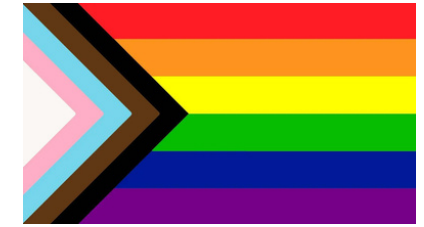




LIPSPEAKER UK  
www.lipspeaker.co.uk

# LIPS-SERVICE

## SERVICE PREFERENCE FORM



Lipspeaker UK is committed to ensuring that you are provided the most appropriate support for your needs. We would like to understand more about your preferences when using a Language Service Professional. The aim of this form is to provide you with a safe and private space to let us know how we can make your life easier when making a booking and communicate the things you need from us.

### 1 BEFORE MY BOOKING

### 2 DURING A BOOKING

### 3 FOLLOWING A BOOKING

Name

How to contact me

Preferred Pronouns

SMS

Phone Call

Email

FaceTime



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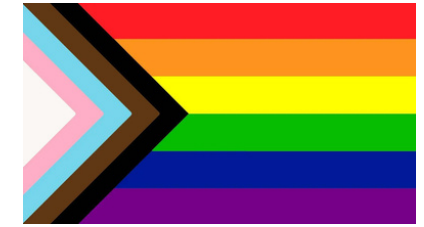
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### GUIDANCE

#### 1 WHEN MAKING A BOOKING

Tell us about the practical things that will help us to prepare for your booking in order to meet your needs. This includes what you want your interpreter/lipspeaker to know in order for them to be fully prepared for your bookings such as:

- Allow me to introduce myself
- Provide interpreters with all relevant prep material in advance
- Inform support of my preferred pronouns

#### 2 DURING A BOOKING

Tell us about the practical things that will help to make sure your booking goes smoothly whether this is during online bookings or face to face. This might include:

- Ensure captions are on
- Provide me with the interpreter's text number in case of disruptions
- Don't interrupt the meeting if anything is missed - use the chat function

#### 3 FOLLOWING A BOOKING

Tell us about the practical things that will help us to ensure you have all the information you need once your booking has been completed including:

- Send me the script from the captions
- Sends me any agreed action points from the meeting
- Ensure support has the correct PO Number for invoicing

What do you like to be called

Let us know your preferred pronouns

Tell us how to contact you

SMS

Phone Call

Email

FaceTime



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