

Co-ordinators name:

WGNS. Co-ordinators record sheet

Please leave this form in
the file which
accompanies the phone

<u>Date of phone call</u>	<u>Clients name/ phone no</u>	<u>Address</u>	<u>Request</u>	<u>Day, date and time</u>	<u>Mobility issue</u>	<u>Bus pass number and expiry date *</u>	<u>Standard Fee</u>	<u>Subsidized fee (50%)~</u>	<u>Volunteer agreed</u>

*Please check if we have the bus pass no in this file, if not, ask the client if they have a pass. We need the number and expiry date to reclaim the subsidy from RCC
~ Subsidized fee is paid by bus pass holders for journeys outside the village.