

# Athlone Gift Voucher Order Form



Please tick appropriate box

1. Participating in Gift Voucher Scheme       2. Order vouchers in bulk e.g. employee reward schemes

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

## BUSINESS BUYING GIFT VOUCHERS FOR STAFF REWARD SCHEMES

<b>Number of gift vouchers required</b>
<input type="text"/> X € 20
<input type="text"/> X € 50
<input type="text"/> X € 100 =
<input type="text"/> Total Value

ALL GIFT VOUCHER ORDERS ARE MADE ON THE CONDITIONS OVERLEAF. PLEASE READ THEM CAREFULLY BEFORE SIGNING AND RETURNING THIS FORM.

Signed \_\_\_\_\_ Position \_\_\_\_\_  
*authorised signatory*

Name \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN REGISTRATION FORM TO: Athlone Chamber, Magazine Road, Athlone, Co Westmeath or fax to 090 6478838

*For Office Use only:*

Order Registered: \_\_\_\_\_ Date: \_\_\_\_\_

Other Payment Comments: \_\_\_\_\_ Date: \_\_\_\_\_

## Summary Terms & Conditions

### **What are the gift vouchers?**

- A professionally produced voucher presented to the purchaser in a card wallet along with a list of participating businesses (i.e. where the voucher can be spent!)
- Vouchers are in denominations of €20, €50 & €100
- Security measures are used in the vouchers to reduce risk of fraud
- Vouchers are valid in all participating businesses (retail, commercial, health & leisure etc.)
- This gift voucher scheme is designed to reduce spend leakage to shopping locations outside of Athlone and to attract new spend locally

### **How do the vouchers work?**

- The person seeking to buy a gift voucher can do so from either Athlone Credit Union or Athlone Chamber office
- Minimum voucher purchase is €20
- Vouchers are sold at face value, no charges or commissions are charged. So if you would like to buy a voucher for €50 it will cost just €50
- The purchaser will buy the voucher in a card wallet with a list of businesses where the voucher can be spent
- If the value of the goods purchased does not exceed the value on the voucher, the consumer is entitled to change in cash
- If the value of the goods exceeds the value on the voucher the consumer must make up the balance

### **Athlone Chamber's Role**

- To administer the scheme in conjunction with Athlone Credit Union
- To sell in bulk to companies (Athlone Credit Union will sell to general public)
- The general marketing of the voucher scheme
- To reimburse retailers when vouchers are presented
- To maintain a listing of participating businesses

### **What do the Vouchers look like?**

- There are 3 denominations, each one a distinctive colour (€20, €50 & €100) and resemble real currency and should be treated as currency
- They are numbered and stamped for validation on purchase and they have a range of security features
- Completely Non-Cash – they cannot be exchanged for cash and can only be used to purchase goods or services from participating businesses

### **Benefits**

- Vouchers are a tax efficient way of rewarding staff
- Vouchers can be used in over 100 outlets in Athlone, they are easy to use – just like cash
- Encourages people to spend locally. Avoids spend leakage to neighbouring towns
- Companies can order vouchers in bulk e.g. employee Christmas bonus
- Businesses can provide special discount or offers on presentation of vouchers. The chamber will assist businesses where possible to promote such initiatives
- The scheme will enhance business networking
- You choose the value of the voucher, the recipient chooses when and where to spend it
- We invoice you for purchases, providing a clear audit trail
- No more carrying cash, to purchase gift vouchers from individual stores. Vouchers are delivered directly to your office

### **Consumer / Buyer**

- Vouchers are valid for 24 months from date of issue
- No transaction or commission changes will apply; €50 cash = €50 voucher
- Vouchers can be used in participating outlets only, these may change from time to time and an up-to-date list can be found on [www.athlonechamber.ie](http://www.athlonechamber.ie)
- Discounts and special offers may apply when purchasing with vouchers in certain outlets from time to time
- Athlone Chamber, Athlone Credit Union and all participating outlets accept no responsibility for lost, stolen or damaged vouchers
- Vouchers that are defaced or damaged will be deemed to be invalid
- Gift vouchers may not be exchanged for cash at any time

### **Participating Business**

- Businesses wishing to participate must be a fully paid up member of Athlone Chamber
- Businesses wishing to participate must be a member of the scheme. The administration fee is €50.
- Vouchers are subject to verifications at time of presentation, voucher must be checked for authenticity
- Damaged vouchers or vouchers which do not have the agreed security features will not be accepted by Athlone Chamber
- Retailers accept vouchers from customers at their own risk
- Athlone Chamber will reimburse participating businesses that are fully paid up members of the chamber no later than 3 weeks after presentation of vouchers. During the peak season businesses will be reimbursed on a more frequent basis
- Athlone Chamber reserves the right to revise these terms and conditions at any time

### **Participating Business's Role**

- Register to be part of the voucher network, fill in the application form and pay €50 administration fee
- Inform staff of Athlone Gift Voucher scheme in circulation
- Train staff to check security features on voucher and familiarise them with all anti fraud devices
- Vouchers which do not contain the security features will not be reimbursed, it is the participating businesses role to check the gift voucher
- Vouchers must be returned to Athlone Chamber for businesses to be reimbursed