

## Enquiry Form

**Contact Name** \_\_\_\_\_

**Name of Organisation**

**Telephone**

**Fax**

**Email**

### **Request for Translation**

Source language – the language your document is in now \_\_\_\_\_

Target language – the language(s) you want your document into \_\_\_\_\_

Best estimated number of words \_\_\_\_\_

Subject \_\_\_\_\_

Special instructions and additional information \_\_\_\_\_

Expected completion date \_\_\_\_\_

### **Request for Interpreting**

Date & Time of appointment/meeting \_\_\_\_\_

Venue \_\_\_\_\_

Language(s) \_\_\_\_\_

Subject \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_

**The actual number of words of the original document will determine the final price. As for the interpreting cost, it is based on the total number of hours spent for the assignment (including travelling and waiting time plus travelling expenses)**

**Thank you for your enquiry**

Please send this form back to us either by Post or Email

**Email:** [tapestry@gloucester.gov.uk](mailto:tapestry@gloucester.gov.uk)

**Post:** Tapestry

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