

REQUEST FOR TILES – COMPANY POLICY

Tiles are issued to employees for their own use or for use in a relative's home (**not for a friend**). They are issued entirely at the discretion of the HR Director at the following prices: -

| | | |
|-----------------------------------|--------|---------------------------|
| Signature | £13.00 | per square metre plus VAT |
| Signature 36+ | £15.50 | per square metre plus VAT |
| Signature Acoustic | £17.00 | per square metre plus VAT |
| Form (including Parquet) | £11.50 | per square metre plus VAT |
| Spacia (including XL and Parquet) | £10.00 | per square metre plus VAT |
| Spacia 36+ | £12.50 | per square metre plus VAT |
| Spacia Acoustic | £14.00 | per square metre plus VAT |
| Click | £15.00 | per square metre plus VAT |
| Click Smart | £17.00 | per square metre plus VAT |
| Access | £15.00 | per square metre plus VAT |
| Carpet | £16.50 | per square metre plus VAT |
| Décor 2 Colour | £65.00 | per square metre plus VAT |
| Décor 5 Colour | £95.00 | per square metre plus VAT |
| Décor Echo | £30.00 | per square metre plus VAT |

Borders, motifs, and any specials will be charged for separately. Tile orders must be paid for on a proforma invoice preferably by debit or credit card.

This request for tiles is issued on the understanding that they are to be used **ONLY** in the location agreed. Any product purchased from the Company may not be re-sold for any purpose. **ANY BREACH OF THIS POLICY WILL LEAD TO A DISCIPLINARY INVESTIGATION AND MAY LEAD ULTIMATELY TO SUMMARY DISMISSAL FROM THE COMPANY.**

This form is only valid if signed by the HR Director or a member of the HR Team.

Note: When ordering your floor, you should allow a reasonable time for authorisation and processing. Please do not expect your form to be signed on the same day.

If you are collecting your order from Pilot Park, you need to obtain a booking slot to do that. Collections run from 06:00 – 22:00 Monday to Friday and 06:00 – 18:00 Saturdays and Sundays.

To obtain a collection slot simply email **despatch.collections@amtico.com** with a preferred time and despatch will reply with your allotted slot.

I have read and understood the above conditions and I declare that the information given on this form is correct. I understand the sanctions that may apply should I give incorrect information.

Signed: Date:.....

Authorised by: Date:.....
A member of the Human Resources team only.

All completed forms should be returned to a member of the Human Resources Team.



If this form is not correctly completed it may delay your floor being processed. Please complete all information fully.

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|--|----------|--------------------------|----------|---------------|-----------------|---|---------------------------|------------------|----------|-----------------------------|----------|--|
| Name: | | | | Dept.: | | | | | | | | |
| When did you last have Staff tiles? | | | | | | | | | | | | |
| Where will these tiles be laid? (Please give full postal address) | | | | | | | | | | | | |
| Which room? | | | | | | | | | | | | |
| Who owns the property? | | | | | | | | | | | | |
| What is their relationship to you? | | | | | | | | | | | | |
| Telephone contact number for queries | | | | | | | | | | | | |
| I would like delivery included within my purchase Yes or No ...(please circle as appropriate) | | | | | | | | | | | | |
| Dimensions of floor (drawing of room shape/size here to justify quantity of tiles required) This location may be viewed once installed. | | | | | | | | | | | | |
| Order Details | | Item/Product/Size | | | Quantity | | Units SY/M2/EA | | | | | |
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| | | | | | | | | | | | | |
| Remember: When ordering main tiles & keys please state SIZE required. When ordering strips please state GAUGE required | | | | | | | | | | | | |
| Border: | A | | B | | C | | D | | E | | F | |
| Motif: | A | | B | | C | | D | | E | | F | |
| Adhesive: | | Quantity: | | Units: | | Maintenance Products: | | Quantity: | | Units: | | |
| Universal <input type="checkbox"/> | | | | Kg | | Maintenance Pack <input type="checkbox"/> | | | | (max 1 per order) | | |
| (2-2.5 sq.m/kg) | | | | | | Dressing <input type="checkbox"/> | | | | Litres/Boxes - (12 bottles) | | |
| SFA <input type="checkbox"/> | | | | Litres | | Cleaner <input type="checkbox"/> | | | | Litres/Boxes - (12 bottles) | | |
| (4 sq.m/l) | | | | | | Dressing Remover <input type="checkbox"/> | | | | Litres/Boxes - (12 bottles) | | |
| HT (default) <input type="checkbox"/> | | | | Litres | | Adhesive Remover <input type="checkbox"/> | | | | Litres/Boxes - (12 bottles) | | |
| (4 sq.m/l) | | | | | | Felt Pads <input type="checkbox"/> | | | | Per pack | | |
| PS <input type="checkbox"/> | | | | Kg | | Trowel (Handle) <input type="checkbox"/> | | | | Each | | |
| (3-3.5 sq.m/kg) | | | | | | Trowel Blades <input type="checkbox"/> | | | | Per pack of 10 | | |