



FURNITURE PICK UP GUIDELINES

Remember, this is a once in a lifetime opportunity.

The offer to obtain furniture from Sharing Connections will be presented to you **only once**. Please follow procedure carefully!

Please read this form carefully and sign second page after reading guidelines in its entirety. You MUST bring this form with you on the day you pick up your furniture.

FURNITURE ARRIVAL NOTICE

A representative from Sharing Connections will contact you to advise furniture has arrived. At this time, your representative will notify you of your scheduled date for furniture pick up. If the assigned date for pick up does not work for you, please advise the representative and set a new date that will best work for you and Sharing Connections.

In order to ensure a successful pick up, please make sure you abide by the following guidelines.

PAYMENT FOR DAY OF FURNITURE PICK UP

You MUST pay a \$50 access fee prior to selection and furniture pick up. The following payments methods are accepted:

- cash
- money order
- cashiers check *Personal checks are not accepted!*
- agency check *You will not be able to pick up your furniture if access fee is not paid!*
- Visa
- MasterCard

IDENTIFICATION NEEDED FOR DAY OF PICK UP

You MUST bring one of the following forms of identification:

- Drivers License
- Birth Certificate
- State ID
- Matricula (Mexico)
- School enrollment verification form

****Please note: If some else will be picking up the furniture on your behalf, they MUST bring a copy of your form of identification.**



Sharing Connections Furniture Bank

Home Furnishings for Neighbors in Need

WAREHOUSE GUIDELINES

- Client must stay with a staff member or volunteer at all times to prevent accidental injury.
- Client will be allowed 30 minutes to make selection
- Only the client will be permitted in the warehouse. Friends and family members are **not** allowed in the furniture selection area. They **must** remain in the waiting area.
- All requested items may not be available. Only mattress requests for children are guaranteed to be in stock.
- All items must be chosen with the family size in mind. Some things are reserved for larger families.

VEHICLE INSTRUCTIONS

- You **MUST** bring a vehicle(s) large enough to take **ALL** of your furniture in one trip
- If you are using more than one vehicle **ALL** vehicles **MUST** arrive at the same time
- All furniture must be picked up at the same time on the same day
- You will not be permitted to come back to pick up furniture left behind

VEHICLE LOADING INSTRUCTIONS

- Please bring up to two people to help load your vehicle(s)
- You are permitted to tie items **ONLY** to the top of your vehicle that have roof racks
- Please note: Due to insurance liability, **Sharing Connections staff and volunteers are not allowed to load or tie any furniture.**

I have read and agreed to the mentioned guidelines. By signing this form, I am stating that I understand that Sharing Connections has the right to refuse service if I do not bring the access fee, the appropriate identification, and/or do not follow these guidelines.

Clients Name

Date

Please give this form to Sharing Connections representative prior to service. Thank you