



# Queensland Interpreting and Translating Service

*Onsite and Telephone Interpreting, Document Translation*

303 Adelaide Street Brisbane Queensland  
PO Box 10457 Adelaide Street Post Office Brisbane 4000

Phone: (07) 3835 3777

Facsimile: (07) 3003 0822

## Details of Requesting Party

Today's Date:	
Company/Business Name:	
Person Making Booking:	
Contact Telephone Number:	
Confirmation Facsimile Number:	
Cost Code or Purchase Order Number:	

## Assignment Information

Date Required:	
Assignment Start Time:	
Assignment Finish Time:	
Language Required:	
NESP Name:	
Order Reference/UR Number:	
Gender of Interpreter Required:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> No Preference
Address for Assignment:	
Booking Type:	<input type="checkbox"/> On Site <input type="checkbox"/> Telephone
Special Requirements:	

## Assignment Confirmation

(QITS use only)

Interpreter Name	
Confirmation Date	
Job Number	

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