

It's easy to schedule an appointment with an over-the-phone interpreter. Simply follow the three step procedure below.

STEP 1. REQUEST APPOINTMENT

Call **1-866-282-0676** or email **Appointments@LanguageLine.com** to schedule an Interpreter. Please provide the following information:

1. Name
2. Email for receipt of confirmation
3. Contact phone number
4. Organization name
5. Client ID
6. Language requested
7. Appointment date and time, and your time zone
8. Approximate duration of the appointment

You will receive an Appointment Request confirmation within 24 hours.

NOTE: Our most frequently requested languages connect on-demand so appointments may not be necessary.

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|-------------|------------------|--------------|--------------|
| ■ Arabic | ■ French | ■ Nepali | ■ Somali |
| ■ Bengali | ■ Haitian Creole | ■ Polish | ■ Spanish |
| ■ Burmese | ■ Korean | ■ Portuguese | ■ Tagalog |
| ■ Cantonese | ■ Mandarin | ■ Russian | ■ Vietnamese |



STEP 2. RECEIVE APPOINTMENT CONFIRMATION

- Requests made more than 48 hours prior to the appointment time will receive an email confirmation at least 24 hours prior to the requested appointment.
- Requests made 24 to 48 hours prior to the appointment time will receive an email confirmation at least 4 hours prior to the requested appointment.
- Requests made less than 24 hours prior to the appointment time will receive an email confirmation prior to the requested appointment, if possible.



STEP 3. ADMINISTER APPOINTMENT

At your appointment time call **1-866-282-0676** and notify the Appointment Specialist that you have a pre-scheduled appointment. Provide your Appointment Number, Client ID and Organization Name.

NOTE: To cancel an appointment please call **1-866-282-0676** no less than 24 hours prior to the appointment. Appointments missed or canceled with less than 24 hours notice will be subject to a \$200 missed appointment fee.

