

# RAD Interpreting Service Contract Booking Form

## Eastern Coastal & Kent Primary Care Trust

RAD Ref:	
Date:	

### Referrer Details

<b>Contract Name:</b>	Eastern Coastal & Kent PCT		
<b>Company Name:</b>			
<b>Full Postal Address:</b>			
<b>Persons Name:</b>		<b>Tel No:</b>	
<b>Department:</b>		<b>Minicom No:</b>	
<b>Email Address:</b>		<b>Fax No:</b>	
<b>Invoicing Address:</b>	Payments Dept, Eastern & Coastal Kent PCT, Kent & Canterbury Hospitals, Ethelbert Road, Canterbury, CT1 3NG.		

### Assignment Details

<b>Date:</b>		<b>Start:</b>		<b>Finish:</b>	
<b>Venue Address:</b>		<b>Directions: Map:</b>			
<b>Contact Name at Venue:</b>		<b>Contact Tel No. at Venue:</b>			
<b>Details of Assignment:</b>					
<b>Additional Info: Clinical code:</b>					
<b>Name(s) of Deaf People present &amp; Hospital No:</b>					

<b>Support Req:</b>		<b>Specifics:</b>	
<b>Staff:</b>			
<b>Freelancers:</b>			

### Contract Details & Fees

<b>Contract:</b>			
<b>Contract Rate:</b>		<b>Freelance Fees:</b>	

### Confirmation Letters & Cancellations/Amendments (C & A's)

	Post:	Email:	Return by:	Received:	Actioned:
<b>Interpreter:</b>					<b>Diary</b>
<b>Client/Contact:</b>					<b>Feedback</b>
<b>Referrer:</b>					<b>Price List</b>

<b>C &amp; A's:</b>	<b>Diary:</b> <input type="checkbox"/>	<b>Computer:</b> <input type="checkbox"/>	<b>W/E Sheet:</b> <input type="checkbox"/>	<b>Copy:</b> <input type="checkbox"/>	<b>Client:</b> <input type="checkbox"/>
<b>Notes:</b>			<b>By:</b>	<b>Date/Time:</b>	
<b>Notes:</b>			<b>By:</b>	<b>Date/Time:</b>	

### Completed Assignment Details – Interpreters Only

<b>Interpreter Name:</b>			
<b>Start Time:</b>		<b>Travel Time:</b>	
<b>Finish Time:</b>		<b>Mileage:</b>	
<b>Actual:</b>		<b>Add. Travel Costs:</b>	
<b>Comments:</b>			

**Note:** This agreement has a financial limit – any activity/invoices in relation to this contract will require prior agreement with Ingrid Cobourn, Contracts Manager.

Contact details – [Ingrid.cobourn@ekcpct.nhs.uk](mailto:Ingrid.cobourn@ekcpct.nhs.uk) – Telephone – 01304 222240.