Tax Free Bike Scheme
Order Form

4 simple steps
to order your brand new tax free bicycle

1. Complete the Pre Contract Information page (Keep this page)

2. Fully complete the Hire Agreement and Order Details pages

3. Sign the Hire Agreement witnessed by another member of staff

4. Send the Hire Agreement and Order Details pages to the freepost address below or fax them to 01483 811243

FREEPOST RRAK-LLCA-TKYE
SME HCI Ltd
The Studio, Hunts Hill House
Hunts Hill Road
Guildford
Surrey
GU3 2AH

Any Questions?
Email:
bikes@smehci.com
or call
0870 3606323
Pre Contract Information
Regulated by the Consumer Credit Act 1974

PARTIES TO THIS AGREEMENT:
Hirer (Employee) Name:  
Address:  

AND

Organisation (Employer) Name:  
Address:  

KEY FINANCIAL INFORMATION:  Duration of Hire: 12 months

<table>
<thead>
<tr>
<th>Description of Bicycle</th>
<th>Product Number</th>
<th>Monthly Gross Salary Reduction</th>
<th>Disposal Fee plus VAT</th>
</tr>
</thead>
</table>

Frame Size Mens/Womens

MAIL ORDER BROCHURE ACCESSORIES

<table>
<thead>
<tr>
<th>Accessory</th>
<th>Tick box</th>
<th>Monthly Gross Salary Reduction</th>
<th>Disposal Fee plus VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Viz Jacket</td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Trek Interval Safety Helmet</td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Trek Interval Safety Helmet XS/S, S/M, M/L* (delete as appropriate)</td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Cateye Compact Light Set</td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>High Security Padlock</td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Track Pump</td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Mountain Bike Mudguard Set</td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Mudguard &amp; Luggage Rack Set</td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Pannier Bags SINGLE/PAIR* (delete as appropriate)</td>
<td></td>
<td>£</td>
<td></td>
</tr>
</tbody>
</table>

Your Hire Payment is calculated by adding together all of the monthly Gross Salary reduction figures for the items you wish to order

Your Hire Payment

TOTAL MONTHLY GROSS SALARY REDUCTION

TOTAL DISPOSAL FEE plus VAT

If your employment were to terminate during the agreement period, then in such an event you will be obliged to pay all outstanding amounts due under the terms of this Agreement. There is an administrative charge applicable in certain circumstances upon Termination. All conditions are detailed in sections titled “Termination of Employment” and “Your Liability on Termination” of the attached Terms and Conditions. Any settlement of outstanding amounts will be automatically deducted from your final net salary. Should there be insufficient funds in your salary, the outstanding balance will be payable by you, by cheque.

Under this Agreement you are liable for any repair costs should the equipment become damaged or defective and is not covered by the Warranty supplied. This is detailed in the Terms and Conditions section "Damage and Defect Repairs".

KEY INFORMATION:
Under this Agreement there are potential liabilities upon default of terms as detailed in the attached Terms and Conditions; Sections "Ordering and Delivery", “Insurance”, “Your Default”, “Your Liability on Termination”.

The Terms and Conditions detail potential liabilities due to damage or loss of the goods; Section “Your General Obligations”.

The section titled “Insurance” of the Terms and Conditions, oblige you to insure the product with your insurer.

THIS AGREEMENT IS NOT CANCELLABLE BY YOU.

MISSING PAYMENTS

Missing payments could have severe consequences and may make obtaining credit more difficult.

IMPORTANT - READ THIS CAREFULLY TO FIND OUT ABOUT YOUR RIGHTS

The Consumer Credit Act 1974 covers this agreement and lays down certain requirements for your protection, which should have been complied with when the agreement is made. If they are not, the owner cannot enforce the agreement against you without a court order. If you would like to know more about the protection and remedies provided under the Act, contact either your local Trading Standards Department or your nearest Citizens’ Advice Bureau.
## PARTIES TO THIS AGREEMENT:

<table>
<thead>
<tr>
<th>Hirer (Employee) Name:</th>
<th>AND</th>
<th>Organisation (Employer) Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Address:</td>
</tr>
</tbody>
</table>

## KEY FINANCIAL INFORMATION:

**Duration of Hire:** 12 months

<table>
<thead>
<tr>
<th>Description of Bicycle</th>
<th>Product Number</th>
<th>Monthly Gross Salary Reduction</th>
<th>Disposal Fee plus VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>£ [ ] [ ] [ ] [ ] [ ]</td>
<td>£ [ ] [ ] [ ] [ ] [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Frame Size</th>
<th>Mens/Womens</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

### MAIL ORDER BROCHURE ACCESSORIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly Gross Salary Reduction</th>
<th>Disposal Fee plus VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Viz Jacket</td>
<td>£ [ ] [ ] [ ] [ ]</td>
<td>£ [ ] [ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Trek Interval Safety Helmet XS/S, S/M, M/L* (delete as appropriate)</td>
<td>£ [ ] [ ] [ ] [ ]</td>
<td>£ [ ] [ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Cateye Compact Light Set</td>
<td>£ [ ] [ ] [ ] [ ]</td>
<td>£ [ ] [ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>High Security Padlock</td>
<td>£ [ ] [ ] [ ] [ ]</td>
<td>£ [ ] [ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Track Pump</td>
<td>£ [ ] [ ] [ ] [ ]</td>
<td>£ [ ] [ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Mountain Bike Mudguard Set</td>
<td>£ [ ] [ ] [ ] [ ]</td>
<td>£ [ ] [ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Mudguard &amp; Luggage Rack Set</td>
<td>£ [ ] [ ] [ ] [ ]</td>
<td>£ [ ] [ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Pannier Bags SINGLE/PAIR* (delete as appropriate)</td>
<td>£ [ ] [ ] [ ] [ ]</td>
<td>£ [ ] [ ] [ ] [ ] [ ]</td>
</tr>
</tbody>
</table>

