



# ORDER FORM (Form A)

Tweeks Cycles, 75 Ash Road South, Wrexham Industrial Estate, Wrexham, LL13 9UG.  
Tel: 0844 499 5656 [www.tweekscycles.com](http://www.tweekscycles.com)



Employer Details	
Name:	.....
Address	.....
	.....
	.....
	.....
Postcode	.....
Tel No	.....
Email	.....

Employee Details	
Name	.....
Address	.....
	.....
	.....
	.....
Postcode	.....
Tel No	.....
Email	.....

**Please Note:** Only the following can be included in the scheme: Bikes, helmets, bells, mirrors, mudguards, pumps, reflective clothing, locks, panniers, bags and lights.

Bikes and Accessories (Excluding Helmets)			
Part No	Item Description (sizes, colours etc)	Quantity	Price
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Sub Total

Sub Total Ex VAT   
(divide sub total by 1.175)

Helmets (VAT Free)		
Part No	Helmet Description (size, colour)	Price VAT Free
.....	.....	.....

**Total Value**

Hire Agreement period   
(18 months maximum)

Employee Monthly Hire Charge   
(To be deducted from gross salary)

I declare that the above information is correct and confirm that the hire of the above listed cycle and accessories from my employer will mainly be used for the purpose of commuting to and from my place of work.

Employee Signature:

Date:



# PRE-CONTRACT INFORMATION (Form B)

Tweeks Cycles, 75 Ash Road South, Wrexham Industrial Estate, Wrexham, LL13 9UG.  
Tel: 0844 499 5656 [www.tweekscycles.com](http://www.tweekscycles.com)



**HIRE AGREEMENT REGULATED BY THE CONSUMER CREDIT ACT 1974  
THIS HIRE AGREEMENT IS BETWEEN THE EMPLOYER AND THE EMPLOYEE**

Employer Details	
Name .....	.....
Address .....	.....
.....	.....
.....	.....
.....	.....
Postcode .....	.....
Employee Payroll Number .....	.....
Employee NI Number .....	.....

Employee Details	
Name .....	.....
Address .....	.....
.....	.....
.....	.....
.....	.....
Postcode .....	.....
Tel No .....	.....
Email .....	.....

Goods to be included in Hire Agreement			
Part No	Item Description (sizes, colours etc)	Quantity	Price
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Hire Agreement period (18 months maximum)	<input type="text"/>
Employee Monthly Hire Charge (To be deducted from gross salary)	<input type="text"/>

**Key Information**  
This Hire Agreement cannot be cancelled. If you default on your obligations under this Hire Agreement (eg: by failing to make any payments on the due dates) we may recover from you our reasonable legal, administrative and any other costs or expenses incurred by us in enforcing our rights under this Hire Agreement.

**IMPORTANT - READ CAREFULLY TO FIND OUT ABOUT YOUR RIGHTS**  
The Consumer Credit Act of 1974 covers this Agreement and lays down certain requirements for your protection which should have been complied with when this Agreement was made. If they were not, we cannot enforce this Agreement against you without first obtaining a Court Order. If you would like to know more about your rights under the Consumer Credit Act 1974, contact your Local Trading Standards Department or your nearest Citizens' Advice Bureau.

**Missing Payments**  
Missing payments could have severe consequences and may make obtaining credit more difficult.



# HIRE AGREEMENT (Form C)

Tweeks Cycles, 75 Ash Road South, Wrexham Industrial Estate, Wrexham, LL13 9UG.  
Tel: 0844 499 5656 [www.tweekscycles.com](http://www.tweekscycles.com)



**HIRE AGREEMENT REGULATED BY THE CONSUMER CREDIT ACT 1974  
THIS HIRE AGREEMENT IS BETWEEN THE EMPLOYER AND THE EMPLOYEE**

Employer Details	
Name .....	.....
Address .....	.....
.....	.....
.....	.....
.....	.....
Postcode .....	.....
Employee Payroll Number .....	.....
Employee NI Number .....	.....

Employee Details	
Name .....	.....
Address .....	.....
.....	.....
.....	.....
.....	.....
Postcode .....	.....
Tel No .....	.....
Email .....	.....

Goods to be included in Hire Agreement			
Part No	Item Description (sizes, colours etc)	Quantity	Price
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Hire Agreement period (18 months maximum)	<input type="text"/>
Employee Monthly Hire Charge (To be deducted from gross salary)	<input type="text"/>

**Key Information**  
This Hire Agreement cannot be cancelled. If you default on your obligations under this Hire Agreement (eg: by failing to make any payments on the due dates) we may recover from you our reasonable legal, administrative and any other costs or expenses incurred by us in enforcing our rights under this Hire Agreement.

