

CONSUMER DETAILS

PLEASE COMPLETE ALL FIELDS INCLUDING DEAF CONSUMER'S NAME, CONTACT DETAILS AND DATE OF BIRTH (DOB)

DEAF CONSUMER/S NAME/S:	
DEAF CONSUMER/S CONTACT DETAILS: (PHONE, FAX, TTY, SMS, EMAIL)	
DEAF CONSUMER/S DOB:	
DEAF CONSUMER/S NDIS NUMBER: (IF KNOWN)	

PERSON COMPLETING THIS FORM (FOR BOOKING PURPOSES)

NAME AND POSITION:			
ORGANISATION NAME:			
CONTACT DETAILS:	PH:		FAX:
	EMAIL:		

APPOINTMENT DETAILS

DAY:		DATE:		START TIME:		FINISH TIME:	
ARE YOU REQUESTING AN ONSITE OR VIDEO REMOTE INTERPRETER?		<input type="checkbox"/> ONSITE (FACE TO FACE) <input type="checkbox"/> VIDEO (VIA INTERNET, E.G. THROUGH SKYPE, ZOOM ETC.)					
APPOINTMENT LOCATION:							
CONTACT NAME AT APPOINTMENT:				PH:			
NATURE OF APPOINTMENT:							
IS THIS A RECURRING/REGULAR MEETING/BOOKING?		<input type="checkbox"/> YES (PLEASE PROVIDE DETAILS BELOW) <input type="checkbox"/> NO					

PREFERRED INTERPRETER (IF KNOWN)

PREFERRED INTERPRETER/S:	
DOES THIS MEETING/BOOKING REQUIRE TWO (2) OR MORE INTERPRETERS?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE NICSS STAFF WILL ADVISE IF MORE THAN ONE INTERPRETER IS RECOMMENDED DUE TO APPOINTMENT TYPE OR DURATION

ACCOUNT DETAILS REQUIRED (FOR PAYMENT PURPOSES)

PLEASE NOTE ACCOUNTS ARE STRICTLY 14 DAYS

ORGANISATION NAME:			
ADDRESS:			
ATTENTION:		PH:	
ACCOUNT ENQUIRY EMAIL: (MANDATORY)			

SIGNED APPROVAL REQUIRED

I HEREBY AUTHORISE PAYMENT TO NICSS FOR INTERPRETING SERVICES FOR THE ABOVE APPOINTMENT/S

NAME:	
SIGNATURE REQUIRED:	

BOOKING FEES AND CHARGES

(ALSO SEE NICSS BOOKING TERMS AND CONDITIONS)

- AN ESTIMATED COST WILL BE PROVIDED FOR APPROVAL BEFORE A BOOKING IS ACTIONED/CONFIRMED.
- ADDITIONAL COSTS (INCLUDING INTERPRETER PARKING, TOLLS, FLIGHTS, ACCOMMODATION – WHERE APPLICABLE) WILL BE CHARGED ON A COST RECOVERY BASIS.

CANCELLATION POLICY

ALL CONFIRMED BOOKINGS ARE SUBJECT TO OUR CANCELLATION POLICY.
 STANDARD CONFIRMED BOOKINGS CANCELLED UNDER 24HRS (1 BUSINESS DAY) ARE CHARGED AT AGREED FEE.
 NON-STANDARD CONFIRMED BOOKINGS CANCELLED UNDER 72 HOURS (3 BUSINESS DAYS) ARE CHARGED AT THE AGREED FEE.
 NON-STANDARD BOOKINGS INCLUDE COURT, CONFERENCES, EVENTS, SOME EDUCATION.