

Foreign Language Specialists, Inc.®

Interpreter Request'
Double Booking & No-show Prevention

Dear Interpreter Services Requestors,
These simple procedures will help you to avoid costly double booking:

- Please fax your request one time only. The repetition of the same requests could cause a double booking.
- If for some reasons (fax machine failure etc.) you did not receive a reply from us within 2 working days for non-urgent appointments, you can refax your original request with a well visible word “**STATUS-?**” on the top of the form.
- When cancel or reschedule the previous request, please fax us back the request form preferably with its original confirmation number and the name of scheduled interpreter (if it had already been confirmed by FLS), and a well visible word “**CANCELLED**” or “**RE-SCHEDULED**”.
- Please program our fax # **206-267-9115** to your fax machine to avoid sending requests to a wrong place.
- If interpreter did not show, and you cannot reach us on a phone, please fax us back our confirmation preferably with its original control number and the name of interpreter with a well visible word “**NO-SHOW**” on it. This will help us to maintain a quality control and select only reliable interpreters to serve your clients.

Thank you for helping us to serve your clients better!
FLS schedulers.

Translate@FLSincorp.net

Fax: **206-267-9115** (24/7/365)

Phone: **206-261-0999**

www.flsincorp.net