment. You will receive booking confirmation and tax invoice via email.

Client details

Name:

Skin name:

Place of residence:

Age:

Gender:

First language:

Second language:

Medical condition(s):

Booking details

Topic:

Date:

Time:

Location:

Names of other parties involved (i.e., guardians, victims, witnesses):

Contact for briefing

Name:

Organisation/firm (e.g., Legal Aid, ALS):

Mobile:

Email:

Customer details

Your name:

Position:

Name of organisation or department:

Phone:

Mobile:

Email:

Email for invoice:

Address:

City:

State:

Postcode:

Notes:

Please note our minimum charge is for three hours at \$330.

In the case of a cancellation within 24 hours of the assignments scheduled start time, the minimum charge (\$330) will be invoiced. For cancellation of assignments eight hours and longer there will need to be negotiations between AIWA and the customer.

Please inform AIWA immediately should any irregularities in the interpreter's performance occur.