**IMPORTANT - READ CAREFULLY TO FIND OUT ABOUT YOUR RIGHTS**  
The Consumer Credit Act of 1974 covers this Agreement and lays down certain requirements for your protection which should have been complied with when this Agreement was made. If they were not, we cannot enforce this Agreement against you without first obtaining a Court Order. If you would like to know more about your rights under the Consumer Credit Act 1974, contact your Local Trading Standards Department or your nearest Citizens' Advice Bureau.

**Missing Payments**  
Missing payments could have severe consequences and may make obtaining credit more difficult.

**HIRE AGREEMENT REGULATED BY THE CONSUMER CREDIT ACT 1974  
THIS HIRE AGREEMENT IS BETWEEN THE EMPLOYER AND THE EMPLOYEE**

## Terms and Conditions

### The Agreement

This agreement between you and your employer regulates your participation in the Cycle2Work Scheme. Under this agreement you will be provided with a bicycle and associated safety equipment by your employer for you to hire for the purpose of commuting and for your own private use. This hire agreement sets out the terms of the arrangement and your salary sacrifice.

The terms and conditions of this hire agreement may differ from your existing terms and conditions of employment. By signing this agreement you are accepting a new remuneration package which consists of a combination of cash and benefits in order to benefit from the tax savings offered under this scheme.

You have agreed to pay for the hire of the goods through a salary sacrifice for the duration of the hire period. The value of the goods purchased and the duration of the hire period will determine the monthly hire charge by which your gross salary will be reduced.

Tweeks Cycles will supply the bicycle and any related accessories. These goods remain the property of your employer and may not be sold or ownership be transferred during the hire agreement period.

By entering into this agreement you the employee are confirming that you will mainly use the bicycle for commuting to and from your place of work. You also agree that you are fully responsible for the maintenance, upkeep and ensuring suitable and sufficient insurance cover of the bicycle and accessories.

At the end of this hire agreement period your employer may dispose of the bicycle and accessories for a nominal sum. This hire agreement does not regulate the terms of this disposal.

### Salary Sacrifice

A salary sacrifice is not a deduction from salary or a change in salary. A salary sacrifice occurs when you as the employee agree to sacrifice part of your cash pay in return for a non-cash benefit. In this case, your employer supplying you with the hire of a bicycle and associated accessories for commuting purposes.

Your salary sacrifice will begin once the bicycle has been purchased by your employer and will continue until the agreement has been fulfilled or terminated.

### Absence and National Minimum Wage

By entering into this agreement you the employee agree that the salary sacrifice will continue to be applied to any payment received during absence from work. However if after the salary sacrifice is applied your salary falls below the national minimum wage, the salary sacrifice will be suspended until your salary rises above that level.

### Termination of Employment

If you cease working for your employer before the hire agreement is complete it will be terminated and the bicycle and accessories supplied to you under this agreement will become a taxable benefit. Any outstanding hire charges still due to your employer will be deducted from your final net salary payment. If your final net salary payment is insufficient to cover the outstanding payments then you must settle the outstanding balance with your employer within 14 days.

### Right of Hirer to Cancel the Agreement

This is a non-cancellable, fixed term hire agreement and you do not have the right to terminate this hire agreement.

### Data Protection and Disclosure

You authorise your employer to forward to Tweeks Cycles any relevant personal information so that the supply of your bicycle and accessories can be completed. You also authorise Tweeks Cycles to use this information to contact you regarding your bicycle and accessories.

### Limitation of Liability

Nothing in this hire agreement shall exclude or limit liability for death or personal injury caused by negligence.

Tweeks Cycles or your employer will not be held liable for any indirect, consequential, punitive, incidental or special damages (including without limitation damages for loss of use, lost data, economic loss, or any other loss) arising out of a breach of this hire agreement and will not be held liable for failure to supply or failure to deliver on an agreed time or date.

### Law

This agreement shall be interpreted and governed in accordance with English Law.

HIRE AGREEMENT REGULATED BY THE CONSUMER CREDIT ACT 1974  
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## Terms and Conditions

This is a Hire Agreement regulated by the Consumer Credit Act 1974. Sign it only if you want to be legally bound by its terms.

Employee  
Signature:

Date:

*Under this agreement the goods DO NOT become your property and MUST NOT BE SOLD.*

## Signed on behalf of the Employer

I hereby confirm that I am authorised to complete and sign this declaration on the Employer's behalf.

Signature of  
Authorised Person

Print Name

Job Title

For and on behalf of  
(Employer's name)

Date

Contact Tel No

### IMPORTANT - Please note:

*This Hire Agreement asks for the information needed to begin this arrangement, and also contains clauses which may affect your employment Terms and Conditions. You should read and fully understand this agreement before deciding whether to enter into the Hire Agreement. If you are unsure of any aspect of the Hire Agreement you should seek independent advice.*

