



# ROUNDABOUT

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Email: furniture@roundaboutevesham.org.uk or admin@roundaboutevesham.org.uk  
Charity Registration No.: 1104867 web site: www.roundaboutevesham.org.uk  
Roundabout (West Midlands) Ltd Registered No.: 5065046

FOR OFFICE USE ONLY	PRINTED (tick)
JOB NO.	
COST	
DELIVERY DATE	
DATE ACKNOWLEDGEMENT SENT	

## Request Form/Price List

**IMPORTANT: Referral Agent MUST complete form fully in BLOCK LETTERS. Thank you**

Referral Agency

Address   
Post code:

Contact Name

Contact No.

Email

Client Name

Address   
Post code:

Email

Tel. No.

Mob. No.

Alt. Contact No.

**Charges:** Agency to pay  or Client to pay  **Age of client:** 16-25  26-50  51-64  65+  Prefer not to say

**Client status:** Single  Single Parent  Married/Co-habiting couple  Other  Prefer not to say

**No. of children:** 0-3 yrs  4-10 yrs  11-15 yrs  Prefer not to say  **Housing Assoc. Name:**

**Premises:** House  Ground Flr Flat  Upstairs Flat  Bungalow  Bedsit  Other

	Price	Qty
Double Bed Base	£9	
Double Bedding	£7	
Double Headboard	£1	
Double Mattress	£9	
Single Bed Base	£7	
Single Bedding	£6	
Single Headboard	£1	
Single Mattress	£7	
Bunk Bed (2 tier) (Order mattresses separately)	£18	
Chest of Drawers	£7	
Wardrobe	£10	
Bedside Cabinet	£4	
Dressing Table	£3	

	Price	Qty
Cot (If possible will include mattress)	£5	
Settee (3 seater)	£20	
Settee (2 seater)	£18	
Armchair (If possible will match)	£8	
Fireside Chair (upright) specify size below	£7	
Recliner Chair (manual)	£8	
Recliner Chair (electric)	£15	
Sideboard	£5	
Wall Unit	£7	
Bookcase	£5	
Occasional Table	£4	
TV Cabinet/Stand	£4	
CD Storage Unit	£1	

	Price	Qty
Desk	£5	
Rug specify size below	£4	
Dining Table	£14	
Dining Chair (each)	£3	
Kitchen Table	£10	
Kitchen Chair (each)	£3	
Kitchen Starter Pack	£10	
Ironing Board	£3	

**Curtains (pair) £2**

Qty	Window Size	
	Width (specify cm or ins)	Height (specify cm or ins)

Other, please specify:

### Important Notes – please read carefully and sign

- This form must be completed fully and clearly by a recognised Referral Agent. It MUST NOT be completed by the client. We cannot accept requests unless they are on the appropriate Request Form and signed.
- There are no facilities at the warehouse for clients to view and select items before delivery.
- The client should ensure there is someone available to receive the delivery with payment where appropriate. **We now require an alternative contact number in order to fulfil the delivery.**
- Any failed delivery which is reinstated may result in additional charges and may require payment in advance.
- Staff shortages may result in delivery to the front door only.

- Personal data is processed under the provisions of the GDPR 2016. Before a request is processed by Roundabout the Referral agent and the Client must have read and understood Roundabout's Privacy Policy (incorporating the Roundabout Data Retention and Destruction Policy) available on the Roundabout web site.
  - All items requested will be subject to availability. We do not hold a waiting list. Contact our office for other items not listed.
  - Please consider the room area and size of furniture ordered.**
- I, the Referral Agent, have read and accept these conditions

Signature