

ONE TIME SPONSOR FORM FOR OBTAINING CLIENT ASSISTANCE

Furniture Bank of Central Ohio (FBCO) asks that a one-time sponsor or non-contract agency have personal knowledge of their client's circumstances and needs. The fee for a one-time sponsor or non-contract agency is listed in the chart below, and must be paid in the form of cash, agency check or credit card prior to the client appointment.

Delivery Service Options

Agency Spend	Client selection of Furniture	60 Furniture Points Max		45 Furniture Points Max		30 Furniture Points Max		15 Furniture Points Max		
		Curb	Inside	Curb	Inside	Curb	Inside	Curb	Inside	Own Truck
No Contract or less than \$5,000	\$25* +	\$ 250	\$ 320	\$ 200	\$ 270	\$ 170	\$ 240	\$ 130	\$ 200	\$ 120
Greater than \$5,000 and less than \$10,000	\$25* +	\$ 240	\$ 310	\$ 190	\$ 260	\$ 160	\$ 230	\$ 120	\$ 190	\$ 110
Greater than \$10,000	\$25* +	\$ 230	\$ 300	\$ 180	\$ 250	\$ 150	\$ 220	\$ 110	\$ 180	\$ 100

\$25* - fee for clients to visit showroom to select their items (once re-opened to the clients), this fee will be waived if client allows FBCO staff to select their items

\$35 – Basic re-delivery fee if client is not home at time of delivery

\$70 – No Show Fee (Client appointments not cancelled by 12 noon the previous business day and client no-shows will be charged the corresponding “Administration Fee”).

Please call **(614) 272-9544** to schedule an appointment and be prepared with:

- ✓ Client's name, address, phone number (if available)
- ✓ Curbside Delivery is Monday through Thursday; Inside Delivery is Tuesday and Wednesday ONLY

On the day of the appointment at FBCO:

- ✓ *Arrive 15 minutes prior to the scheduled appointment time in order to complete the necessary paperwork*
- ✓ Those who are on time are served first
- ✓ Please park on the street
- ✓ Check in at the front desk upon entry into the building

We try our best to help clients receive every item on their list; however, FBCO cannot guarantee that specific items will be available because we rely entirely on community donations. Unfortunately, items **cannot** be reserved or held. **Clients may reschedule if 30 percent of requested essential items are unavailable** (Essential Items: Mattress, Box Spring, Dresser, Sofa, Stuffed Chair, Coffee/End Table, Kitchen Table and Kitchen Chairs). Quantities may be limited at the discretion of FBCO management.

Appliances are limited and we cannot ensure we will have appliances at the time of your visit.

FBCO requires that appointments be cancelled by NOON the prior business day. Monday appointments must be cancelled by NOON the FRIDAY prior. Cancellations **after** NOON the business day prior or if the client fails to show up for the scheduled appointment are considered a missed appointment and will be charged a \$70 non-refundable no-show fee.

I have read and agreed to the above procedures for Obtaining Client Assistance.

Sponsor Name (Print)

Referring Organization/Church

Sponsor Phone Number

Client Name (Print)

Client Address

Client Phone Number