

BOSK Hourly Interpretation Service

Request/Evidence Form

<p>- This form is for the purpose of requesting interpretation or translation services and for providing evidence of service provision.</p> <p>- This form can contain requests and evidence for one person on a maximum weekly basis.</p> <p>- If the service is provided on an emergency request basis, this document must be <u>signed within 1 working day</u> afterwards to serve as a basis for future settlements</p> <p>- If you wish to substitute evidence of hourly interpretation and translation services provided with a different form than this one, prior consultation with the BOSK interpretation manager is required.</p>		Request Date (MM/DD/YY)	
		Requestor Name	
		(BOSK Employee)	
		Affiliated Unit (BOSK Org.)	
Interpreter Name			
Service Location			
Service Date/Time			
Purpose			
Interpreter Signature			
SK ME/SAMKOO			
Service Requestor Signature (BOSK Employee)			