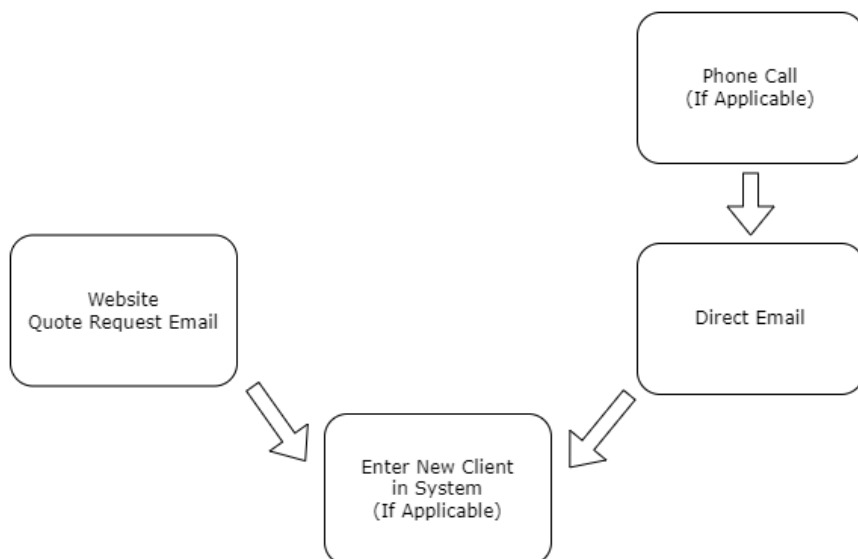


PROCESS CHART (BACKUP 8-1-22)

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

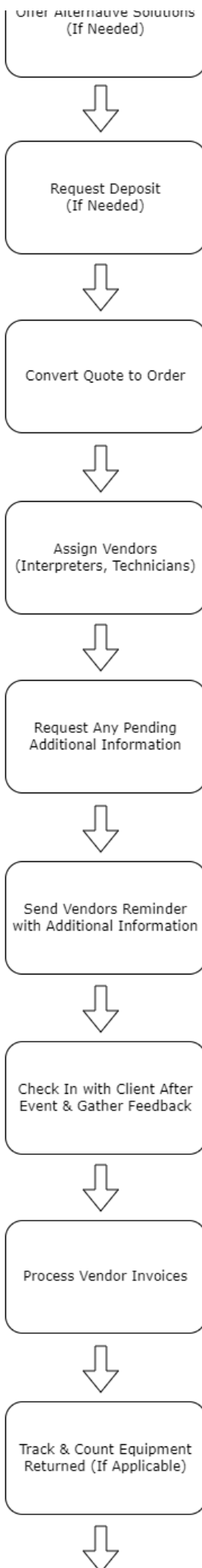


💡 Clarifying questions may mean you need to update the quote before sending.

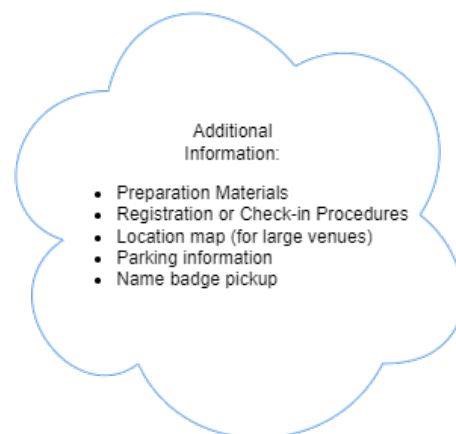
STEP 3: QUOTE

Offer Alternative Solutions

💡 If client does not approve of quote, see if you can provide an alternative solution



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!

🔄Revision #5

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

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