



Evans Cycles Ride2Work Purchase Order Form

A purchase order form must be completed for every employee that wishes to purchase a bicycle and accessories under the Evans Cycles Ride2Work programme.

Company name:		Employee name:	
Address:		Home address:	
Postcode:		Postcode:	
Administrator's Email Address:			
Employee's Email Address:			
Ride2Work account number: (this can be found in the confirmation letter sent to the company)			

The following forms **must** be completed. However, they are for your records only, you do not need to send copies of these forms to Evans Cycles.

- Pre-contract agreement form
- Hire agreement form

It is important that you keep a copy of these forms for legal reasons, and to calculate the employee's monthly salary sacrifice.

Total amount of bicycle and accessories (min £250, max £1000): £ _____

Signed for the employer: Print name:

Signed by the employee: Print name:

Date:

Please send your completed form to:

Ride2Work
Evans Cycles
Camino Park
James Watt Way
Crawley
West Sussex
RH10 9TZ