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|  Service Information Form & Authorisation Form |

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| Service User Name: Date of Birth:  |
| Address:  |
|   |
| Post Code: Telephone:  |
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| Start Date: LL ID |
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| **INCOME BREAKDOWN PER WEEK** |

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| --- | --- | --- | --- | --- |
| Local Authority |  ILF  | Health  | Other | Total |
| **Yes**  |  |  |  |  |

**Services Required Details Cost**

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| Finances Support (specify) | Set Up FeeManaged Account Payroll Service (Includes 1 PA) | £47.99 One Off

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£479.91 Per Annum £299.94 Per Annum

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| E.L.I Payment | Full Cover (inc emp/pub liability, redundancy, emp law) |

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£87.50 Per Annum  |
| Additional Services  | Additional PA (Holiday cover PA, Second PA etc)Pension (Per PA)PA Recruitment |

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£77.98 Per Annum £41.99 One Off

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£35.99 Per Annum

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£239.95 Per Annum

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| **Additional Comments** |
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| **Agreed Costs of service Per Week:**  |

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| **Service User Signature: Date:**  |
| **IDK Signature: Date:** |

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| **Authorisation** |
| Approval form budget holder in L/A |
| Finance approval  |
| Director of Operations/contract manager |

Company Number 7787916

Registered offices - IDK Support 4 you Ltd 0114 2751937 / 0114 2753880

