

# 'Don't Take Your Troubles Home' Request Form

This is the authorisation request form for the DTTH poster. However, the first step in this process is to make sure you have had a recent photograph taken. To do this please follow the information for a staff portrait from [www.medicalphotography.sgul.ac.uk](http://www.medicalphotography.sgul.ac.uk).

Next if you could adjust the poster template below so we know the full details of the poster layout required.

Finally we will need authorisation. Your budget holder **must authorize** the request before we undertake any order. Our receptionist can confirm who is the authorised budget holder if you are uncertain. (contact ext:2600)  
As of 2017 cost of DTTH poster is £9.50 + lamination £1.80 while the staff portrait photograph is £6 +VAT

St George's University Hospitals   
NHS Foundation Trust

## Don't take your troubles home

If you have any comments or questions concerning your or your relative's stay with us and would like to discuss them further, please ask to speak to the Ward Manager or Matron.

**Name**  
Job title  
Ext

**Name**  
Job title  
Ext

Budget code for this request \_\_\_\_\_

Budget holder's name (PRINT) \_\_\_\_\_

Budget holder's signature \_\_\_\_\_