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|  | ProfessionalCounselling and Listening Referral formTel: 07538 891 325 |  |

**Details of person requesting counselling / listening service**

|  |  |
| --- | --- |
| Name:  |  |
| Address: |  |
|  | Date of birth:  |  |
| Home No:  |  | Mobile: |  |
| Email address:  |  |
| Best method of contact: | Home / Mobile / Email*Please circle all that apply* |
| Is the person aware of the referral? | Yes / No / Self-referral |
| Can the counsellor contact direct? | Yes / No / Self –referral |
| Can the counsellor leave a message? | Yes / No |
| Counselling or Listening appointment required? |  |
| Is there a preferred day or time to contact? |

Referrer details ***(leave blank if a self-referral)***

|  |  |
| --- | --- |
| Name:  |  |
| Organisation name & address: |
| Contact No:  |  |
| Email address:  |  |
| Are you aware of any safeguarding issues? | Yes / No |
| If yes please give full details: |

Page 2

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| Please indicate below which option your organisation is selecting:Option 1 Option 2(Option details on page 2) |

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| **Option 1**Assessment session – free of charge, with 6 sessions @ £15.00 per session. Where the client needs further sessions the 7th and subsequent sessions will be free of charge to the organisation, AT2T will fund these additional sessions. An invoice for £90.00 will be submitted following the 6th session or earlier if less sessions are needed by the client. The invoice will reflect the number of sessions that the client attended at a cost of £15.00 per session.  |
| **Option 2**A one-off payment of £60.00. The invoice will be submitted at the 2nd session that the client attends. If the client only attends one session, then an amount of £25.00 will be invoiced to cover the assessment fee of £10.00 and the first session fee of £15.00.If the client only attends the assessment, then an invoice will be submitted for £10.00 to cover the assessment session.  |

If you have any questions or queries, please do not hesitate to give us a call.

**Referrer signature ……………………………….……. Date ……………**

Please forward to the following email address:

**atime2talk@hotmail.com**

Please note that **our emails are not encrypted**, if you would like to password protect the document please contact us on 07538 891 325 so we can agree a password for the document.