



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

- Allow me to introduce myself
- Interpreters to be provided with prep material and any relevant links
- Inform support of preferred pronouns
- Other

2 DURING A BOOKING

- Ensure captions are on
- Don't interrupt if information is missed - use chat function
- Send me the interpreter or lipspeaker's text number in case of disruptions
- Other

3 FOLLOWING A BOOKING

- Send me the script from captions
- Send me any agreed action points from my meeting
- Ensure support has the correct PO number for invoicing
- Other

Name	How to contact me				
Preferred Pronouns	<input type="checkbox"/> SMS	<input type="checkbox"/> Phone Call	<input type="checkbox"/> Email	<input type="checkbox"/> FaceTime	LIPSPEAKER UK www.lipspeaker.co.uk



LIPSPEAKER UK
www.lipspeaker.co.uk

LIPS-SERVICE

SERVICE PREFERENCE FORM



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.

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.

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.

What do you like to be called

Let us know your preferred pronouns

Tell us how to contact you

SMS

Phone Call

Email

FaceTime

WhatsApp

LIPS-SERVICE