**Goldfields Aboriginal Translating and Interpreting Service (GATIS)**

**Interpreter and Translator Booking Form**

**Please fill out as much of the booking form as possible, then email it back to GATIS at** **gatis@wangka.com.au** **For further info call GALC on 08 9021 3788**

**Translator**

**Please select the follow service**

**you require:**

**Interpreter**

**Standard (future booking)**

**Priority (within 1 working day)**

**High Priority (within 1 hour)**

**Nature of the request:**

**Information about the interpreting or translating job**

**Language of speaker:**

**Community:**

**Age:**

**Male/Female:**

**Nature of the interpreting required:** (eg medical, court, legal etc)

**Information about your organization**

Company name:

Authorised booking person:

Contact email:

**Information about the interpreting interview or translation**

**Topic:**

**Date of interpreting/translation:**

**Time required:**

**Language required:**

**Length of interpreting (in hours):**

**Length of translation (number of words):**

**Location interpreter/translator is needed at:**

**Gender preference of interpreter (Male/Female or Either):**

**Special requirements for appointment:**

Purchase order number : to confirm a booking, a purchase order number is essential

**Please tick the following boxes to acknowledge that you have read and agree to:**

1. **GATIS Interpreter Allocation Policy**
2. **GATIS Privacy Statement**
3. **GATIS Terms and Conditions**

**For Office Use Only**

|  |  |
| --- | --- |
| **Person taking the booking:** |  |
| **Date and time:** |  |
| **Priority:** |  |