



ROUNDABOUT

Roundabout (West Midlands) Ltd.

Tel: 01386 833030

Email: admin@roundaboutevesham.org.uk

Website: www.roundaboutevesham.org.uk

Charity Registration No.: 1104867

Company Registered No.: 5065046

FOR OFFICE USE ONLY

PRINTED
(tick)

JOB NO.

COST

DELIVERY DATE

DATE ACKNOWLEDGEMENT
SENT

Referral Request Form

Agency:	Client:
Contact name:	Male / Female / Non-binary / Prefer not to say
Address:	Delivery address:
Office tel:	Mobile tel:
Mobile tel:	2 nd Contact tel:
Email:	Email:

Payment details

Charges	Agency to pay		or Client to pay	
Purchase Order No:				
Vouchers	Nos.			

Applicant / Service Users Details

Age of Client	16-25		26-50		51-64		65+		80+
No. of children	0-3 yrs		4-7 yrs		8-11 yrs		12-17 yrs		
Premises	House		Grd flr Flat		Upstairs Flat		HMO		Other
Parking available	Permit needed		Lift?		Stairs?				

Priority of Applicant	Please tick or mark 'yes' to all criteria that apply
Homeless or threatened with homelessness or in temporary housing	
Young / Single parent	
Family with children lacking essential items	
Vulnerable by: disability / health / mental health / age / SA or other – please give details	
Low income / Financial crisis	
Ethnicity	
Employment status	

Furniture & Household Equipment Required

Please complete the table below as appropriate. We aim to respond to the applicants/service users within 5 working days indicating if we have the items available. As white goods are often limited, please call to discuss availability and individual prices. Purchase Order numbers, where appropriate, must be supplied.

We can be contacted on 01386 833030 between the hours of 09.00 and 13.00 Monday to Thursday or by e-mail: admin@roundaboutevesham.org.uk

Access: Please provide as much details regarding access and the size of the property (e.g. upper floor/narrow stairs/ limited parking)

Is delivery required? Yes / No (See below for charges)

Tenancy commencement date:

Furniture:	Price £	Qty.	Furniture:	Price £	Qty.
Double bed set (New)	£100		Double bedding Starter pack	£10	
Single bed set (New)	£90		Single bedding Starter pack	£7	
Single Bed Base (Used)	£20		Rugs (large)	£8	
Double Bed Base (Used)	£30		Rugs (small)	£5	
Double bed set (base & mattress)	£40		Cot	£8	
Single bed set (base & mattress)	£30		Table & 4 chairs –	£50	
Bunk beds	£45		Table & 2 chairs –	£35	
Mattress double only	£20		Dining chair	£7	
Mattress single only	£15		Occasional table / TV Stand (Highlight appropriate)	£10	
Sofa, 3 seater	£45		Fireside chair	POA	
Sofa, 2 seater	£40		Rise & Recliner chair	POA	
Arm chair(s)	£20		Kitchen Starter Pack	£12	
Chest of drawers	£15		Ironing Board	£4	
Wardrobe	£25		Curtains, per pair	£5	
Bedside Cabinet	£10		Window height cm x Window width cm		
Small desk	£6		Electric Cooker	POA	
Toaster	POA		Table Top Cooker	POA	
Microwave	POA		Hotplates	POA	
			Kettles	POA	
			Washing Machine	POA	

Notes:

Delivery Charge: **WR11, B50** - £5; **WR10, WR12, GL20, GL55, CV37** - £10; **WR7, WR8, B49, B80, B96** - £15, then £20 for **WR1, WR2, WR3, WR4, WR5, WR9, WR13, B95, B60, B97, B98, GL52, GL54, GL56, CV35, CV36, GL19, GL50, GL51**.

Important Notes on Reverse – please read carefully and sign

Personal data is processed under the provisions of the UK GDPR. 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.

I, the Referral Agent, have read and accept these conditions

Signature and date	
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PTO

Referral Terms and Conditions:

- This form must be completed fully and clearly by a recognised Referral Agent. It must not be completed by the client.
- We can only accept requests submitted on the Request Form.
- An alternative contact for the client is mandatory. This can be a partner, family member, support worker or friend, as long as they can be contacted as early as 8am on the day of delivery.
- Please consider the room area, hallways, door sizes and access when ordering furniture and make us aware of any limitations in the notes.
- Please make sure any special requirements are listed in the notes.
- Please make sure you have indicated if the charges are to be paid by the client or the referral agency. If the referral agency is paying the charge we will send an invoice after delivery has taken place, please let us know if we need to send the invoice to an alternative person/address.
- Once we receive the request we will contact the client to discuss their requirements and advise of a delivery date. If the client is not able to be contacted by phone, then please add this in the notes.
- Clients are not permitted to view and select items before delivery. We will ensure we will provide good, clean quality, fit for purpose furniture. If there is a medical need we may be able to make an exception for the client to try the furniture in advance.
- The client is responsible for ensuring there is someone over the age of 18 to receive delivery with payment where appropriate.
- Delivery is charged at the standard rate. You are welcome to collect by prior arrangement
- Any failed delivery which is reinstated may result in additional charges and may require payment in advance.
- Staff shortages or hazardous conditions may result in delivery to the front door only.
- All items requested will be subject to availability and we may supply alternative similar items. We do not hold a waiting list.
- We can supply large electrical items or white goods on referral. New items and some second-hand items, which come with a 6 month guarantee, may be available. Please contact us to discuss. You may need to arrange connection locally for cookers and washing machines.
- If you require items which are not listed, then please contact us.
- We may be able to supply additional items like headboards, bedside lamps for free, subject to availability at the time