

Warehouse and Office
1a Fortescue Avenue
Twickenham
TW2 5LS
TEL/FAX
020 8755 4665
Email:admin@richmondfurniturescheme.co.uk

RICHMOND FURNITURE SCHEME

Registered Charity 1133019
Company No 7001417

PHONE HOURS

Monday - Friday

CUSTOMER VISITS

10am – 3.00pm

Monday to Thursday

Open first Saturday of the month
from 10-12 noon

Note to Referring Agencies:

Please complete every section of this form in BLOCK CAPITALS.

Please ensure that payment arrangements are clarified BEFORE you issue this letter.

Please inform clients that we will refuse to deal with verbally abusive and aggressive people.

Client Information	Referral Agency Information
Title: Mr. / Mrs. / Miss / Ms. (Delete as applicable)	Contact name: _____
Full Name: _____	Position: _____
Delivery Address _____ _____ _____	Agency Name: _____ _____
Post Code & Borough: _____	Address: _____ _____ _____
House Phone No _____	Post Code: _____
Mobile No: _____	Telephone & Ext: _____
House: <input type="checkbox"/> Flat: <input type="checkbox"/>	E-mail: _____
Stairs: Yes <input type="checkbox"/> No <input type="checkbox"/> Lift: Yes <input type="checkbox"/> No <input type="checkbox"/>	Ref number: _____
Ground: <input type="checkbox"/> 1 st Floor: <input type="checkbox"/> Other: <input type="checkbox"/>	

<u>Methods of Payment</u>	
I have checked that this client is in receipt of an income-related benefit	
<input type="checkbox"/>	I authorise you to invoice this agency for goods to the value of £_____
<input type="checkbox"/>	Application to Grant making body. Please invoice them direct.
<input type="checkbox"/>	Barnes Warehouse
<input type="checkbox"/>	Richmond Parish Lands
<input type="checkbox"/>	Hampton Fuel Trust
<input type="checkbox"/>	Other (please specify)
	Is the above grant approved as at today's date? <input type="checkbox"/>
	Is the above grant pending? <input type="checkbox"/>
<input type="checkbox"/>	The person I am referring will make his/her own arrangements to pay for goods.
Specify what is needed:	
Agent's Signature: _____	Date: _____

This letter is valid for 5 weeks from the date of completion