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:_____
Telephone: _____ Fax: _____

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.

1	6
2	7
3	8
4	9
5	10

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:

Additional Fields	Please print required or optional
1.	
2.	
3.	
4.	
5.	

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 .