BCC / Pertemps – Translator/Interpreter booking form.

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| **ABOUT THE PERSON MAKING THE BOOKING** | |
| Your name: |  |
| Do you work for Buckinghamshire CC? |  |
| Telephone number |  |
| Email Address |  |

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| **CLIENT INFORMATION** | |
| LCS/Swift Reference |  |

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| **APPOINTMENT INFORMATION** | |
| Required language/ dialect |  |
| Appointment Date |  |
| Appointment Start/ Finish Time |  |
| Type of Contact – Face to Face/ Call (if call please provide numbers) |  |
| Name of BCC Officer who will be present at appointment |  |
| Address of appointment |  |
| Is there a specific need for a Male or Female interpreter? If so, please state which gender is required. |  |
| If you have used an interpreter for this client before and would like to use them again, please provide the Interpreters Name |  |

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| **CHARGING INFORMATION** | |
| Portfolio / Business Unit |  |
| Service |  |
| Cost Code |  |
| Ledger Code |  |
| Cost Centre Manager |  |

Please email the fully completed form to [bucksinterpreters@pertemps.co.uk](mailto:bucksinterpreters@pertemps.co.uk)

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| Please allow 3 working days for us to source an interpreter, however we may be able to arrange interpreting bookings at short notice. Please note that you must make **all** bookings using this form - please do not book directly with the interpreter or translator as they will not be paid.  We cannot provide an interpreter without this information. The following information is required. |
| **Conference calls**  We can coordinate conference calls between 3 or more people. You will need to set up the conference call via the meeting hub, providing call in details on the booking form. You are will also need to contact IT to make international calls.  **Interpreters time sheet**  These should be signed by the BCC Officer at the meeting.  **Cancellations**  Please provide as much notice as possible when cancelling a booking. Cancellations need to be received in writing to [bucksinterpreters@pertemps.co.uk](mailto:bucksinterpreters@pertemps.co.uk) If the booking is being cancelled on the day, please also call us on 01296 387003 at the earliest opportunity to ensure that no additional and avoidable costs are incurred.  **Opening hours**  We are unable to take bookings over the phone but for other enquiries you can call us between 9am and 5.30pm Monday to Friday. Outside these hours, please email [bucksinterpreters@pertemps.co.uk](mailto:bucksinterpreters@pertemps.co.uk) and we will respond as soon as possible. To discuss your requirement with us please call us on 01189 500580  Form updated 5/18 |