**North of England Refugee Service**

**Interpreting and Translation Service**

**2 Friars Street Newcastle Upon Tyne NE1 4XA**



**Interpreting Request Form**

|  |  |  |
| --- | --- | --- |
| **Telephone:** | **0191 2457303/07791945405** | Booking No: |
| **Fax:** | **0191 2221126** |  |
| **Email:** | [**sb@refugee.org.uk**](mailto:sb@refugee.org.uk) |  |

**Date of booking Time of booking**

**Status of booking : Urgent .......................... (Y) About your organisation**

**Person Booking Company / organisation Department**

**Address**

**Post Code**

**Phone Number Fax No**

**Invoicing Address**

(If different from above)

**Phone number Fax No**

**Interpreting session**

**Type of interpreting: Face to face Telephone Translation**

Date:

Time:

For:

**Address**

**(If different from above)**

**Professional's name Client's name**

**Language (dialect) Preferred Interpreter**