



# International Language Bank Interpretation Request Form

You may phone, fax or email the following information to our offices.

Phone: (503)445-1433

Fax: (503) 233-4724

Email: [interpretation@mail.irco.org](mailto:interpretation@mail.irco.org)

**After hours emergency:  
(503) 242-0816**

Date: \_\_\_\_\_

Your Company/  
Organization Name: \_\_\_\_\_

Requesting Person: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Your Fax Number: \_\_\_\_\_

Language(s) Needed: \_\_\_\_\_  
\_\_\_\_\_

Appointment Date: \_\_\_\_\_

Appointment Time: \_\_\_\_\_

Minimum Number of Hours Requested: \_\_\_\_\_

Appointment Location: \_\_\_\_\_

Client's Name: \_\_\_\_\_

*Interpreter to place reminder call night/day before appointment*

Client's Phone Number: \_\_\_\_\_

Special Requests (if any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

IRCO's International  
Language Bank (ILB)  
10301 NE Glisan Street  
Portland, Oregon 97220  
Phone: 503-234-0068  
Fax: 503-233-4724

**ILB OFFICE USE ONLY**

Confirmed Appointment On: \_\_\_\_\_  
With: \_\_\_\_\_  
Interpreter's name: \_\_\_\_\_  
Comments: \_\_\_\_\_