

Translator and Interpreter Corps Request Form

TRANSLATION OF DOCUMENTS

Please complete this section if you are requesting translation of documents, where a written text is rendered in writing in another language.

Please submit with your request all documents to be translated.

Translation Request Date:

Translation Deadline:

Language Pair and Direction:
(Example: Spanish into English, or English into Spanish)

into

Document Type:

Page Count:

Word Count (if possible):

Main Topics:

Client's Demographic Background:

Other Request Details:

INTERPRETING FOR AN EVENT

Please complete this section if you are requesting interpreting for an event, where spoken words are rendered orally in another language.

Please submit with your request any information (such as a meeting agenda, presentation slides, participants' demographic information, relevant terminology) that could be of assistance to the interpreter as they prepare for the assignment.

Interpretation Request Date:

Interpretation Date:

Time:

Duration:

Interpretation Mode:

Consecutive

Simultaneous

Language Pair and Direction:

(Example: Spanish into English, or English into Spanish)

into

Modality:

In-Person

Remote

Event Type:

Main Topics:

Address (if in-person):

Neighborhood (if in-person):

Zoom Link (if applicable):

Client's Demographic Background:

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Additional information or comments: