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**.

<table>
<thead>
<tr>
<th>NO SHOW FEE</th>
<th>CURBSIDE 60 POINTS MAX</th>
<th>INSIDE 45 POINTS MAX</th>
<th>CURBSIDE 30 POINTS MAX</th>
<th>INSIDE 15 POINTS MAX</th>
<th>Own Truck</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70</td>
<td>$250</td>
<td>$320</td>
<td>$206</td>
<td>$276</td>
<td>$170</td>
</tr>
<tr>
<td>$127</td>
<td>$250</td>
<td>$320</td>
<td>$130</td>
<td>$240</td>
<td>$120</td>
</tr>
</tbody>
</table>

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

Revised 9/13/2016