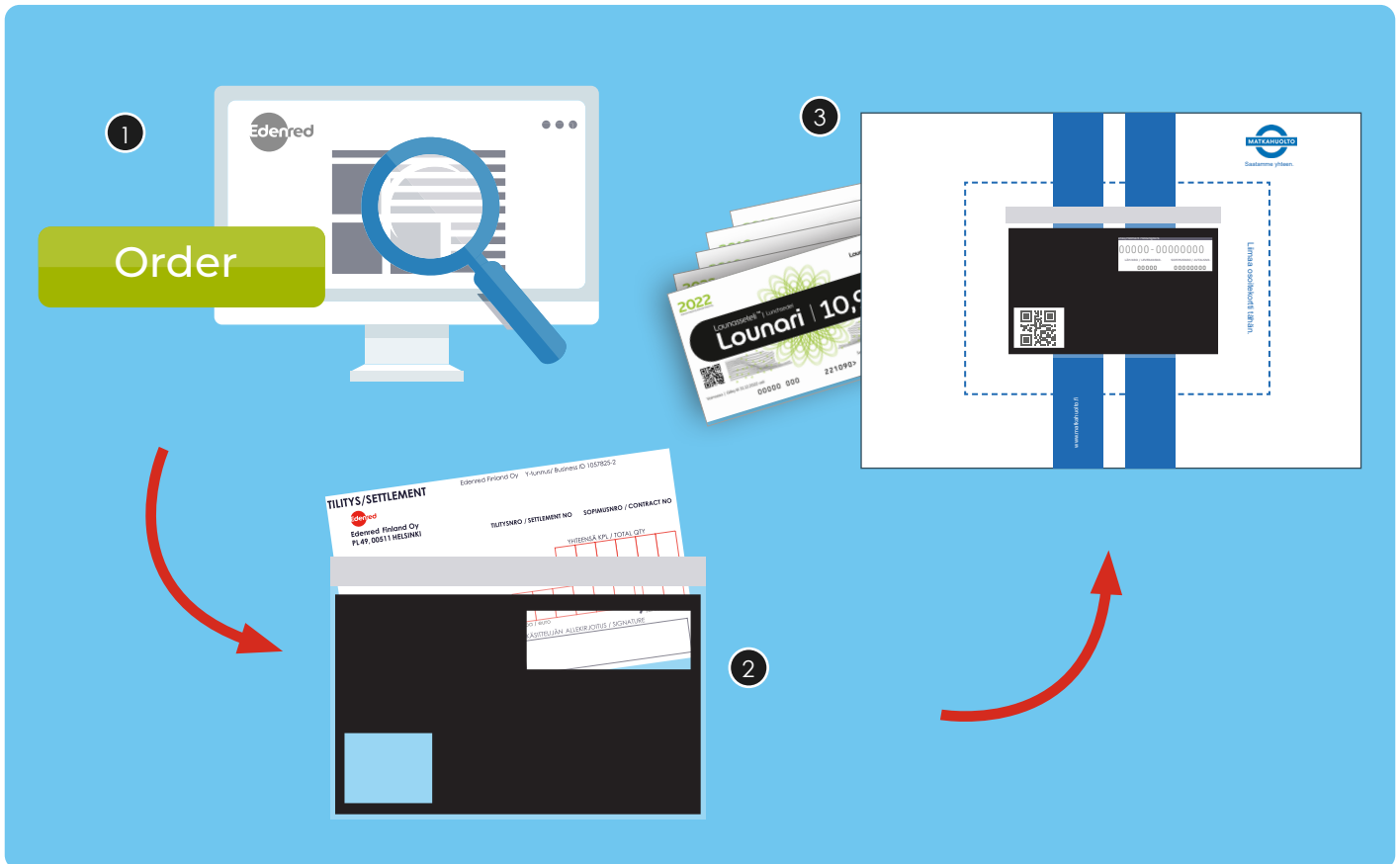


Instructions on reimbursement of vouchers with Pick-up service



Place the settlement form in to the referred plastic pocket (2) and pack the vouchers carefully in to Pick-up envelope (3), you are able to fit about 1 200 vouchers into one envelope. **Note! Put only one settlement form per envelope***.

Order a pick-up via separate order form and fill in all the required information (1). After placing the order you will receive a confirmation message in to your e-mail.

Make sure that you are available for handing over the settlement at the time of pick-up. Also make sure that you get a receipt from the driver when dispatching the pouch. The receipt should be signed by the driver and you. You can follow your pouch through our Service provider web page with received code .

**We can ensure the reimbursement to what the order is made.*

Need more packing material?

When placing the order via order form you can inform that you need more Pick-up envelopes, the driver will deliver the envelopes during the next pick-up. Plastic settlement pouches are delivered separately with settlement forms.

PLEASE NOTICE! Using this service requires the use of Edenred´s Pick Up -package material and given instructions. The pick-up driver is not required to accept the delivery, if it is not packed according to the instructions.