

This First Voucher Order Form is presented by you, the Client, to Edenred (UK Group) Ltd. The form confirms that Edenred UK will provide you with Luncheon Vouchers and a related Edenred account number. You may place orders for Luncheon Vouchers at any time and for any quantity, entirely at your discretion.

Please complete all the details below and read the Conditions of Voucher Order. You will also need to sign the declaration below and ensure that the full payment is enclosed.

Please return to Edenred UK, 50 Vauxhall Bridge Road, London, SW1V 2RS or fax to 020 7931 0700.

SECTION 1: CLIENT INFORMATION

Company Name:	<input type="text"/>		
Type of Business:	<input type="text"/>	Total number of staff:	<input type="text"/>
VAT Number:	<input type="text"/>	Company Registration Number:	<input type="text"/>

SECTION 2: INVOICING CONTACT

Title:	<input type="text"/>	First Name:	<input type="text"/>	Surname:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>		
Email Address:	<input type="text"/>				
Address:	<input type="text"/>				
	<input type="text"/>				
Town:	<input type="text"/>	County:	<input type="text"/>	Post code:	<input type="text"/>
If you would like a pro forma invoice sent to you by email, please tick here <input type="checkbox"/>					

SECTION 3: DELIVERY CONTACT

Title:	<input type="text"/>	First Name:	<input type="text"/>	Surname:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>		
Email Address:	<input type="text"/>				
Address:	<input type="text"/>				
	<input type="text"/>				
Town:	<input type="text"/>	County:	<input type="text"/>	Post code:	<input type="text"/>

SECTION 4: DECLARATION

I have read and agree to the Conditions of Voucher Order on page 3 of this document		Date:	<input type="text"/>
Period of Use - This form is valid until 31/3/12			
Signature:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Company Name:	<input type="text"/>

SECTION 5: MIXED VALUE DENOMINATION BOOKS

Book Value	Quantity	Total Value	Book Value	Quantity	Total Value
£3.00	<input type="text"/>	<input type="text"/>	£20.00	<input type="text"/>	<input type="text"/>
£4.00	<input type="text"/>	<input type="text"/>	£22.00	<input type="text"/>	<input type="text"/>
£5.00	<input type="text"/>	<input type="text"/>	£24.00	<input type="text"/>	<input type="text"/>
£6.00	<input type="text"/>	<input type="text"/>	£25.00	<input type="text"/>	<input type="text"/>
£7.50	<input type="text"/>	<input type="text"/>	£30.00	<input type="text"/>	<input type="text"/>
£8.00	<input type="text"/>	<input type="text"/>	£35.00	<input type="text"/>	<input type="text"/>
£9.00	<input type="text"/>	<input type="text"/>	£36.00	<input type="text"/>	<input type="text"/>
£10.00	<input type="text"/>	<input type="text"/>	£40.00	<input type="text"/>	<input type="text"/>
£12.50	<input type="text"/>	<input type="text"/>	£45.00	<input type="text"/>	<input type="text"/>
£15.00	<input type="text"/>	<input type="text"/>	£50.00	<input type="text"/>	<input type="text"/>
£19.00	<input type="text"/>	<input type="text"/>	£60.00	<input type="text"/>	<input type="text"/>
SUBTOTAL					<input type="text"/>

SECTION 6: SINGLE VALUE DENOMINATION BOOKS

	Quantity	Total Value
5 x 15p = 75p	<input type="text"/>	<input type="text"/>
5 x 25p = £1.25	<input type="text"/>	<input type="text"/>
5 x 30p = £1.50	<input type="text"/>	<input type="text"/>
5 x 50p = £2.50	<input type="text"/>	<input type="text"/>
5 x 75p = £3.75	<input type="text"/>	<input type="text"/>
5 x £1.00 = £5.00	<input type="text"/>	<input type="text"/>
20 x £1.00 = £20.00	<input type="text"/>	<input type="text"/>
SUBTOTAL		<input type="text"/>

