

Furniture Request & Assessment

Primary Adult Name (PRINT) _____ Date _____
Email _____ Phone _____
Address _____
City _____ State ____ Zip _____ No. Registered in Family ____

Furniture requests require a Joseph's Coat membership & verification of furniture need by social service or religious organization.

FURNITURE REQUEST STEPS

- 1. If you are not a member, fill out a Membership Request.** Bring your membership form to Joseph's Coat with I.D.s for all family members.
Furniture requests require membership. As a member, you can shop for clothing, household goods & personal care items during store hours.
- 2. Complete both pages of the Furniture Request & Assessment Form**
- 3. The referring organization verifies your family's furniture need with an in-home visit.**
- 4. Client receives a copy of the completed form.**
- 5. Email Furniture Request & Assessment to**
furniture@josephs-coat.org
- 6. Joseph's Coat reviews your request**
After review, Joseph's Coat contacts client to discuss the request and set an appointment date to select, load, and take your furniture.
- 7. Reserve a Truck** to pick-up the furniture you select. Reserve your truck early. The client is responsible for providing a truck large enough to hold ALL requested furniture.
- 8. 1-Week before your appointment** call Joseph's Coat, **614-863-1371**, to confirm your appointment & your truck has been reserved.

Furniture Selection & Pick-Up Day

- 9. Bring your I.D. & copy of Furniture Request**
- 10. If you haven't completed your membership,** arrive 15 minutes early to complete membership. Bring I.D.s. for all family members. *Enter front door.*
- 11. Arrive on Time**
240 Outerbelt Street, rear, Loading Dock 6.
If you are late, you must wait.
If early, wait with your truck while others load.
- 12. You have a 30-minute window** to select & load your furniture.
Bring 1-2 other people to help load and secure your furniture onto your truck.
Protect your furniture: bring blankets to protect & rope to tie-down furniture. You are responsible for securing your furniture for travel.

IF YOU MUST RE-SCHEDULE or CANCEL: call Joseph's Coat, 614-863-1371 and leave message at least one day before your appointment.

YOUR REQUEST IS CANCELLED IF . . .

- You don't show up for your appointment.
- You don't call us at least one day before your appointment to cancel or re-schedule.
- You show up for appointment without a suitable vehicle to transport your furniture.

The client is responsible for arranging pick-up & delivery of furniture.
I agree to the terms above & furniture assessment listed on page 2.

Client Signature *Acknowledging client responsibility & assessment*

Date

Furniture Request & Assessment

Client _____ Client Phone _____

Referring Organization _____

Case Worker/Sponsor _____ Case Worker/Sponsor Phone _____

Case Worker/Sponsor Signature _____

office use only

_____ Pick-up Date

_____ Pick-up Time

_____ I.D. verified

- I have verified my client's furniture needs and what furniture they have with a home visit.
- Client understands they **must register and present I.D.s for Membership before receiving furniture.**
- Client has copy of both pages of this form.

Registered Family Size

Notes:

					Family Size Item Limit (Reference)		
	Client Has	Client Needs	Qty Rec'd		1 person	2 people	3+ people
Bedroom				Mattress	1	1-2	2
				Box Spring	1	1-2	2
				Dresser	1	1	2
				Night Stand	1	2	2
				Bed Frame	1	1-2	2
Living Room				Sofa / Love Seat	1	1	1
				Upholstered Chair	1	1	2
				Coffee Table	1	1	1
				End Table	1	1	2
				Lamp	2	2	2
Kitchen				Kitchen Table	1	1	1
				Kitchen Chairs	2	2	4-6
				Refrigerator	1	1	1
				Stove	1	1	1
				Microwave	1	1	1
Other Furniture					Core items are listed above in Bold . We may have other furniture when you visit. List 'Other' Furniture requests in this section. They will be added if available. Request linens & kitchen items on Household Goods Form.		

Note: Our inventory changes often and is unpredictable. We depend on donations from our champions. In 2016, we received 23 refrigerators but helped 324 families with furniture requests.

Signature acknowledging receipt of goods

Date