

**Mailing Address:**  
**PO Box 164206**  
**Columbus, OH 43216**



**Office Address:**  
**118 S. Yale Ave**  
**Columbus, OH 43222**  
**Office (614) 272-9544**  
**Fax (614) 272-9566**

**ONE TIME SPONSOR FORM FOR OBTAINING CLIENT ASSISTANCE**

Furniture Bank of Central Ohio (FBCO) asks that one-time sponsor or non-contract agency have personal knowledge of their client's circumstances and needs.

- The appointment fee for a one-time sponsor or non-contract agency is listed in the chart below. **All fees can be collected from the client or the referring organization**, and must be paid in the form of cash, agency check or credit card when scheduling the appointment.

	60 FURNITURE POINTS MAX		45 FURNITURE POINTS MAX		30 FURNITURE POINTS MAX		15 FURNITURE POINTS MAX		
NO SHOW FEE	CURBSIDE	INSIDE	CURBSIDE	INSIDE	CURBSIDE	INSIDE	CURBSIDE	INSIDE	Own Truck
\$70	\$250	\$320	\$206	\$276	\$170	\$240	\$130	\$200	\$120

Please call **(614) 272-9544 option 4** to schedule an appointment and be prepared with:

- ✓ Client's name, address, phone number (if available)
- ✓ **There are 2 main delivery options**, FBCO's delivery service; own truck for 15 point appointment only
- ✓ Curbside Delivery is Monday through Friday; Inside Delivery is Tuesday and Wednesday ONLY

**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 is considered a missed appointment, or if the client fails to show up for the scheduled appointment a \$70 no-show fee **WILL NOT** be refunded.

On the day of the appointment at FBCO:

- ✓ *Arrive 15 minutes prior to the scheduled appointment time in order to complete necessary paperwork*
- ✓ Those who are on time are served first
- ✓ Please park on the street - NOT in the gated lot
- ✓ Check in at the front desk upon entry into the building
- ✓ We prefer that clients please bring at least one capable helper to select furniture in the warehouse and load for 15 point own truck appointments.

- **Clients may not receive every item on their list**; FBCO cannot guarantee that specific items will be available because we rely on community donations. Unfortunately, items **cannot** be reserved or held. **Clients may only reschedule if 50 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.

**The Furniture Bank is not a good resource for appliances. We cannot insure we will have appliances at the time of your visit.**

**I have read and agreed to the FBCO Procedures for Obtaining Client Assistance.**

\_\_\_\_\_  
**Sponsor Name (Print)**

\_\_\_\_\_  
**Sponsor Signature**

\_\_\_\_\_  
**Referring Organization/Church**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sponsor Phone Number**

\_\_\_\_\_  
**Client Name (Print)**

\_\_\_\_\_  
**Client's Address**