

Collection Voucher

Dear Katherine Middle Test,



Thank you for taking part in the Green Commute Initiative. When you collect your bike package from ----- you'll need to present them with security code and the PIN as shown below as well as a form of **photo ID**.

Make sure you contact the bike shop beforehand to ensure the bike is ready for collection. To avoid a wasted journey, you should ask them to confirm that they have received our authorization to release the bike.

Please be aware that by giving the supplier the PIN number, you are confirming to us that you have taken delivery of the package. You should not provide the PIN unless you are satisfied with the equipment.

If the bike is a special order or being delivered, you may have to provide the PIN before your supplier will proceed. You must ensure you are satisfied with the supplier's terms and that they deliver as promised.

Security code

asdf-asdf-asdf-asdf-adsf-sdf-asdf-123412341234

Order number:c123 pin:098761234

we recommend you insure your bike. If it's stolen or otherwise unavailable, you'll still be responsible for the salary sacrifice. We have a special offer with Laka insurance for \$30 off your new policy - details on our website.

When you collect bike, **take note of the frame number and any serial numbers**, including the battery if it's an e-bike. Your supplier will show you where to find the numbers. Take photo as well so that if it's ever stolen and recovered, you can prove the police it's yours. Otherwise they may not be able to return you.

FAQ: Supplier

This voucher does not authorize the release of the bike; you must have received our Self Invoice with matching security code and portal login details. You should access the GCI portal using above security and PIN number to confirm payment details and then release the bike package.
