Interpretation request from

Date of request Year Month Day

Client name:	Name of Company / Organization: (if any)		
Address	〒		
Tel. no.		Email	

Language	⇔
Date / Time	Year Month Day hour mins. ～ hour mins.
Place	Name : Address :
Interpretation contents (As detailed as possible)	
Number of participants	※Number of people receiving interpretations People:
Interpretation materials	※Materials to be given to the interpreter in advance □None□Yes (until: Month Day E-mail, others[ ])
Meeting Place/Time	Place ( ) Time (hour mins.)
Prior meeting	□None □Yes (Place : Starting time :)
Other request	

Terms of Service :

1. Interpretation is done in the form of sequential interpretation (after the statement it should be interpreted as it is), it will not be a simultaneous interpretation.
2. An Interpreter has a duty of confidentiality. Interpreted contents will not be used for any purposes other than interpretation.
3. An Interpreter must not do anything other than what is written in the request form.
4. If 30 mins. or more has passed from the scheduled meeting time, and no appearance or contact from the client or other party has been made, it will be considered cancelled.
5. The Interpreter and Legato Ota Inc. will not be liable for damages caused by the interpreted content.

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