

# Purple Communications

## Purple Communications: Booking Procedures

To book with Purple Communications (in-person / remote ASL Interpreting Services), please follow steps below.

1. Go to <https://www.signlanguage.com/>.
2. Select "Request Interpreter" located at the top of the right side of the page.



3. Please fill in the form for your department. All fields with a red asterisk \* are required.

Are you a Purple customer with a signed Rates and Policies form, Purchase Order or Contract on file with Purple?\*

- Yes  
 No

On-Site Interpreting or Virtual Interpreting?\*

- On-Site Interpreter (face to face)  
 Virtual Interpreter (Scheduled Virtual Interpreter - SVI is an alternative to an In-person ASL Interpreter where participants are connected remotely through a video conference platform)\*\*

\*\* Please include video conferencing platform link (Zoom, GTM, Skype etc.) in notes below.

Organization Name

Organization Account Number

Local Purple Center - Where services are needed\*

Requester's Name\*

Requester's Email Address\*

Requester's Phone Number\*

Requester's Fax Number

About Your Event

Event Start Date\*

Event End Date\*

Event Start Time\*

Event End Time\*

Frequency\*

One Time

Repeat

Event Type (e.g. meeting, interview, class)

Event Link

Name of Deaf Participant(s)

Communication Mode

Name of Preferred Interpreter(s)

**About Your Event's Location**

Event Street\*

Event Street Line 2

Event City\*

Event State\*

Event Zip Code\*

Event Department Name

Event Floor Number

Event Room Number

Event Parking

Special On-Site Instructions

On-Site Contact Person Name\*

On-Site Contact Person Phone Number\*

**About Payment Information**

How would you like to handle payment?\*

- Please send a general invoice at the conclusion of the event.
- Please send an invoice per the requirements of the Purchase Order on file with Purple.
- Please charge my purchase card or credit card on-file.
- Please send a pro-forma invoice prior to the event to include all estimated charges.

Notes to Purple

By submitting I certify that I am authorized by my organization to place service requests with Purple.

If you have any questions while filling out this form for scheduling, please contact:

Kayla Ferguson, CA Scheduler or Jeffrey Fetterman, Team Manager

**Email:** InterpretingCA@purple.us | **Phone:** 512-537-0911 x 2465