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Community Shop: (01524) 413064 DIY Shop: (01524) 833080

Preston Office: (01772) 734888 Camforth Office: (01524) 732807

“Working to Empower the Community”

Pamela Beswick - Project Director

Community
Legal Service



Help Point



Procedure for dealing with a fault on the van

- Staff to either ring Steph on mobile or Katie at the office with fault
- When taking the call ask for a clear description of fault, take the date & Drivers name, record this on headed paper & place in TT draw (at Carnforth) in red file marked 'Van paperwork'
- Steph or Katie to ring: D. A France Garage
Stoney Lane
Galgate

On (01524) 751 251

- Give the garage the description of fault, if not wear & tear please ask for quote
- When asking about a time to bring the van, refer to the rota (can be found in TT draw file marked 'Rotas' or see Steph for electronic copy



Children's Fund

Charity Registration Number 1076393

Member of AdviceUK (previously FIAC)



INVESTOR IN PEOPLE