**Bulk Order Form**

Please return to: Fulfilment.engage.uk@sodexo.com

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Purchase Order Number |  | | | | | |
| Customer Information: | | | | | | |
| Company Name | | Queen Mary University of London | | | | |
| Contact | |  | | | | |
| Telephone Number | |  | | | | |
| Invoice Address | | Queen Mary University of London Mile End Road London | | | | |
| Post Code | | E1 4NS | | | | |
| Delivery Address if different to above | |  | | | | |
| Bulk Gift Card Order: | | | | | | |
| e.g -Gift Card Retailer  (Love2Shop Gift Card or Paper vouchers, please specify) | | QTY | | | Denomination  (£5, £10, £25 etc) | Total |
|  | | 1 | | | £ | £ |
|  | |  | | |  |  |
| Delivery (only applicable to Love2Shop see below) | | £ | | | | |
| TOTAL AMOUNT PAYABLE (including delivery for Love2Shop only) | | £ | | | | |
| Delivery Options: | | | | | | |
| Love2shop orders under £2,500.00 will be charged £7.50 plus VAT delivery cost. Love2shop minimum order of £100.  Love2Shop paper vouchers are only available in £5 and £10 denominations.  No postage charges for all other retailers. | | | | | | |
| Delivery Address: | | | | | | |
| Physical gift cards can only be sent to a single address. | | | | | | |
| Payment Method: | | | | | | |
| Credit Account:  Please complete the Credit Application Form and email (Sales email address to be entered) | | | | **By BACS:**  **Account name:** Pluxee UK Ltd  **Account no:** 22345500 **Sort code:** 15-10-00 | | |
| Date when gift cards are required by: | | | Date | | | |

**Terms and Conditions**

1. Your first order for bulk gift cards must be paid in full via BACs payment. Payment must be received in full prior to the order being despatched. All fees are payable to Pluxee UK Ltd (“Pluxee”). If you apply for a credit account for any subsequent orders and this is approved, all invoices must be paid within 28 days of the date of invoice.
2. Bulk gift card orders received by 12:00 pm will be processed and despatched within 5 working days. Orders received after 12:00 pm will be processed the next working day. On the rare occasion when your selected gift card(s) are not in stock, we will contact you and give you an estimated date of delivery.
3. Gift cards will be despatched using a secure delivery method and should arrive within 2-5 working days. Delivery times may vary depending on the provider and the destination of the delivery.
4. Responsibility for the gift cards will pass to the Customer upon delivery.
5. Any discrepancy between the number of gift cards ordered and delivered must be notified to Pluxee via The Voucher Shop (Fulfilment.engage.uk@sodexo.com) within 3 (three) working days of delivery. Non-delivery of gift cards must be notified to Pluxee as soon as is reasonably practicable. For the avoidance of doubt, non-delivery means the gift cards have not arrived within 2(two) working days.
6. Pluxee has no liability for lost, stolen, or damaged gift cards once responsibility for the gift cards has passed to the Customer at the time of delivery.
7. Pluxee does not offer refunds on bulk gift cards.
8. Pluxee reserves the right to decline the supply of gift cards to any customer who is, or who has ever been in breach of these Terms and Conditions.
9. Pluxee reserves the right to modify these Terms and Conditions from time to time and will notify the Customer of any changes via email. Orders already placed before any changes are made to these Terms and Conditions will not be affected.

**I have read and agree to the above Terms and Conditions**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_**