

# ORDER FORM

To Abacus Voucher Solutions  
25 Strawberry Hill Road  
Twickenham  
TW1 4PZ

## Order and remittance for Abacus childcare solution

We wish to subscribe to Abacus's childcare solution. We have registered on your website to inspect the documents that would be needed for the self-operation of our childcare vouchers scheme. We understand that on receipt of our payment of your fee, you will upgrade our registration to allow us to download these resources for one year from the upgrade and to adapt and print them as appropriate.

We have ..... employees on our payroll and understand that your fee is therefore £..... \* plus VAT of £ ....., a total of £ .....

We enclose a cheque, drawn in your favour, for this amount. We have arranged an electronic funds transfer of this amount to your bank, HSBC, sort code 40-06-29, account 51662651.† Please send us a receipted VAT invoice.

**We understand that all documents to be made available to us are protected by copyright and may be used only by us and our employees. We undertake that except for the purposes of our intended scheme we will not without your prior written permission make or permit anyone else to make any copies of anything you provide for us and will confine our own copying, adaptation and use of those documents to ourselves alone. So far as it is reasonably within our power we will ensure that for no purpose whatsoever will anyone else make any copies of the documents.**

For ( <i>NAME OF EMPLOYER</i> )	
Postal address	
Signed §	
Name of signatory §	
Job title §	
Email address ( <i>BLOCK LETTERS PLEASE</i> )	
Dated	

\* As shown in the tariff at [www.abacusvouchers.co.uk/fees.php](http://www.abacusvouchers.co.uk/fees.php)

† Delete the first or the second sentence of this paragraph

§ *In view of the undertaking in the emboldened paragraph, the signatory should be an executive of the employer authorised to give commitments on its behalf.*

*Once completed, this form should be sent*

- *if accompanied by a cheque for the fee, by post to the address at the top of the page*
- *if the fee has been paid by electronic funds transfer, as a pdf by email to [solutions@abacusvouchers.co.uk](mailto:solutions@abacusvouchers.co.uk)*