NASPO Purchasing Program
Account Set Up/Contact Information Form

Institution/Company: NASPO Cooperative Purchasing Organization
Contract No: 50-000-14-00002AB  Contract Status: Active
Service Description: Over the Phone Interpretation Service
All Languages- Option A: $0.57 per minute
Option B: $0.54 per minute Spanish and $0.69 per minute Other languages

The NASPO cooperative contract allows all participant units of government to use the contract for over the phone interpreting services. In order to activate your account for service, please fill out all sections in this form and e-mail to back to your account manager: Wilson Ostojic at wilson@linguisticainternational.com.
If you have any questions feel free to call me directly at (801) 617-1958.

Section I – Account Information - Billing Contact

Account Name: ________________________________________________________________
Agency Address: ______________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________

Main Contact Name: __________________________________________
E-mail: __________________________________________ Fax: __________________________
Telephone: ___________________________

Alternate Contact:
Name: __________________________ Telephone: __________________________
E-mail: __________________________ Fax: __________________________

Section II – Expected Volume

- Please select the best option that describes your expected volume for Over the Phone (OTP) interpreting usage.

1. 0 to 500 minutes per week  [ ]
2. 500 to 1,000 minutes per week  [ ]
3. 1,000 to 3,000 minutes per week  [ ]
4. 3,000 to 5,000 minutes per week  [ ]
5. over 5,000 minutes per week  [ ]
6. other:__________ minutes per week  [ ]

- Linguistica International provides interpreting services in over 250 different languages. However, we would like to have a better idea of your top Languages. Please provide IF POSSIBLE a list of your top 10 languages starting with #1 as the most frequently used language.

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Section III – Additional Call Data Reporting Capabilities

Your invoice will reflect the following standard fields for each call:

1. Date of the call
2. Start time
3. End time
4. Total minutes
5. Language
6. Total charges
7. Interpreter’s name

Should you have the requirement, we can collect additional information at the time of the call such as first/last name of person requesting services, employee codes, location codes, and/or any other relevant information you are interested to capture for each call. This information will be reported on your invoice detail. Simply enter the field information below that you’d like us to collect:

<table>
<thead>
<tr>
<th>Additional Fields</th>
<th>Please print required or optional</th>
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<tbody>
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Note: In the event that a required field is not provided by the staff member when requesting the service, Linguistica International will not connect the interpreter.

Section IV – Multiple Departments Set up

You may establish multiple departments within the same account (with the same billing contact person) with this form. If additional space in needed, please e-mail separate attachment with a list of all departments to: wilson@linguisticainternational.com.

| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Section V – Authorization

* Your signature below acknowledges your authorization to utilize interpreting services via Linguistica International under the current NASPO Cooperative Purchasing Organization - contract No 50-000-14-00002AB for over the phone interpreting services.

Print Name of Authorizing Agent: ____________________________

Date: ____________________________

Signature: ____________________________

For any questions please contact Wilson Ostojic, Director of Account Services at 801-617-1958. Please scan and email the completed set up form to wilson@linguisticainternational.com.