



### Corporate Gift Card Order Form

It's easy to order. Simply complete the details below and return to:

<mailto:julie.carlyle@intu.co.uk>

Alternatively post to: Gift Card Administration,  
Centre Management Offices, Metrocentre, Gateshead, Tyne and Wear, NE11 9YG.

<b>Date:</b> _____ <b>Contact Name:</b> _____
<b>I.D PROVIDED:</b> _____ <b>(For orders over £400.00, please enter I.D. details)</b>
<b>Company Name:</b> _____
<b>Company Address:</b> _____ _____
<b>Telephone:</b> _____ <b>E-mail:</b> _____
<b>Purchase order number to quote on invoice:</b> _____

Please highlight your preferred Payment option:

BACS Transfer

Ensure that the funds are transferred to the following details:

**Account Number:** 93677834

**Sort Code:** 20-29-81

Credit / Debit Card

Please note you will need to come in to metrocentre to pay by credit/debit card. You will be asked for either one form of first class ID (e.g. driving licence or passport) or two forms of secondary ID (e.g. a recent utility bill).

Cash/Cheque (made payable to Flex-e-Voucher)

Please note you will need to come in to the centre. Purchases over £400 require one form of first class ID (e.g. driving licence or passport).

Total value required	£
Number of gift cards	Value per card (£)

Date payment received: \_\_\_\_\_

<b>Collected by:</b>
Name _____ Signature _____ Date _____

<b>Office use only:</b>
Date payment recvd _____ Date issued & Signature _____

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## **A few notes about Gift Cards**

- When purchasing the order using **cash**, you will be asked for the following identification. Over £400 one form of first class ID and a note of your name and company address or two forms of secondary ID and a note of your full name and address.
- **When purchasing an order over £650 by BACs or credit card, you will be asked for either one form of first class ID or two forms of secondary ID and a note of your full name and company address.**
- **First class ID includes passport, driving license, or national ID card. Secondary ID includes original correspondence from a government department (HMRC, local authority, grant, department for work & pensions); or an original bill (bank/building society/credit card/mortgage statement, utility bill excluding mobile telephone bill). Please note, your details will be kept on file but not shared with a third party.**
- Each card can hold up to £1000.
- The cash limit per day is £1000; however there is no limit on credit or BACS payments.
- You can check the balance on a gift card at any time by visiting our customer service desk, logging onto [www.flex-e-card.com](http://www.flex-e-card.com) or by calling 0844 77 44 277. When enquiring about your balance you will be required to give the pass code provided when you purchased your gift card.
- The gift card should be signed by the person who will be using the card on the reverse prior to it being used. All payments made using the card must be verified with a signature.
- The gift card will expire when the balance on the card reaches zero or 12 months after the original date of purchase.
- If a gift card is lost or stolen, please ask the card holder to call 0844 77 44 277 for assistance.
- Corporate customers should always keep a note of who they distribute the cards to.
- Individual terms and conditions of metrocentre gift cards also apply. These will be issued along with the gift card and should be referred to for more information.

**Further information on gift card terms and conditions are available upon request, simply telephone us on 0191 493 0200 and we'll be happy to help.**