Interpreter Booking Form

PH: 1800 24 69 45 FAX: 1800 24 69 14
bookings@nicss.org.au
Hours of Operation 8am to 6pm Weekdays
(Excludes National Public Holidays)

National Interpreting & Communication Services

CONSUMER DETAILS	
DEAF CONSUMER/S NAME/S:	
DEAF CONSUMER/S CONTACT DETAILS: *(PHONE, FAX, TTY, SMS, EMAIL)*	

PERSON COMPLETING THIS FORM - (FOR BOOKING PURPOSES)				
NAME AND POSITION:				
ORGANISATION NAME:				
CONTACT DETAILS	**PHONE:**		**FAX:**	
EMAIL:				

APPOINTMENT DETAILS							
DAY:		DATE:		START TIME:		FINISH TIME:	
APPOINTMENT LOCATION:							
APPOINTMENT CONTACT PERSON:							
APPOINTMENT CONTACT NUMBER:							
NATURE OF APPOINTMENT:							

PREFERRED INTERPRETER (IF KNOWN)	
PREFERRED INTERPRETER/S: (IF APPLICABLE)	

ACCOUNT DETAILS REQUIRED - (FOR PAYMENT PURPOSES) (PLEASE NOTE ACCOUNTS ARE STRICTLY 14 DAYS)			
ORGANISATION NAME :			
ADDRESS:			
ATTENTION:		**PHONE:**	
ACCOUNT ENQUIRY EMAIL (MANDATORY):			

SIGNED APPROVAL REQUIRED	
I HEREBY AUTHORISE PAYMENT TO NICSS FOR INTERPRETING SERVICES FOR THE ABOVE APPOINTMENT	
NAME:	
SIGNATURE REQUIRED:	

BOOKING FEES AND CHARGES
(also see NICSS Booking Terms and Conditions)

1. An estimated cost will be provided for approval before a booking is actioned/confirmed.
2. 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 72HRS (3 BUSINESS DAYS) ARE CHARGED AT THE AGREED FEE.
NON-STANDARD BOOKINGS INCLUDE COURT, CONFERENCES, EVENTS, SOME EDUCATION

NICSS OFFICE USE ONLY			
DATE CONFIRMED:		ALLOCATED INTERPRETER:	
NAATI LEVEL:	2 / 3	RETURN KMS:	
DATE CONFIRMED:		ALLOCATED INTERPRETER:	
NAATI LEVEL:	2 / 3	RETURN KMS:	

Office Use Only

GST:

Total: $

The National Interpreting and Communication Services (NICSS) respects the privacy of all persons who utilise its functions and services. We are bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (which regulates how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them. Also see NICSS Privacy Statement