

Customer Intake Form

INSTRUCTIONS: Fill out the information below and return the completed form to the front desk with a copy of you orders.

NAME: (Last, First M.)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: (MMDDYYYY)
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Relation to Sponsor: (check applicable box) <input type="checkbox"/> Self - Complete Section 1 and 3 only <input type="checkbox"/> Spouse - Complete Section 2 and 3 only	<input type="checkbox"/> Child <input type="checkbox"/> Other, explain _____	Soldiers current status: <input type="checkbox"/> In-processing <input type="checkbox"/> Out-processing <input type="checkbox"/> Other - has been at installation more than 2 months
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SECTION 1

Marital Status: (check applicable box): <input type="checkbox"/> Single <input type="checkbox"/> Single Parent w/Custody <input type="checkbox"/> Married <input type="checkbox"/> Dual Military <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow/Widower	Social Security Number: - -
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Pay Grade (check applicable box): <input type="checkbox"/> E1 <input type="checkbox"/> E2 <input type="checkbox"/> E3 <input type="checkbox"/> E4 <input type="checkbox"/> E5 <input type="checkbox"/> E6 <input type="checkbox"/> E7 <input type="checkbox"/> E8 <input type="checkbox"/> E9 <input type="checkbox"/> CW1 <input type="checkbox"/> CW2 <input type="checkbox"/> CW3 <input type="checkbox"/> CW4 <input type="checkbox"/> CW5 <input type="checkbox"/> O1 <input type="checkbox"/> O2 <input type="checkbox"/> O3 <input type="checkbox"/> O4 <input type="checkbox"/> O5 <input type="checkbox"/> O6 <input type="checkbox"/> O7 <input type="checkbox"/> O8 <input type="checkbox"/> O9 <input type="checkbox"/> O10 <input type="checkbox"/> O11	Retired: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Component: (check applicable box) <input type="checkbox"/> Active Duty <input type="checkbox"/> DoD Civilian <input type="checkbox"/> Reserve <input type="checkbox"/> National Guard	First Term: (Is Fort Carson your 1 st duty Station?) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Branch of Service: (check applicable box) <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> Navy	Unit:
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Home Address:	City:	State:	Zip:
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Home Phone:	Cell Phone:	Work/Duty Phone:	E-Mail:
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SECTION 2:

Sponsor's Name: (Last, First M.)	Sponsor's Date of Birth: (MMDDYYYY)
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Marital Status: (check applicable box): <input type="checkbox"/> Single <input type="checkbox"/> Single Parent w/Custody <input type="checkbox"/> Married <input type="checkbox"/> Dual Military <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow/Widower	Sponsor's Social Security Number: - -
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Sponsor's Pay Grade (check applicable box): <input type="checkbox"/> E1 <input type="checkbox"/> E2 <input type="checkbox"/> E3 <input type="checkbox"/> E4 <input type="checkbox"/> E5 <input type="checkbox"/> E6 <input type="checkbox"/> E7 <input type="checkbox"/> E8 <input type="checkbox"/> E9 <input type="checkbox"/> CW1 <input type="checkbox"/> CW2 <input type="checkbox"/> CW3 <input type="checkbox"/> CW4 <input type="checkbox"/> CW5 <input type="checkbox"/> O1 <input type="checkbox"/> O2 <input type="checkbox"/> O3 <input type="checkbox"/> O4 <input type="checkbox"/> O5 <input type="checkbox"/> O6 <input type="checkbox"/> O7 <input type="checkbox"/> O8 <input type="checkbox"/> O9 <input type="checkbox"/> O10 <input type="checkbox"/> O11	Is Sponsor Retired? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Sponsor's Component: (check applicable box) <input type="checkbox"/> Active Duty <input type="checkbox"/> DoD Civilian <input type="checkbox"/> Reserve <input type="checkbox"/> National Guard	Is Sponsor a First Term: (Is Fort Carson their 1 st duty Station?) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Sponsor's Branch of Service: (check applicable box) <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> Navy	Unit:
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Home Address:	City:	State:	Zip:
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Home Phone:	Cell Phone:	Work/Duty Phone:	E-Mail:
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SECTION 3:

This personal information, including SSN, is solicited under the authority of 10 U.S.C. 3013 and Executive Order 9397 to provide a basis for evaluating you need for assistance and to provide a record of action taken. Some or all of the information may be referred to other government agencies or to community social services necessary to resolve the problem. Your SSN is used only to ensure proper identification. Disclosure of information is voluntary, but failure to disclose all or part of the information could impede ACS personnel from being able to assist you effectively. Your signature indicates you have read and understand your right to privacy.

