

Poised For Success

COVID-19 UPDATE

TEMPORARY MODIFICATION TO CLIENT REFERRAL PROCESS

Knowing we all are busier than ever during these challenging COVID-19 times; Poised For Success is temporarily modifying the client referral process, in hopes of helping lighten the load in some small way.

The temporary referral process is effective immediately and will remain in effect until further notice. The process for you to refer a client is as follows:

- You, the agent, will email us a completed client referral form (using the attached COVID-19 Temporary Client Referral Excel form), to poisedforsuccess@sbcglobal.net. That is it for you.

Upon receipt, we will email you back acknowledging receipt of the referral, and we will manage the rest.

We will email your client directly to schedule her appointment and provide her with the necessary information / forms (COVID-19 details, waiver, client agreement, directions) in preparation for her appointment. Once her appointment is confirmed, both you and the client will receive an email confirmation with the confirmed date and time.

Please note, as we are experience the ever-changing COVID-19 pandemic, so too could the above process change.

Thank you!

Gail
Poised For Success
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*As per our stated policy on the condition of donated items,
we are only accepting clothing that is clean, on hangers,
and ready to wear for our clients.*

BAGS OF CLOTHING WILL NOT BE ACCEPTED.