# Counsellor Name

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| **Client Ref** | **Client First Name and last initial** | **Session Date** | **Time** | **Attendance**  *Attended Video*  *Attended Phone*  *Late Cancellation by Client\**  *Cancelled by Client*  *Cancelled by Counsellor*  *Did Not Attend* | **Donation Amount** | **Donation by**  *BACS*  *VMG*  *Cash when back at PF*  *Other…* | **Next Appointment Date / Time** | **Next Appointment Mode:**  *Video*  *Phone*  *Face to face?* | **Next Appointment:**  *Counsellor at PF?* |
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| 219999 | Emma N | 12/1/21 | 9am | Attended Video | £20 | BACS | 19/1/21 9am | Video | No |

*\*Late Cancellation is one within 24 hours of the appointment time.*

Please email to[admin@pfcounselling.org.uk](mailto:admin@pfcounselling.org.uk)on a weekly basis

Client Donation BACS transfers:

Bank of Scotland – Sort: 80-02-85 – Acc.: 00678160 – Name: Pastoral Foundation

Use their Client Reference: e.g. **200678**