SECTION 7: TOTAL ORDER VALUE

Total value of order	<input type="text" value="£"/>
Service Charge	<input type="text" value="£"/>
Handling Charge	<input type="text" value="£ 4.75"/>
VAT on service charge and handling charge ONLY	<input type="text" value="£"/>
TOTAL PAYMENT	<input type="text" value="£"/>

SECTION 8: SERVICE CHARGE

Period of Use - This form is valid until 31/3/12

Total Value	Current Service Charge
£1 - £175.50	£10.00
£175.51 - £2,500	5.7%
£2,501 - £5,000	5.2%
£5,001 - £10,000	4.7%
Over £10,000	4.5%

SECTION 9: PAYMENT METHOD

Payment Method:	CHAPS	<input type="checkbox"/>
	BACS	<input type="checkbox"/>
	Direct Debit	<input type="checkbox"/>
	Cheque	<input type="checkbox"/>
	Credit Card	<input type="checkbox"/>
Account Name:	Edenred (UK Group) Ltd	
Bank Name:	HSBC	
Account Number:	31299042	
Sort Code:	40-02-50	

SECTION 10: PUBLIC RELATIONS

If you would allow Edenred to use your organisation's name as a reference on promotional marketing, please tick here

PURCHASE OF VOUCHERS

1. The vouchers ("vouchers") are ordered from the Company ("Company" or "We") to which this order is addressed overleaf by the organisation placing the order ("the Client" or "you") for the sole use of the Client's employees or product users.
2. The Conditions of Voucher Order shown herein apply only to existing, valid Client accounts with the Company.
3. All vouchers remain the property of the Company and may be credited to your account with the Company, or refunded or exchanged for goods or services only as defined in these Conditions.

DOCUMENTATION

4. All vouchers must be ordered by use of the Company's Voucher Order Form, or other format agreed with the Company in writing. Voucher Order Forms can only be used during the Period of Use stated thereon. The Client is responsible for checking the current price of vouchers ordered and any related charges.
5. All Voucher Order Forms must be validated by your signature, or that of your authorised representative, if you have sent an original form by post, or by fax, to the Company.

SERVICE CHARGES & HANDLING CHARGES

6. Service Charges or Delivery or Handling Charges ("Charges") are applicable where shown on the Company's Voucher Order Forms. The rates of charge are non-negotiable. Charges must be paid at the time of ordering. Minimum Charges may apply. All information regarding products and Charges, given on this form, is valid only during the Period of Use appearing on the relevant Voucher Order Form, unless prior written notification of amendment is provided by the Company.

YOUR PAYMENT TO US

7. Prior to dispatch of your order, we will require payment in full. This payment must include any Charges shown on the Voucher Order Form or agreed with you separately, in writing. The Company will provide a Pro-Forma invoice if requested. VAT invoices will be delivered to you with the related Vouchers.
8. Your payment to us can be made by cheque, certain credit cards or payment cards or by direct transfer of money through your own bankers. All associated costs of payment to the Company are the responsibility of the Client. The bank account details for direct payment to the Company can be obtained from the Company's Helpdesk, or on application in writing. Your Account Number, as advised by the Company, must be quoted as a reference to all payments.

VOUCHERS

9. The Company reserves the right to modify the formats and denominations of vouchers supplied during the Period of Use of this form.

PREPARATION & DESPATCH

10. We will prepare and despatch a valid Voucher Order within 5 working days of receipt of your order and full payment at our offices. Valid orders and payment must be received by 10am if the day of receipt is to be the first working day of this process.

CLIENT CONTACT NAMES & ADDRESSES

11. Responsibility for informing the Company of the correct contact names and addresses for invoicing and for delivery rests with the Client. If you wish to make changes to the information we hold or give special instructions for delivery, then such information should accompany or precede any applicable Voucher Order.
12. Changes should be notified in writing and posted, emailed or sent as a fax. The Company's security procedures require that changes will not be accepted by telephone.