Signature: _____

Date: _____

ACS Loan Closet Agreement

LOAN CLOSET POLICY: Items from the Loan Closet are available to all members of the military, their family members, retirees, and DOD Civilians at no cost. Prior to acceptance all items must be thoroughly inspected to ensure they are clean, in good working order, etc. Items will not be accepted if they are cracked, chipped, or otherwise damaged. ACS does require lost or broken items to be replaced or paid for. A current replacement cost list is available by request. **If items are not replaced, ACS will initiate the appropriate procedures for garnishment of Sponsors military pay. The amount owed will be directly withdrawn from the Sponsor's LES. Depending on the type or quantity of items, this amount could range from \$20.00 to \$2000.00.**

The due date for return is 30 days from the day of sign out, which will be indicated on the FY16 ACS Loan Closet Customer Record hand receipt. All items are to be returned in a clean and operable condition. **The Loan Closet will not accept dirty cots, portable cribs, high chairs, dishes, pots and pans, etc.** If you cannot return borrowed items by their due date, it is your responsibility to contact a Loan Closet representative at **526-0457/1070 to request consideration of an extension (After 60 days, all items must be returned).**

HOLD HARMLESS AGREEMENT: The availability and loan of an item does not constitute Army endorsement of the product or its manufacturer. The signing of this form denotes acceptance of full liability and responsibility for the use of loaned items, and for the safety of any person who uses the item. The undersigned agrees to hold harmless and defend the Government of the United States and all its agents, action officially or otherwise, from any and all liability, claims, demands, actions, debts, and attorney's fees arising from, claimed on account of, or in any manner predicted on the loss or damage to the property of and injuries to or death of any persons whatsoever, which may occur from the use of these items.

I have read the HOLD HARMLESS AGREEMENT and ACS LOAN CLOSET POLICY. I understand the procedures concerning overdue items. I also understand and agree to replace or pay the replacement price of any items signed for that are lost or damaged.

Print Full Name _____

Signature _____

DATE: _____

ACS LOAN CLOSET LIST

ITEM	PRICE	QTY	Total	Inventory Number
Hospitality Kit - Dishware	\$ 375.69		\$ -	
Hospitality Kit - Cookware w/ Pots	\$ 468.53		\$ -	
Toaster	\$ 8.99		\$ -	
Coffee Maker w/Pot	\$ 25.26		\$ -	
Electric Skillet	\$ 34.99		\$ -	
Electric Griddle	\$ 51.52		\$ -	
CrockPot	\$ 39.98		\$ -	
Hand Mixer	\$ 8.99		\$ -	
Iron	\$ 34.99		\$ -	
Ironing Board	\$ 22.97		\$ -	
Sweeper	\$ 39.17		\$ -	
Broom with Dustpan	\$ 25.98		\$ -	
Vacuum Panasonic- max 7 day loan	\$ 133.68		\$ -	
Vacuum Eureka- Max 7 days	\$ 139.99		\$ -	
Vacuum Hoover-Max 7 Days	\$ 227.18		\$ -	
Hoover Steam Clean Vacuum	\$ 394.64		\$ -	
High Chair	\$ 79.99		\$ -	
Booster High Chair	\$ 29.99		\$ -	
Pack-N-Play-Joovy Portable-BLCK	\$ 149.99		\$ -	
Pack-N-Play Graco	\$ 89.00		\$ -	
Toddler Cot-stackable	\$ 39.95		\$ -	
Cot REI	\$ 149.00		\$ -	
Cot-fold-up	\$ 79.99		\$ -	
Folding Table-small	\$ 61.88		\$ -	
Folding Chair	\$ 69.00		\$ -	
Chi brand Hair Dryer	\$ 69.99		\$ -	
Pet Kennels-Large	\$ 99.99		\$ -	
Pet Kennels-Xlarge	\$ 129.99		\$ -	
MISC			\$ -	
			\$ -	
Total Cost			\$ -	
REMARKS:				

SIGNATURE: _____

DATE: _____