

**Order Form
And Calculation of Salary Sacrifice**

Form 1

Employee Name	Telephone
Home Address	Email
	Employee Payroll Number

Tick box if you wish for your bike to be delivered to your home address (only available if company paying by cheque)

Hire Goods and Calculation of Salary Sacrifice

Goods	Product description	Price
Bike		
Lights		
Panniers/luggage carriers		
Locks/chains		
Reflective/protective clothing		
Pumps/minor repair kits		
Mirrors/mudguards		
Bells/horns		
Sub-total		
Sub-total ex VAT at employers VAT rate	(if 17.5%, divide subtotal by 1.175)	
Helmet		
Total cost to employer of Hire Goods		
Hire period (number of weeks/months*)	(maximum 18 months)	
Deposit		£nil
Weekly/monthly* Hire Charge	(to be paid by employee through salary sacrifice)	

Delete as appropriate

I confirm that I wish to hire the above bike and cycle accessories from my employer and that these goods will mainly be used for commuting purposes.

Signature of employee

Date of signature