

Back Gladstone Street  
Harrogate  
HG2 8DF

Tel/Fax 01423 870040  
www.essentialneeds.org.uk  
essentialneeds@gmail.com



## Referral form

Please complete this form in Block Capitals.

### Referring organisation

<b>Agency Name:</b>	<b>Contact:</b>
<b>Address:</b>	<b>Post Code:</b>
<b>Telephone:</b>	<b>Email:</b>
<b>Signature:</b>	<b>Date:</b>

### Client

<b>Client Name:</b>	<b>Telephone:</b>
<b>Address:</b>	<b>Post Code:</b>
<b>Benefit type – please provide details:</b>	<b>Low income - please tick:</b> Less than £18,000 if single <input type="checkbox"/> Less than £23,000 if couple <input type="checkbox"/>

Please either email the completed form or give it to the client to bring in when visiting the store.  
These forms are for referral agency use only. Please do not give blank forms to your clients.

### Notes

- On our receiving this form, we will issue the client a membership card which will be valid for 6 months. At the end of that period we will require another referral from you or the client can re-register themselves.
- There is a modest charge for all goods. We accept cash and debit card payments for goods and payment on invoice can be arranged for referral agencies.
- We offer a delivery service which is currently £15.
- Our opening hours are: 9am – 4pm Monday to Thursday and 9am – 11.45am Friday
- All furniture complies with the Furniture & Furnishings (Fire) (Safety) Regulations 1988.
- All electrical and gas appliances are function tested, and tested and certified for safety.

October 2018

Member of:



Company Ltd by Guarantee No 5312941  
Registered in England and Wales  
Registered Charity No 1108046

Supported by:

