**SERVICE BOOKING REQUEST**

 **Date of Booking Request:** 19 February 2021

**CLIENT INFORMATION:**

|  |  |
| --- | --- |
| **NDIS Number:** |  |
| **Participant Name:** |  |
| **Participant Address:** |  |
| **Contact Name, Phone, Email:** |  |
| **Date of Birth:** |  |

**SUPPORT COORDINATOR INFORMATION:**

|  |  |
| --- | --- |
| **NDIS Support Coordinator:** |  |
| **Organisation:** |  |
| **Email:** |  |
| **Phone:** |  |

**SERVICE BOOKING REQUEST INFORMATION:**

|  |  |
| --- | --- |
| **Service Organisation:** | Superbia Homes Services |
| **Line Item of Service:** | Support Coordination [ ]  Cleaning [ ] Gardening [ ] Home Maintenance [ ]  Accessing the Community [ ] Home Modifications (including full building assessment) [ ]  |
| **Funds Allocated:** |  |
| **Hours/Period/Breakdown:** | Please indicate frequency and duration required:\*All costs are in alignment with the 2020/21 NDIS Price Guide for each relevant line item\*Please note; a 15 minute travel charges applies to every shift for cleaning, gardening and home maintenance. |
| **Service Booking Start Date:** |  |
| **Service Booking End Date:** |  |
| **Funds Management:** | NDIS Managed / Plan Management / Self Managed**Email invoices to:****Please CC emails to:**(insert Support Coordinators email) |
| **3rd Party Authorisation**  | By signing this Third Party Authorisation Form, I am making the following statements:I;* Authorise Superbia Group to provide the Authorised Representative nominated in the section below with details of my account as listed above.
* Understand that this does not allow the Authorised Representative to change my details in any way, but in turn allows the Authorised Representative to present and perform transactions on my behalf.
* Agree to my information being used in accordance with Superbia Group’s Privacy Policy.
* Acknowledge that I can revoke this authorisation at any time by verbal or written confirmation to Superbia Homes Services.

Complete the below date if you wish to limit the duration of this authority. Otherwise, this authority will be valid until you revoke it, or Superbia Homes Services advices you of their intent to cease services. This 3rd Party Authorisation is valid until: **NDIS Participant / Participants Representative Signature:****Date:** |
| **Authorised Representative Name:** |  |
| **Authorised Representative Address:** |  |
| **Authorised Representative Phone & Email Address:** |  |
| **Authorised Representative Signature:** |  |

**\*Please email all service requests to** **bookings@superbia.net.au**