Clear Communications
A Professional, Discrete Interpretation Service Guaranteed
303B Rayners Lane, Pinner, Middlesex, HA5 5EH Tel: 020 8248 3666 Email: clearcomsuk@aol.com

COMPLETION FORM

When your interpreting assignment is complete, please ensure that this form is **signed by an authorised member of staff** before leaving the venue.

Job No: Date of Appointment:

Interpreter's Name:

Venue:

Venue Tel.No/s:

Contact Name:

Client's Name/ Nationality:

Language Requested:

Details of Appointment:

Appointment Booked To Start At: Ending At:

If Appointment Started Late State Why:

To Be Completed By an Authorised Member of Staff

Was The Interpreter on Time For The appointment? YES / NO

Authorised Signature……

Printed Name of Signatory……..

Position of Signatory……

Please ensure that this Completion Form is returned to Clear Communications as soon as possible – your payment can only be met when the form has been returned and processed – **NO COMPLETED FORM MEANS NO PAYMENT.**