

# GLOBAL TRANSLATION SERVICES

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## JOB SHEET

Date of Booking:

Time of Booking:

Name of Interpreter:

Language:

Name of Client:

P.O.N/Client Ref:

Organisation:

*Note: Please attend 10 minutes before appointment*

<b>Authorized signatories only:</b>	<b>Please state Interpreters:</b>
<b>Print Name:</b>	<b>Time of Arrival:</b>
<b>Position:</b>	<b>Start of Interview:</b>
<b>Contact No:</b>	<b>End of Interview:</b>
<b>Any Comments on Interpreter:</b>	

**Must Be Completed by Interpreter only and handed in within 7 days.**

Mileage:

Parking Ticket:

Public Transport  
(bus, train)

Travel Time:

Please make sure you attach all travel expenses i.e daysaver, train ticket, parking ticket, or **PAYMENT** will not be made.