

**Texas DIR – Linguistica International**  
**Interpreting Services Account Set Up/Contact Information Form**



Texas DIR Contract # DIR-CPO-5228 allows Texas DIR customers to use this contract for over the phone interpreting (OPI), Video Remote Interpretation (VRI) and Document Translation services. In order to activate your account for service, please fill out all sections in this form and e-mail to your account manager at [accounts@linguisticainternational.com](mailto:accounts@linguisticainternational.com). If you have any questions feel free to call us directly at (801) 618-1454.

**Section I – Account Information and Billing Contact**

Texas DIR Customer Name: \_\_\_\_\_

Texas DIR Customer Address: \_\_\_\_\_  
 \_\_\_\_\_

Main Billing Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact in Charge of Language Services Coordination and/or Scheduling:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Section II – Expected Volume**

- Please select the best options that describe your expected volume for interpretation usage.

OPI	VRI	Document Translation
0 to 5 Appointment Per Day <input type="checkbox"/>	0 to 5 Appointment Per Day <input type="checkbox"/>	0 to 5 Documents Per Day <input type="checkbox"/>
6 to 15 Appointment Per Day <input type="checkbox"/>	6 to 15 Appointment Per Day <input type="checkbox"/>	6 to 15 Documents Per Day <input type="checkbox"/>
16 to 30 Appointment Per Day <input type="checkbox"/>	16 to 30 Appointment Per Day <input type="checkbox"/>	16 to 30 Documents Per Day <input type="checkbox"/>
31 to 60 Appointment Per Day <input type="checkbox"/>	31 to 60 Appointment Per Day <input type="checkbox"/>	31 to 60 Documents Per Day <input type="checkbox"/>
Over 60 Appointment Per Day <input type="checkbox"/>	Over 60 Appointment Per Day <input type="checkbox"/>	Over 60 Documents Per Day <input type="checkbox"/>
Other ___ Appointment Per Day <input type="checkbox"/>	Other ___ Appointment Per Day <input type="checkbox"/>	Other ___ Documents Per Day <input type="checkbox"/>

- Linguistica International provides interpreting services in over 350 different languages. However, we would like to have a better idea of your top Languages. Please provide **IF POSSIBLE** a list of your top 10 languages starting with #1 as the most frequently used language.

1	6
2	7
3	8
4	9
5	10

**Section III – Additional Call Data Reporting Capabilities**

Your invoice will reflect the following standard fields for each call:

1. *Date of the call or appointment*
2. *Start time*
3. *End time*
4. *Total minutes/hours*
5. *Language*
6. *Total charges*
7. *Interpreter's name*
8. *First and Last Name of Person Requesting Services*
9. *Callback Number Person Requesting Services*

Should you have the requirement, we can collect additional information at the time of the call such as, employee codes, location codes, and/or any other relevant information you are interested to capture for each call. This information will be reported on your invoice detail. Simply enter the field information below that you'd like us to collect:

Additional Fields	Please print required or optional
1.	
2.	
3.	
4.	
5.	

**Note: In the event that a required field is not provided by the staff member when requesting the service, Linguistica International will not connect the interpreter.**

**Section IV – Rates**

<b>Service</b>	<b>Rate</b>
OPI Spanish	\$0.46 per minute
OPI Non-Spanish Spoken Languages	\$0.53 per minute
OPI Spanish Court Certified	\$1.51 per minute
OPI Non-Spanish Court Certified	\$1.76 per minute
VRI Spanish	\$35.00 per hour
VRI Non-Spanish Spoken Languages	\$40.00 per hour
VRI American Sign Language	\$80.00 per hour
VRI Spanish Court Certified	\$120.00 per hour
VRI Non-Spanish Spoken Languages Court Certified	\$141.00 per hour
VRI American Sign Language Court Certified	\$171.00 per hour
Document Translation Spanish	\$0.12 per word
Document Translation Non-Spanish	\$0.15 per word

**Section V – Authorization**

\* Your signature below acknowledges your institution’s responsibility for charges incurred with Linguistica International, Inc. It is the responsibility of your institution to ensure correct billing and contact information has been provided in this form and signed by the appropriate authority. Your signature acknowledges that interpreting services will be provided under the current Texas DIR Contract # DIR-CPO-5228 for OPI, VRI, and Document Translations.

\_\_\_\_\_

Print Name of Authorizing Agent

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

For any questions please contact Jordan Daines (801) 618-1454. Please scan and email the completed set up form to [accounts@linguisticainternational.com](mailto:accounts@linguisticainternational.com) .