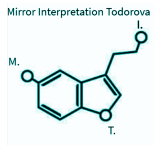


Mirror Interpretation Todorova M.I.T



Transparent Communication of Your Words in Your World.

Reservation and Instructions for Requesting Personalized Interpretation Service

1) Rates

Rates vary depending on how many hours of work you need, the field of the service you requested, and whether there is an opportunity to collaborate on future events. Each interpreter has extensive knowledge, experience, and education in different fields. Each request has a \$20 service fee, which will be applied to your reservation. This fee is so the logistics team can create a bill for your specific needs and refer to the specialist who best suits your request.

Once the MIT team receives the requested information, they will provide specific pricing based on your needs. Pricing for a combination of languages is available. MIT practices flexible pricing for small businesses with limited resources. We are happy to collaborate and build a lifetime partnership.

2) Interpreter Service Request Instructions

Language Needed

Describe the service required. State the language needed. If you need an interpreter who speaks multiple languages, state all of the languages that are needed.

Interpreter

If you have worked with MIT in the past, do you have a preferred interpreter? Please specify if you need the interpreter to follow a specific dress code. MIT professionals have a classic business dress code; however, we are focused on customer service.

Time and Duration

How long do you need the interpreter? Is this a onetime need or will we work on future events? Please provide the hours, days, and event information.

Location

Is the service needed by phone or in person? If the services are needed in person, please provide the date, time, and address.

Note: There are different cancellation policies depending on the client's location.

Field

Describe the field that you work in and the specific terminology that the interpreter should prepare for the meeting.

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