

# PODD Book Request Form

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If you require assistance choosing a PODD book that is right for your child / customers' needs do not continue with this form and call 9381 0600 to speak with our team.

## Person Completing this Form

Name: \_\_\_\_\_ Relationship to Client: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Customer Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

## NDIS Information

*(If you will be paying privately do not fill in this section)*

NDIS Number: \_\_\_\_\_ Plan Start Date: Start date. End Date: End date.

Funding Type: Self-Managed  NDIS Managed  Plan Managed

NDIS Goals:

## Primary Therapist

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PODD Required**

**Direct Access:**

**1 page opening**

- 9 per page early functions
- 9 per page expanded function
- 12 per page early functions
- 12 per page expanded functions
- 16 per page expanded functions
- 20 per page expanded functions

**2-page opening**

- 40 key word
- 48 expanded key word with side panel
- 70 expanded key word
- 100 plus complex syntax
- 36 key word with side panel
- 90 plus complex syntax with side panel

**Alternative Access:**

**1 page opening**

- 9 per page early functions
- 9 per page expanded function
- 12 per page early functions
- 12 per page expanded functions
- 16 per page combination
- 20 per page expanded functions

**2-page opening**

- 36 cells key word
- 40 cells key word
- 48 cells key word
- 64 cells expanded key word
- 80 cells expanded key word
- 100 plus expanded key word

**Eye Gaze:**

- 9 per page direct early function
- 9 per page direct expanded function
- 16 per page combination access

**Coded Access:**

**Colour coded access**

- 40 key word
- 48 key word
- 64 expanded key word

**Full coded access**

- 80 word expanded key word
- 100+ complex syntax

**Customisations:**

Customising your PODD book is recommended, as it allows the individual to use specific vocabulary that is important to their lives. This is best practice and will aid implementation and success.

- No customisations required.
- I have a template with customisations already completed.
- I need standard customisations (e.g., specific people, places, activities, words added to pages that already exist in the template) - see attached list of customisations
- I need non-standard customisations (e.g., additional pages, changes to pathways)
- I need complex changes made (high contrast)

**Please complete the attached personal vocabulary sheet and return with this document for quoting.**

**Book Knowledge**

In order for us to deliver a service which meets expectations, it is important for individuals to be familiar with the products they are requesting.

Please select what describes you best from the list below:

- I have provided a template for printing
  - I am familiar with/or have used the type of PODD book I am requesting
  - I have used PODD books before but not the type of book I am requesting.
  - I have not seen and/or used PODD books before
  - Something else: *(please describe)*
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**Consumables:**

