

## Foreign Language Specialists, Inc.®

### Interpreter Request Double Booking Prevention

Dear Interpreter Services Requestors,  
Please follow the simple request procedures to avoid costly double booking:

- ❑ Please fax your request one time only! The repetition of the same requests could cause a double booking.
- ❑ When cancel or reschedule the previous request, please fax us back the original request with its original control number and the name of scheduled interpreter (if it had already been confirmed by FLS), and a well visible word “**CANCELLED**” or “**RE-SCHEDULED**”.
- ❑ If for some technical 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 comments box.
- ❑ Please program our fax # to your fax machine to avoid sending requests to a wrong place.
- ❑ If interpreter did not show, please fax us back our confirmation with its original control number and the name of interpreter with a well visible word “**NO-SHOW**” on it. It will help us to maintain a quality control and select only reliable interpreters to serve your clients.

Thank you so much for your cooperation!

FLS schedulers.

[4schedulers@flsincorp.net](mailto:4schedulers@flsincorp.net)

Phone: 425-369-3096 (M-F 8am-8pm)

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

For more info or copy of the request form go to: [www.flsincorp.net](http://www.flsincorp.net)