DELIVERY OF VOUCHERS

13. Vouchers will be sent to you either by Royal Mail post, by courier, or by our own delivery vehicles, at our discretion. All goods in transit, until the point of delivery to you or your authorised agent, will be insured by the Company against loss or material damage.

14. Signing by the Client's representative of the delivery note or other receipt presented by the carrier shall be conclusive proof of the delivery to the Client of the vouchers ordered on the related Voucher Order Form. Following such delivery, the Client accepts full responsibility for the safekeeping of the vouchers before and after distribution to users, and prior to exchange for goods or services.
15. We will provide delivery of a Voucher Order to multiple sites, subject to our acceptance of any request from you, and at separate charges prevailing at the date of delivery.

PROVIDING INFORMATION TO USERS

16. The vouchers you have purchased may be redeemed for the relevant goods or services, shown thereon, by users through any individual or organisation registered as a Redeemer with the Company.
17. The Company will provide you or your employees with the location of registered Luncheon Vouchers, Eyecare Vouchers or Clean Way voucher Redeemers who accept the vouchers you have purchased. This information will be supplied solely for the use of your own staff in choosing suitable suppliers of the goods or services to be provided in exchange for the vouchers you have purchased.

EXCESS VOUCHER RETURNS

18. If you have purchased Luncheon Vouchers, Eyecare Vouchers or Clean Way Vouchers which you subsequently wish to return to us as being in excess of your requirements or not used prior to expiry, then we will accept those vouchers for credit to your account up to ONE month after any expiry date shown thereon. (In the case of Luncheon Vouchers, only complete and full books will be accepted.) We will credit your account with the original purchase price of each returned voucher received at our offices, and simultaneously apply a Voucher Return Administration Charge of £20 (or in the case of Clean Way Vouchers £20 or 5% of the voucher value, whichever is the greater) to each submission of vouchers. VAT will be applicable to the Charge in the case of Luncheon Vouchers or Clean Way Vouchers.
19. We will not accept any submission in which the total original purchase price of the vouchers was less than £25, excluding VAT. We will not credit your account with any Service Charge or Delivery or Handling Charge you paid to us when purchasing the vouchers. The processing of excess voucher credits will take 15 days, from receipt of the vouchers, to being applied to your account with the Company.
20. We will not accept for credit or cheque refund any vouchers returned to us by the voucher users as defined in Clause 1 above. The Client is responsible for informing the voucher users accordingly.
21. Proof of posting or other dispatch of vouchers to the Company for credit or refund will not be accepted as proof of receipt by the Company. The Company's certificate of the number and value of the vouchers received shall be final and conclusive.
22. If you request a Cheque Refund of a credit balance, the Company will make a Cheque Refund Charge of £20. VAT will be applicable to the Cheque Refund Charge in the case of Luncheon Vouchers, Eyecare Vouchers and Clean Way vouchers.

EXPIRY DATES OF VOUCHERS

23. The vouchers you purchase are marked with an expiry date. Those vouchers will cease to be redeemable by, or have any other value for your employees or product users after that date.
24. The Company will not provide you with any credit or refund against vouchers which are received at our offices later than ONE month from the expiry date shown on those vouchers.

THE USE OF PRODUCT LOGOS & NAMES

25. The Company's logo, and those of all voucher products supplied under this order, are Registered Trademarks. Prior permission for reproduction or other representation must be obtained from the Company in writing.

SERVICES SELECTED BY VOUCHER USERS

26. The Company shall not accept responsibility for the standards of service provided by persons or organisations in exchange for the Company's vouchers, either as full or part payment.

Edenred (UK Group) Ltd

Tel: 0845 330 4433 Fax: 0845 330 4410

50 Vauxhall Bridge Road, London, SW1V 2RS

Email: helpdesk-UK-VBR@edenred.com Web: www.luncheonvouchers.co.uk



Edenred