



LIONBRIDGE ACCOUNT ORDER FORM - STC #4400037740

To create an account with Lionbridge for over-the-phone interpretation:

1. Complete below account order form
2. Email completed form and any additional notes or requirements to Lionbridge's Dedicated Point of Contact for South Carolina: John.Drugan@Lionbridge.com
3. John and Lionbridge's team will create your account and provide customized instructions and training material on how to access over-the-phone interpretation services within 1 business day

For any questions regarding the order form or Lionbridge's contract, please contact South Carolina's dedicated Contract Manager, John Drugan:

Email: John.Drugan@Lionbridge.com

Office: 978.964.9550

Cell: 781.801.2929

Account Name:

Contact Name:

Contact Email Address:

Contact Telephone Number:

Billing Contact Name:

Billing Contact Email:

Billing Contact Phone Number:

Language Mix and Volume (if known):

(If past usage reports are available, please share with Lionbridge contact)

Requested PIN Structure

Option 1: 1 PIN for entire account

Option 2: 1 PIN for each department (Include names of departments on following page)

Option 3: 1 PIN for each employee (Include names of employees on following page)

Metadata Prompts Required? Yes No

Option 1: Please enter your employee ID number

Option 2: Please enter your account number

Option 3: Custom prompt

Note: Metadata Prompts are an optional feature to ask callers for additional data after PIN entry



Any Additional Customized Account Requests (If required)

List of all Departments or Employees Requiring PINs (If required)

Any Additional Notes for Lionbridge (I.E. Reporting Requirements, Invoicing Format, etc.)