P3025	Understanding Society IP4	Point:	Interviewer: «IP4IntName»	Interviewer Number:	Mobile Number: «Mob_Phone»	Asset Number:	FA:
		«Point_Num»		«IP4IntNum»		«Asset_Num»	«Fiel
							d_ar

SAMPLE COVER SHEET AND EARLY BIRD APPOINTMENTS

USE THIS SHEET TO MANAGE YOUR CASES AND TO RECORD APPOINTMENT DETAILS FOR YOUR EARLY BIRD HOUSEHOLDS. YOU MUST CHECK NAME AND ADDRESS OF RESPONDENT AT INITIAL CONTACT.

YOUR CASES IN THE TABLE BELOW ARE ORDERED BY <u>SAMPLE TYPE</u>. REMEMBER:

IF Serial= 491.... the household is Early Bird WITH incentive

IF Serial= 492.... the household is Early Bird NO incentive

IF Serial= 493.... the household is Core sample (No Early Bird offer)

IF Serial= 494.....the household is Refreshment sample

Serial (Hhold)	Early Bird Ref (Hhold)	Address	New Address (if moved)	Date of initial mobile phone contact by hhold	Was this during the Early Bird period (before 8 March)?	Did they contact you by SMS or call?	Name & contact no. of respondent who contacted you	Outcome of initial contact (see key)	Appointment Date & Time (if re-scheduled, enter latest date)	Appointment Outcome (see key)	Transmitted ? (Y)
«Serial_nu m»	«EBRe f»	«ff_Address1» «ff_Address2»									
		«ff_PostCode»									

INITIAL CONTACT OUTCOME: APPOINTMENT OUTCOME:

Key	Description
APT	Appointment
ORF	Office Refusal
GEN	General Query
OTH	Other outcome

Key	Description
INT	Interview
BRO	Broken Appointment
OTH	Other outcome

NOTES TABLE: For recording extra information about Early Bird cases

Serial (HHold)	Notes (e.g. any queries, further contacts/appointments in the hhold, contact problems, re-scheduling before final appt date, etc)
Serial (Fillolu)	Notes (e.g. any queries, further contacts/appointments in the findia, contact problems, re-scheduling before findia appt date, etc.)
	1