

Gaucha Translations

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Work order, based on ASTM F2089-15 – Standard Practice for Language Interpreting

Text in far right columns clarifies the questions briefly stated in the boxes in the left columns.

Work order number		
Payer		<i>invoicing details</i>
LEP Client(s) / Patient(s)		
Requester		<i>Name, job title, contact information including cell phone</i>
Contact person for further details		
Date of original request		
Date of acceptance of estimate		
Event	Date	
	Prep time	<i>Not always applicable, but very important for conference interpreting.</i>
	Start time	
	End time	
	Location	
Delivery modality		<i>On-site or remote (video conference or audio conference). Remote interpretation should be used only when participants are meeting remotely.</i>
Area of interpreting		<i>e.g. diplomatic, liaison, conference, media, business, labor relations, community, social services, healthcare, educational, legal (judicial or quasi-judicial), security-related, military and conflict zone, disaster relief and humanitarian</i>
Languages and dialects		
Language combinations and directions		<i>for example, English <> Spanish or English > Spanish</i>
Event setting		<i>one-on-one meeting, group hearing, presentation, conference, trial, media, deposition</i>
Venue		<i>conference center, meeting room, courtroom, correctional facility, police station, detention center, educational facility, office, theater, TV/radio studio, healthcare facility, business/industrial complex, agricultural/outdoors.</i>
Number of interpreters needed		<i>Consecutive interpreting: To ensure interpreting quality and accuracy, it is recommended that two interpreters be hired for meetings longer than 2 h or dealing with complex, technical, and/or specialized subjects. Simultaneous interpreting: Two interpreters shall be assigned per language for any event lasting over 1 hour. An additional interpreter may be assigned when the team is required to interpret bidirectionally.</i>

		<p><i>Factors that increase information complexity and density:</i></p> <ul style="list-style-type: none"> • <i>Rate of speech</i> • <i>Oral recitation of written documents</i> • <i>Visual aids and prerecorded videos</i> • <i>Technical subject matter</i> 	
Interpreter qualifications		Certification	<i>Certified court interpreters should be required for legal interpreting, and Certified Medical Interpreters should be required for interpreting in medical settings.</i>
		Security Clearance	
		HIPAA Certification	
		Immunizations	
Background or supporting documents	<p><i>To ensure interpreting quality and accuracy, interpreters shall have access to or be briefed on pertinent materials that will be discussed or referenced at the event, such as program/agenda, translated handouts, written text of speeches, handouts, PowerPoint slides, materials from previous meetings, jury instructions, etc.</i></p>		
Working conditions		Acoustics	<i>When the speakers use microphones, the interpreter is able to hear them more clearly. The interpreter should also have a hands-free microphone and a podium for consecutive interpreting.</i>
		Visibility	<i>The interpreter should have as much visual input as possible including an unencumbered view of the speaker or, in the case of videoconferencing, large screens showing the speaker. Sign language interpreting is particularly dependent upon a clear line of sight between the interpreter and the deaf consumer.</i>
Equipment	Sound	Headphones	<i>The interpreter should only hear the speaker, not the interpreter, through the headphones. Interpreter-operated volume control</i>
		Microphone	<i>Interpreter-controlled on/off switch and cough button</i>
	Booths	Silent ventilation	
		Soundproof	

		Writing table, with adequate reading light	
		Silent chair	
	Tech support	Technical personnel for booth and audio equipment setup, dismantling and monitoring	<i>Contact information</i>
	Wireless Equipment	Transmitters	<i>One per language</i>
		Receivers	<i>One per person</i>
		Microphones	<i>One per interpreter</i>
		Headphones	<i>One per person</i>
		Backup equipment	<i>Sufficient, at least one of each type of equipment</i>
	On stage	Microphones	<i>Separate hands-free microphone for interpreter</i>
Podium		<i>Extra podium for interpreter</i>	
Document preparation	Determination if written translation is necessary for attendees	<ul style="list-style-type: none"> • <i>Pre-event translation</i> • <i>Post-event translation</i> • <i>Set up separate translation work order</i> 	
Payment conditions	Hourly rate for interpreting		
	Minimum duration		
	No-show		
	Late cancellation		
	Transportation	Mileage	
		Travel time	
		Parking, ferry, tolls	
		Other	
	Payment terms	Timeline	
		Mode of payment	<i>EFT, check, credit card, etc.</i>
		Documentation needed	<i>IRS form W-9 (Request for Taxpayer Identification Number and Certification), USCIS Form I-9 (Employment Eligibility Verification)</i>