

Client ID No.



**kingston
community
furniture**

**CLIENT
REGISTRATION
FORM**

**Unit 33
Adams House
Dickerage Lane
New Malden
KT3 3SF**

Personal Details

Mr / Mrs Ms / Miss	First Name:	Surname:		
Address:				Post Code
Floor:	Home Telephone No:			
Lift:	Mobile Telephone No:			
	Work Telephone No:			
Email:				

Self Referral

Employment Status	Unemployed	F/T Employed	Student	
	Self Employed	P/T Employed	Retired	Refugee/Asylum Seeker
Benefit Type	Council Tax	Income Support	ESA	Pension Credit
	Housing	Incapacity	JSA	Tax Credit
Proof of Benefit		Seen By:		
		Date:		
How did you hear about Kingston Community Furniture?				

Agency Referral

Agency Name:	
Team:	
Contact Name:	
Email:	
Will the agency be paying for any goods?	Yes/No

Disability

Physical Mental Learning None

Ethnic Background

Black	Asian		White
Caribbean	Indian	Sri Lankan	British
African	Pakistani	Korean	European
Somali	Bangladeshi		Irish
North African	Chinese		
British	Vietnamese	Other:	

TERMS AND CONDITIONS OF SALE

1. **All goods must be paid for in full at the time of purchase. Prices quoted are not negotiable.**
2. **We cannot store purchased goods for more than one week. You must arrange to take delivery within 5 working days from the date of purchase.**
3. All goods are sold as seen. It is your responsibility to ensure that items purchased will fit into your premises and suit your taste. We do not generally offer refunds or exchange goods. In the event of us agreeing a refund, a £15.00 charge plus VAT will be levied towards our administrative costs. Where delivery has proved impossible because goods will not fit in to your premises, a £25.00 charge plus VAT will be added towards the costs incurred by Kingston Community Furniture.
4. We undertake to deliver all goods in the same condition as when you viewed them in our warehouse.
5. Delivery is free but if you miss a delivery a charge of £15.00 plus VAT will be made towards our costs. After 2 failed deliveries, Kingston Community Furniture reserve the right to resell the goods purchased and will charge you £25.00 plus VAT towards their costs.
6. We only undertake to deliver goods to the front door of your premises. If we do agree to try and take items in to your premises we do not accept any liability for any damage incurred as a result. If the goods will not fit in to your premises and we agree to deliver an alternative, charges will be levied as outlined above.
7. We will not deliver goods above first floor level unless there is an operating lift on the premises
8. Electrical goods are sold with one month's warranty but, in the event of replacement being necessary, we only undertake to provide a comparable product and not an exact replacement. No replacement will be offered where goods have been subjected to abnormal wear & tear.
9. For gas appliances, it is the purchaser's responsibility to arrange inspection & installation by a certified and approved gas installer. Kingston Community Furniture only undertakes to supply appliances in a clean condition as they are seen in our warehouse.
10. For any other appliance, e.g. a washing machine, it is the purchaser's responsibility to arrange installation. This cannot be undertaken by Kingston Community Furniture
11. Kingston Community Furniture operates a ZERO tolerance policy towards abusive behaviour (verbal or physical) anyone who practices abusive behaviour will be asked to leave our premises and will not be invited back. If an event occurs during a delivery, our team are instructed to cease operations immediately and vacate your premises.

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I accept the above terms of sale:

Signed _____

Print _____

Date _____