

**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>		<b>Request Date</b> (MM/DD/YY)	
		<b>Requestor Name</b>	
		(BOSK Employee)	
		<b>Affiliated Unit</b> (BOSK Org.)	
<b>Interpreter Name</b>			
<b>Service Location</b>			
<b>Service Date/Time</b>			
<b>Purpose</b>			
<b>Interpreter Signature</b>			
<b>SK ME/SAMKOO</b>			
<b>Service Requestor Signature</b> <b>(BOSK Employee)</b>			