

**NASPO ValuePoint Purchasing Program  
Account Set Up/Contact Information Form**



**Institution/Company: NASPO ValuePoint Cooperative Purchasing Organization**  
**Contract No: 50-000-14-00002AB      Contract Status: Active**  
**Service Description: Over the Phone Interpretation Service**  
 **Option A: \$0.56 per minute All Languages.**  
 **Option B: \$0.53 per minute Spanish and \$0.67 per minute other languages**



The NASPO ValuePoint 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: Jordan Daines at [accounts@linguisticainternational.com](mailto:accounts@linguisticainternational.com).

If you have any questions feel free to call me directly at (801) 618-1454.

**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 | <input type="checkbox"/> |
| 2. | 500 to 1,000   | minutes per week | <input type="checkbox"/> |
| 3. | 1,000 to 3,000 | minutes per week | <input type="checkbox"/> |
| 4. | 3,000 to 5,000 | minutes per week | <input type="checkbox"/> |
| 5. | over 5,000     | minutes per week | <input type="checkbox"/> |
| 6. | other: _____   | minutes per week | <input type="checkbox"/> |

- 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 is needed, please e-mail separate attachment with a list of all departments to: [accounts@linguisticainternational.com](mailto:accounts@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 ValuePoint 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 Jordan Daines, Director of Account Services at (801) 618-1454. Please return the completed account set up form to [accounts@linguisticainternational.com](mailto:accounts@linguisticainternational.com).