

**EQUIPMENT COLLECTION REQUEST FORM**

To return a piece of equipment on loan from the MND Association, a courier label can be provided to cover the cost of the postage. Please repackage the equipment in the packaging it was sent out in and use the form below to request a courier label and instructions on how to arrange the collection.

Please email the completed form to [communicationaids@mndassociation.org](mailto:communicationaids@mndassociation.org)

**1. DETAILS OF PERSON WITH MND**

|  |  |
| --- | --- |
| **Title** Mr/Mrs/Ms/Miss/Mx/Other/No title  **First Name**  **Surname** | Address  Postcode |
| E-mail address | Telephone |

**2. DETAILS OF PERSON REQUESTING COLLECTION**

If different from above, please state the details of the person who will be arranging the collection. Please note that this should be the person who the courier label is being sent to.

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| **Title** Mr/Mrs/Ms/Miss/Mx/Other/No title  **First Name**  **Surname** |
| Address that equipment needs to be collected from: |
| Telephone Number: |
| Email address: |

**3. DETAILS OF EQUIPMENT TO BE COLLECTED**

Please specify the details of each individual piece of equipment that needs to be collected.

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| Equipment to be collected:  Description (i.e. iPad): |
| Equipment reference number (A-XXXXX): |

**4. DETAILS OF COURIER LABEL**

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| Please specify the type of courier label required. If requesting an email label, please ensure that an email address has been provided.   * Email label (person prints label themselves) * Label sent in the post |

**DATA PROTECTION STATEMENT**

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| The Association will follow procedures for recording, storing, and updating personal information all of which will comply with the Data Protection Act 1998 and any subsequent legislation including the General Data Protection Regulation.  We may occasionally share your information within the Association and with local health and social care professionals where it helps with your care and support or with development of better services.  If you have already expressed a preference for future contact we will follow these, if not, we may ask you for your views on how our services might be improved. If you do not want us to be in contact, please let us know on [communicationaids@mndassociation.org](mailto:communicationaids@mndassociation.org)  Please see our privacy policy on our website [www.mndassociation.org](http://www.mndassociation.org)  for full details of how we use your information. |

Please return completed form to:

Communication Aids

Motor Neurone Disease Association

Francis Crick House

6 Summerhouse Road

Moulton Park

Northampton, NN3 6BJ Tel no: 0808 802 6262 Email: [communicationaids@mndassociation.org](mailto:communicationaids@mndassociation.org)