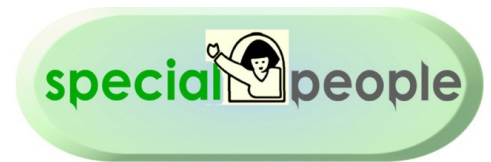


Public Sector

SERVICE REQUEST UPDATE FORM

The Laundry Club • Sparsholt Road • London • N19 4EL
T: 020 7686 0253 F: 020 7686 0254 www.specialpeople.org.uk



PLEASE USE BLOCK CAPITALS

TODAY'S DATE:

NAME OF SERVICE USER (CLIENT NAME) :

PLEASE GIVE AN OUTLINE OF THE OBJECTIVE OF THE SUPPORT PACKAGE / DETAILS OF ACTIVITIES THE SUPPORT WORKER WILL BE UNDERTAKING WHILST WITH THE SERVICE USER:

SERVICE TO TAKE PLACE AT HOME / SCHOOL / OTHERS:

ADDRESS AT WHICH THE SERVICE IS TO TAKE PLACE IF DIFFREENT FROM THE HOME ADDRESS:

POSTCODE

PLEASE STATE TIMES AND DAYS OF SERVICES REQUIREMENT:

MONDAY TIMES:

TUESDAY TIMES:

WEDNESDAY TIMES:

THURSDAY TIMES:

FRIDAY TIMES:

SATURDAY TIMES:

SUNDAY TIMES:

DATE SERVICES TO COMMENCE

TOTAL HOURS PER WEEK

PLEASE USE BLOCK CAPITALS

SOCIAL SERVICES & INVOICING DETAILS

ANY OTHER NOTES / REQUESTS. EG IF SERVICES IS TO INCLUDE BANK HOLIDAYS:

WILL EXPENSES BE PROVIDED FOR THIS SERVICE?

YES :

NO ;

IF YES, PLEASE GIVE DETAILS OF AMOUNT PER SESSION AND WHAT THIS MONEY IS TO BE USED FOR:

NAME OF PERSON MAKING REQUEST

POSITION

DEPARTMENT

ORGINASITION

DIRECT LINE

FAX

DUTY

SWITCHBOARD

EMAIL ADDRESS

INVOICING ADDRESS

POST CODE :

SIGNED ON BEHALF OF THE FUNDING BODY:

DATE