Department of State
OFFICE OF LANGUAGE SERVICES
SA-1 Interpreting Division
Fourteenth Floor
2401 E Street, N.W.
Washington, D.C. 20522
TEL: (202) 261-8800
FAX: (202) 261-8808

ESTIMATE OF COST AND BILLING INFORMATION FORM
Other Federal Agency

Please review this estimate of cost for interpreting services and complete the information in the fields below as necessary. Please return the form approved and signed by the pertinent budget officer via fax. To secure interpreting services, funding must be in place a minimum of two business days prior to the beginning of assignments in the Washington DC area or three business days in the case of travel.

Reimbursing Agency	
Office	
Requestor's Contact Information Name E-Mail Address Phone Number	
Requesting Title	Begins Ends
Estimate of Interpreter Cost Mode of Interpreting: Consecutive ☐ Simultaneous ☐ Language(s) Interpreter Staffing Cost per day	Total
Other Interpreters Cost per day	Total
Estimate of Travel Cost, if provided by LS Transportation Miscellaneous Cost Hotel M&IE DBA Sub Total Overhead (17.5%) $0.00 Total $0.00	

Estimate of Interpreting Equipment, if provided by LS

Booth ☐ Tabletop ☐ Wireless/Portable ☐

Equipment

Overhead charged (17.5%) $0.00

Subtotal $0.00

Address of Service Provider

Department of State
Office of Language Services
Contracting Officer
14th Floor
2401 E Street, NW
Washington, DC 20522

LS Agency Locator Code (ALC) 19-00-0001
LS Dun and Bradstreet Number (DUNS) 02-4760907
LS Tax Identification Number (TIN) 54-1352940

TOTAL COST $0.00

This is an estimate

LS will bill actual cost when services are rendered.

REQUIRED FISCAL INFORMATION IN THE FIELDS BELOW IS TO BE PROVIDED BY THE REQUESTING AGENCY

Address of the Billing Office

Please provide the following required information for IPAC purposes

Agency Locator Code (ALC)

Tax Identification Number (TIN)

Fiscal Station Number (FSN)

Interagency Agreement Number or Funding Information

Name of Person Obligating Funds	Phone Number

Signature of Person Obligating Funds

TO BE FILLED OUT BY LANGUAGE SERVICES ASSIGNING OFFICER ONLY

LS Job Number	Assigning Officer's Name