



ENERGY ADVICE REFERRAL FORM

Please complete and return this form to info@reapscotland.org.uk putting 'Energy Referral' in the subject line of your email.

We aim to process referrals the same day, Mon-Fri, if they are received before 12noon; however, that this may not always be possible when referral volume is high. Please note we will always process referrals as quickly as is possible.

If the referral is **URGENT** (No credit or emergency credit on prepayment meters/ mental health/ wellbeing issues) please use the subject line '**URGENT Energy Referral**', explain the reason in this form and we will prioritise the referral. If your referral is after 12noon or out with office hours please advise your client to contact their energy provider for immediate support, and REAP will be in touch once we are able to process the referral.

Personal Details

Title		First Name		Surname	
Age					
Address					
Telephone No					
Email					
No. in household					
Enquiry Date					

Tenure				
House Type				
Fuel & Heating				
Meter type	Prepayment meter	Yes / No	Credit meter	Yes / No
Benefits				

Please give brief details for referral

Signed

Date

<i>If filling in the form electronically please type name</i>	
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Please turn over and complete the second page

REAP will keep your information secure and will only use it for the purposes of REAP projects and work.

By signing this form you are giving consent for REAP to hold and use your details for our work/your needs.

By signing this form you are also giving REAP permission to contact you about this work until you tell us not to. REAP will never pass on your details for marketing purposes. You can withdraw your consent at any time in person by speaking to a member of REAP staff, by telephone or by email.

Referring Service Details:

If self-referring you do not need to complete this section.

I wish to refer this participant to REAP Energy Advice Service (Electronic signatures i.e. typed names are acceptable)

Signed	
Name	
Date	
Job title	
Contact email	
Contact telephone number	
Referring service	