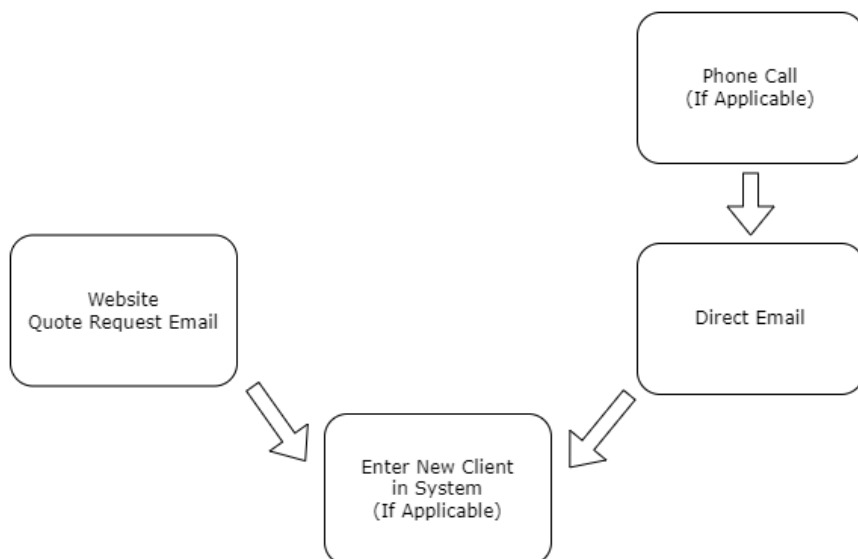


# PROCESS CHART (BACKUP 8-1-22)

## CONFERENCE INTERPRETING ORDER PROCESS

### STEP 1: INTAKE



### STEP 2: EVALUATE RESOURCES & COSTS

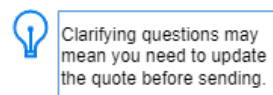
Start Draft Quote

Calculate Variable Costs

Add Above to Fixed Costs

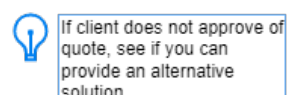
Ask Clarifying Questions to Client (If Needed)

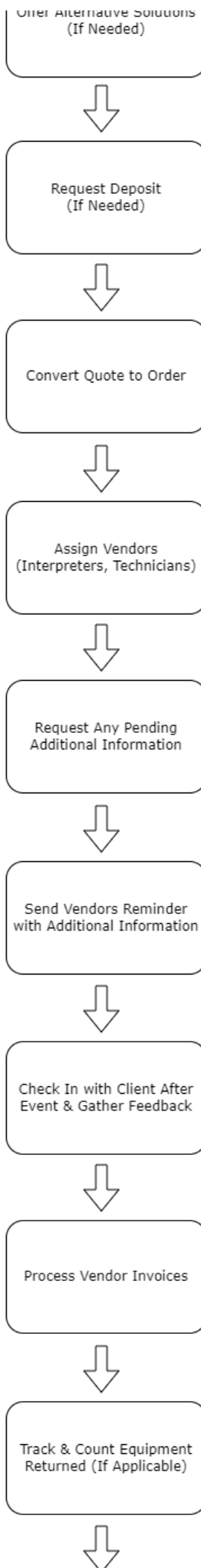
Finalize Quote



### STEP 3: QUOTE

Offer Alternative Solutions





For tracking and management, also update the Meeting & Events Calendar.



For portable equipment rentals, you will need to also coordinate returns.



Keep track of any overtime or additional fees from vendors.



Equipment returns need to be managed and put away in their respective areas after they are returned.



Invoice & Thank Client  
For Business!

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🔄Revision #5

★Created Mon, Aug 1, 2022 3:54 AM by Gabriela Garcia

✎Updated Tue, Aug 2, 2022 4:37 PM by Gabriela Garcia