**BRANCH REFERRALS FOR SETTLEMENT AGREEMENTS – SENT TO THOMPSONS BY THE REGIONAL OFFICE**

Please complete **all** details and send this referral form **with** the agreement to the Regional Organiser for your Branch (or their cover if they are on leave). Agreements must be complete, agreed with the member and include the payments, the termination date, all attachments referred to in the agreement (i.e. the agreed completed reference) and Thompsons’ minimum cost of £350.00 plus VAT

**Member details**

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Email |  |
| Contact number  |  |

**Regional officer details TO BE COMPLETED BY REGIONAL OFFICE**

|  |  |
| --- | --- |
| Full name |  |
| Email |  |
| Contact number  |  |

**Local branch details**

|  |  |
| --- | --- |
| Branch name |  |
| Branch officer |  |
| Email |  |
| Contact number  |  |

**Employer details**

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Email |  |
| Contact number  |  |

**Is the member prepared to sign the agreement subject to legal advice?**  **Yes/No**

**Is there a deadline?** Please note, agreements can be signed after a termination date has passed, so a termination date is not necessarily a deadline date. Members must be aware of any deadline – the union should inform members in first instance.

|  |  |
| --- | --- |
| Date |  |
| Reason |  |

**Invoice details**

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Contact number |  |
| Postal address |  |
| PO (if applicable) |  |

**Any special instructions?**

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|  |