Example 1

Lubbock Community Services for the Deaf

2414 34th Street Lubbock, Texas 79411
Voice: (806) 795-2345 On Call Interpreter (806) 786-6131 TTY: (806) 368-5098 Fax: (806) 795-2233

Request for Services

In order to help meet ADA requirements, Lubbock Community Services for the Deaf provides the services of helping locate and assign a qualified interpreter as per your request. Please provide the following information to allow us to provide this service:

Requesting Business: Texas Tech University; Undergraduate Admissions
Deaf Client's Name: STUDENT
Date of Interpreting need: 01/29/2011 **Time:** 9:30 am – 12 pm

Location of Assignment: Building Name: Varies (Begins at West Hall Room 100)

Address: West Hall - Visitors Center Room #100

Person to Contact: STUDENT Phone#:

Responsible Paying Business: Name: Texas Tech University

ATTN: Julian Olivas

(Must be a specific name. Cannot accept "Accounts Payable".)

Address: PO Box 45005

City/State/Zip: Lubbock, Texas 79409

Phone: 806.742.1299 Fax: 806.742.0062

Sign:_____ Date: 1-18-2011

Print: Julian Olivas

The signature of this person authorizes and obligates payment, by the Requesting Business, in a timely manner for the services provided in accordance with the Policies and Procedures listed on page 2 of this document. The ADA law prohibits the responsibility of payment being passed on to the Deaf client or to their insurance agency (Texas Medicaid excluded).

Due to different assignment needs. Please list any specific details which will assist us in providing you the best possible interpreting services. (Example: Prefer male interpreter, OBGYN appointment, Legal matter, routine checkup, Company Benefits Meeting, 2 ½ hr. lecture, etc.)

Please send estimate of charges to Julian.olivas@ttu.edu. Service will be interpretation of a campus walking tour and 1 meeting on campus.