



Communique Interpreting
330 College Ave., Santa Rosa, CA 95401
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Facsimile Transmittal Sheet

To: Sue	From: Cris, Scheduling Department
Representing: Family Dermatology	Date: 1/16/2017
Fax Number: 545-6726	Total No. Pages including Cover Sheet
Phone Number 545-4537	Sender's Reference Number: 707-546-6869
Re: Sign Language Interpreting	Your reference number:

Dear Norma:

Thank you for contacting Communique for your interpreting needs. I have attached information regarding our company as well as a current rate sheet and a request form that you can fill out and send back to request interpreting. Before we can provide sign language services we will need to have a signed agreement with your office.

Our clients benefit from prompt, reliable services and high quality, accurate interpreting by certified interpreters that have successfully met the requirements and passed the exams of the Registry of Interpreters for the Deaf (RID), and/or have completed an AA, BA, or MA program in Sign Language Interpreting. We are dedicated to matching interpreters' expertise with the appropriate setting, client, and assignment.

This commitment on our part allows you to easily communicate and put your full attention on your meeting. Communique interpreters take full responsibility for the accuracy of their work and carry professional liability insurance provided under RID.

Please have the authorizing agent sign and fax the first two pages, the completed agreement and the Interpreter Request Form to our office as soon as possible so that we can establish the necessary information for providing this and other potential services to your company.

I would like to thank you for this opportunity to serve your company. Please feel free to contact me if you have any questions.

Sincerely,

Cris Eggers
scheduling@CommuniqueInterpreting.com
