

Preschedule Form Guide

Consecutive Interpretation

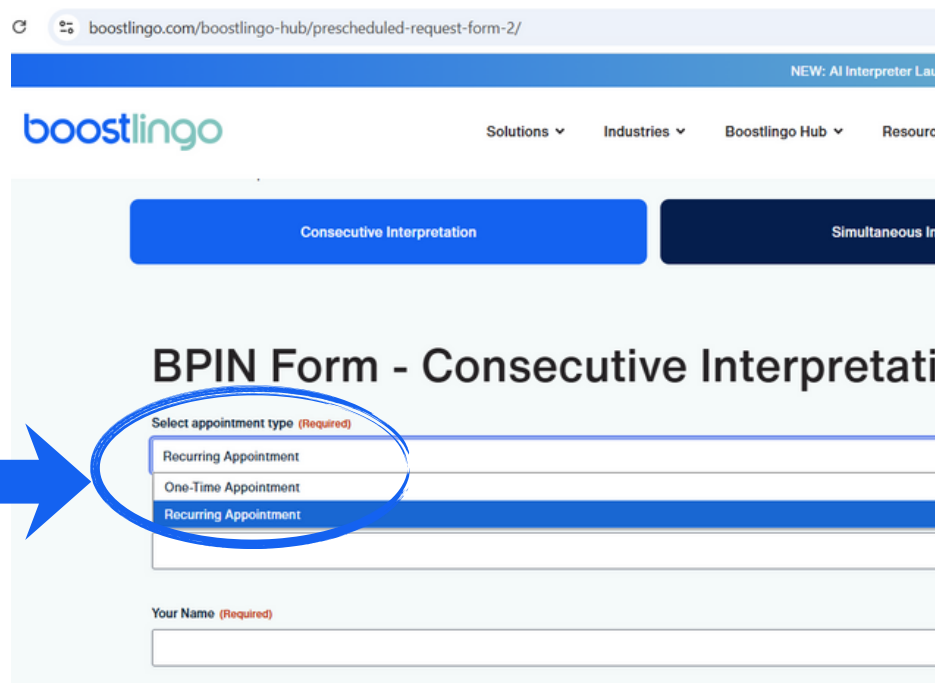
UPDATE: We've added a dropdown menu that lets you choose between Recurring and One-Time appointments.

This guide provides a walkthrough of the Recurring option. The One-Time appointment process remains unchanged.

1

If you need to request a recurring appointment, please navigate to this section.

From there, use the dropdown menu to select Recurring Appointment.



boostlingo.com/boostlingo-hub/prescheduled-request-form-2/

NEW: AI Interpreter Lab

boostlingo Solutions Industries Boostlingo Hub Resource

Consecutive Interpretation Simultaneous Interpretation

BPIN Form - Consecutive Interpretation

Select appointment type (Required)

- Recurring Appointment
- One-Time Appointment
- Recurring Appointment

Your Name (Required)

2

Date and Time of Appointment

Instructions

Download the recurring form template [here](#).
Upload the completed version using the upload field below.

Under the “Date and Time of Appointment” section, you’ll find instructions.

Click on “[here](#)” to download the template we created.

3

The template includes all the required information for scheduling a recurring appointment.
Please enter each date in a separate cell within the table.

	A	B	C	D	E	F	G	H	I
	Client Name	Customer Name	Type	Language	Appointment Date/Time	Time Zone	Duration	Assignment Details: Briefly Describe the Subject Matter and Specific Purpose of the Encounter	
1									
2	XYZ Company	Pat Doe	VRI/OPI	Spanish	10/1/2025 13:00	Central (US)	30 mins/1hour	Medical - Diabetes Clinic	
3									

After you’ve filled out all the details in the template,
don’t forget to click Save to keep your changes.

4

Click here to upload the file.

Date and Time of Appointment

Instructions

Download the recurring form template [here](#).
Upload the completed version using the upload field below.

Upload

No files chosen

Accepted file types: xlsx, csv, pdf, jpg, png, Max. file size: 50 MB.

Don’t forget to complete the remaining fields in the request form,
then click Submit to finalize your request.

You’re all set!