Your Hire Payment is calculated by adding together all of the monthly Gross Salary reduction figures for the items you wish to order.

```
Your Hire Payment

<table>
<thead>
<tr>
<th>TOTAL MONTHLY GROSS SALARY REDUCTION</th>
<th>TOTAL DISPOSAL FEE plus VAT</th>
</tr>
</thead>
</table>
```

---

If your employment were to terminate during the agreement period, then in such an event you will be obliged to pay all outstanding amounts due under the terms of this Agreement. There is an administrative charge applicable in certain circumstances upon Termination. All conditions are detailed in sections titled “Termination of Employment” and “Your Liability on Termination” of the attached Terms and Conditions. Any settlement of outstanding amounts will be automatically deducted from your final net salary. Should there be insufficient funds in your salary, the outstanding balance will be payable by you, by cheque.

Under this Agreement you are liable for any repair costs should the equipment become damaged or defective and is not covered by the Warranty supplied. This is detailed in the Terms and Conditions section “Damage and Defect Repairs”.

**KEY INFORMATION:**

Under this Agreement there are potential liabilities upon default of terms as detailed in the attached Terms and Conditions; Sections “Ordering and Delivery”, “Insurance”, “Your Default”, “Your Liability on Termination”.

The Terms and Conditions detail potential liabilities due to damage or loss of the goods; Section “Your General Obligations”.

The section titled “Insurance” of the Terms and Conditions, oblige you to insure the product with your insurer.

**THIS AGREEMENT IS NOT CANCELLABLE BY YOU.**

### MISSING PAYMENTS

Missing payments could have severe consequences and may make obtaining credit more difficult.

**IMPORTANT - READ THIS CAREFULLY TO FIND OUT ABOUT YOUR RIGHTS**

The Consumer Credit Act 1974 covers this agreement and lays down certain requirements for your protection, which should have been complied with when the agreement is made. If they are not, the owner cannot enforce the agreement against you without a court order. If you would like to know more about the protection and remedies provided under the Act, contact either your local Trading Standards Department or your nearest Citizens’ Advice Bureau.

---

This is a Hire Agreement regulated by the Consumer Credit Act 1974. Sign it only if you want to be legally bound by its terms.

<table>
<thead>
<tr>
<th>Signature(s) of Hirer(s)</th>
<th>Date(s) of Signature(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signed on behalf of</th>
<th>Date(s) of Signature(s)</th>
</tr>
</thead>
</table>
DELIVERY
Deliveries will take place within 4 weeks of the closing date of the scheme and a delivery date will be arranged directly with you.
YOUR EMPLOYER HAS REQUESTED THAT BICYCLES ARE NOT DELIVERED TO WORK ADDRESSES.
PLEASE DO NOT GIVE A WORK ADDRESS FOR DELIVERY OF YOUR BICYCLE.

TERMS AND CONDITIONS
The Hire Agreement is covered by the attached Terms and Conditions that your employer has applied to your Terms of Employment on participating in the Tax Free Cycling Scheme.

WITHDRAWING FROM THE TAX FREE CYCLING SCHEME
On signing the Hire Agreement, your employer has agreed that you will have a 7 day period in which you can withdraw from the scheme, whilst your order is processed.

WHAT HAPPENS IF YOU MISS A PAYMENT
Your salary will be reduced for the duration of this Hire Agreement, which means you will not miss any payment. The Terms and Conditions that accompany the Agreement detail payment arrangements that cover you taking an agreed leave due to situations such as Maternity, Paternity or Sickness leave.

IMPORTANT - CONTRACT OF EMPLOYMENT CHANGES
Under the Hire Agreement, you and your employer agree to a variation in your contract of employment under which your remuneration will be varied as follows:
(a) as an additional benefit, the bicycle chosen by you as selected in the “Description of Goods” section, will be hired for use by you; and
(b) your gross salary will, unless otherwise stated under terms of the Agreement, be adjusted by the amount stated in the Agreement so that you are only entitled to be paid the salary as so adjusted.

YOUR SIGNATURE
By signing the Hire Agreement you agree that:
(a) You have read and understood the terms of the Agreement including those set out in the Terms and Conditions attached.
(b) You agree to a revised gross salary plus your chosen product.
(c) Your order will be subject to acceptance by your employer and your employer has the sole decision whether or not to accept and proceed with your order.
(d) If your form is not received by the closing date, your order will not be processed.
(e) The counter signature is required solely to confirm that the signatory is an employee and is required to comply with current “Hire Agreement” legislation.

ADDRESS TO SEND YOUR ORDER FORM TO:
FREEPOST RRAK-LLCA-TKYE
SME HCI Ltd
The Studio, Hunts Hill House
Hunts Hill Road
Guildford
Surrey GU3 2AH

OR FAX ON 01483 811243