

BOSTICO INTERNATIONAL

We don't just translate, we communicate!

BOOKING CONFIRMATION FORM

COMPANY NAME & FULL ADDRESS	
TRADING STYLE (state if the company is incorporated or not)	
PROPRIETOR NAME IF SOLE TRADER OR PARTNERSHIP. Please do not leave blank if the business is not incorporated.	
COMPANY NO IF INCORPORATED	
VAT NUMBER	
CONTACT TELEPHONE NO	
LANGUAGE REQUESTED	
CASE NUMBER CLIENT NAME	
IS THIS A LEGAL AID CASE? delete as appropriate	YES NO
HAS LEGAL AID BEEN GRANTED? delete as appropriate	YES NO If "yes" please attach LSC confirmation
FEE EARNER NAME AND CONTACT DETAILS or NAME OF PERSON WHO WILL DEAL WITH THE INTERPRETER	
FULL ADDRESS OF THE VENUE	
TIME, DATE & DURATION THE INTERPRETER IS REQUIRED	

Our payment policy is 30 days however we can tailor our services to your needs. Please tick the box that reflects your needs. Please note that all non-legal aid cases require payment prior to commencing work.

- 30 days 0%
 45 days 10% Surcharge
 60 days 20% Surcharge

DATE

FULL NAME:

Please note that your booking will not be confirmed until we receive this form duly completed. Please send back by email at info@bostico.co.uk or by fax on 08444171631. By signing this form you indicate agreement and full understanding of our terms and conditions:

<http://www.bostico.co.uk/terms-conditions.htm>