

SAY SHOPPING PaSS ORDER FORM

You can open an account without having to order immediately. Just fill in your Account Details, Invoicing Details and Payment Method.

MKT CODE	SALES CODE	ORDER ID	CONTRACT NO.

Your Account Details (If your account or invoicing details have changed please inform us quickly)

Title First Name Surname

Tel Ext Fax

E-mail address Job Title

Company Name

Company Reg. No. Industry type

Address

..... Town

County..... Postcode..... Country.....

Invoicing Details (if different from above)

Title First Name Surname

Tel Ext Fax

E-mail address

Address

..... Town

County..... Postcode..... Country.....

Delivery Address (for multiple delivery in one order please call us)

Enter Postcode if delivery address is one of the above Postcode

OR if different address, provide full details

Contact Name

Address

..... Town

County..... Postcode..... Country.....

Payment Details

Payment in full must be received before vouchers are despatched. An invoice will be sent within 24 hours of receipt of order.

Please Select Payment Method

BACS CHAPS Cheque
 Debit Card Credit Card
 Direct Debit

See back of form for How to Place Your Order and BACS / CHAPS / Cheque details

Payment by Credit or Debit Card

I authorise you to debit my credit/debit card account for the cost of the goods despatched
 Mastercard Visa UK issued Maestro Solo **American Express**

Card No.

Valid From Date Expiry Date

Issue No. (where present)

Name & initials
 (exactly as they appear on card)

Statement Address

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Contact telephone number
 (must be a landline)

Your Company No.

(New customers will be allocated a Company No. on submission of first order)

Your Purchase Order No.

Day Month Year

Required Delivery Date

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Number of recipients

Voucher Denomination	Number of Vouchers	Total Value
£2		£
£5		£
£10		£
£20		£
£50		£
Sub Total		£
Less Discount (see below)		£ - [%]
Delivery Charges (see below)		£ +
Total (excluding VAT)		£
Number of Presentation Wallets		

Order Value	Discount per Order			Delivery Charges per Consignment	
	BACS/ CHAPS/ Cheque/ Debit	Visa/ Master Card	American Express	Value of Order	Charge
£500-£3,500	2%	None	None	£10-£30	£1.28
£3,501-£9,999	3.75%	1.75%	None	£31-£99	£2.51
£10,000-£24,999	4.5%	2.5%	1.5%	£100-£499	£4.21
£25,000-£49,999	5.25%	3.25%	2.25%	£500 +	FREE
£50,000-£99,999	6.25%	4.25%	3.25%	Prices exc. VAT	
£100,000 +on application.....				

SIGNATURE

PRINT NAME



These terms and conditions shall apply to all orders for SayShopping vouchers, unless otherwise agreed by Sodexo in writing. New clients must allow 24 hours for the account to be activated.

Payment

Full payment must be received before vouchers will be despatched.

Availability

All vouchers are subject to availability. Sodexo will inform you as soon as possible if the vouchers you have ordered are not available.

Delivery, risk and title

Sodexo will despatch vouchers either the same day as the order is received or on the next working day, provided Sodexo have all the necessary information regarding the type of delivery required and any payment due. Vouchers will be despatched to the delivery addresses as indicated on the order. Risk in the vouchers will remain with us until delivery, at which point risk will pass to you. A delivery note will be sent with the vouchers. If any vouchers are not received within 5 working days of the despatch date shown on the delivery note, you must notify us immediately in writing; Sodexo will not accept liability for any non-delivery or short delivery unless it is notified in writing to us within one working day of the expiry of this 5 working day period. SayShopping vouchers are non returnable and are not sold on a sale or return basis.

Delivery is free on all individual consignments over £500.

Trademarks

You may only use our trademarks or logos with our prior written permission.

Presentation

Sodexo will ensure that SayShopping vouchers will be accepted at the retail outlets indicated on the SayShopping website – www.sayshopping.co.uk, provided that they are presented to the retailers within their period of validity. The vouchers will be accepted according to each retailer's gift voucher policy. The voucher may not be accepted to purchase certain goods, such as tobacco, lottery tickets or other age restricted products.

The voucher cannot be exchanged for cash and no change will be given.

The list of retailers that accept SayShopping vouchers may change from time to time and retailers listed may withdraw from the scheme at any time.

Tax

Sodexo gives no representation or warranty regarding the treatment of SayShopping vouchers by HMRC or other taxation or benefits authority. You shall be entirely responsible for all tax and taxation matters arising out of the supply of the vouchers. The price stated for the vouchers is exclusive of any VAT or other taxes, if applicable.

Suspension and cancellation

Sodexo may suspend or cancel any delivery of vouchers and/or refuse to accept any further orders if you:

- breach any of these terms and conditions; or
- make any voluntary arrangement with your creditors or become subject to an administration order or go into liquidation or become unable to pay your debts as they fall due or have an encumbrancer take possession of, or a receiver or administrator receiver appointed over, any or all or part of your assets or cease (or threaten to cease) to carry on business or take or suffer any action due to debt.

Force Majeure

We shall not be liable for breach of these terms and conditions caused by circumstances beyond our reasonable control.

Changes

We reserve the right to amend any of the above terms and conditions by notice to you.

To Place Your Order

Fax to: **01276 687085** OR Email: **orders@SayShopping.co.uk**

OR Tel: **01276 418888** OR Post to: **SayShopping Sales Department, Sodexo, Unit 5 Albany Court, Albany Business Park, Frimley Road, Camberley, Surrey GU16 7QR. www.SayShopping.co.uk**

BACS / CHAPS payments should be made to the following account:

Account Name: Sodexo Pass Ltd Motivation Account

Account Number: 22345500 **Sort Code:** 151000

Bank Address: The Royal Bank of Scotland Plc, London City Office, PO Box 412, 62-63 Threadneedle Street, London EC2R 8LA