



Request No:

Transcriber Request Form

Today's Date:

**Requestor Information**

Full Name:  Phone:   
Email Address:  Fax:

**Billing Information**

Authorizer Full Name:  Phone:   
Address:  Fax:   
State/City/Zip:  Email:

**Transcriber Request**

**Rush:**

Doc. Language From:  Language To:   
Document Type:  No. of Pages:   
Start Date:  Dead Line:   
Additional Comments:

**Format**

On-Site Drop off:  Via Phone:   
Via Email:  Via Faxed:   
Via Mail Address:  State/City/Zip:



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Natural Languages

t.201.984.2505  
f.201.984.2507  
[www.naturallanguages.net](http://www.naturallanguages.net)

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## Process & Cancellations

Once your request is received, Natural Languages will review it and will contact you if additional information is needed. Your request will then be entered into our database and you will receive an e-mail confirmation with a **Request Number** for reference.

We ask that 50% is paid 5 business days prior to the assignment to reserve the translators time and the remaining balance paid by the 15<sup>th</sup> or 30<sup>th</sup> of the billing month. Please make all checks payable to Natural Languages.

Clients will be billed in full if not cancelled within two full business days in advance of the requested date. Cancellations of conferences or on-going classes or assignments require five days notice in order to be cancelled without charge. Contact NL for details. All cancellations must be made in writing, signed by requestor and faxed to 201.984.2507.

**Please print, sign and fax your request to 201.984.2507. Once we receive your request we will send you a confirmation for the date you have selected. Thank you.**

**Signature:**

**Date:**


Thank You.