



# TRANSPORT VOUCHERS PURCHASE FORM

LAST UPDATED 21 DEC 2018

**Please note:** Participants who are new to Sylvanvale will have to arrange a Transportation Needs Assessment prior to purchasing Transport Vouchers. Existing participants do not need to have the assessment completed. To arrange an assessment, please contact our Customer Service Team on **1300 244 577** or **customers@sylvanvale.com.au**

## CONTACT DETAILS

NAME:		SURNAME:	
ADDRESS:		STATE:	POSTCODE:
PHONE:	EMAIL:		
PARTICIPANT NAME: <input type="checkbox"/> AS ABOVE OR <input type="checkbox"/> SPECIFY: _____			

## ORDER DETAILS (Voucher Books Cost \$200 each)

NUMBER OF VOUCHER BOOK (S) ORDERED:	ORDER DATE: / /
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## COLLECTING YOUR VOUCHER(S)

<input type="checkbox"/> POSTED TO MY ADDRESS	<input type="checkbox"/> PICK UP FROM SYLVANVALE SITE
SITE NAME & LOCATION _____	

## PAYMENT INFORMATION

Please charge my credit card\*:

MASTERCARD  VISA

NUMBER:

EXPIRY DATE:  /  CWV:

NAME ON CARD:  **TOTAL COST:** \_\_\_\_\_

## FOR OFFICE USE ONLY

COLLECTION OPTION				
<input type="checkbox"/> VOUCHER BOOK(S) POSTED	VOUCHER NUMBERS:	DATE POSTED:	AUS POST TRACKING NUMBER:	STAFF NAME:
<input type="checkbox"/> VOUCHER BOOK(S) PICKED UP	VOUCHER NUMBERS:	DATE PICKED UP:	CUSTOMER SIGNATURE:	STAFF NAME:

Please complete this form and return it to **customers@sylvanvale.com.au** or **Sylvanvale Customer Service Team, 2 Mikarie Place, Kirrawee, NSW 2232.**

**Thank you for your order!**

\*By filling out this form you are agreeing for Sylvanvale to process this order using the above credit card for payment. We will dispose of your credit card details immediately afterwards.

## Terms and Conditions

When you purchase Transport Voucher Books from Sylvanvale, we are able to provide transport where there is no allowance of funding from the NDIS. This is to ensure you can maintain your routine for supports, appointments or other travel that you require. Below are the rules and requirements for the purchase and usage of Transport Vouchers.



Transport Voucher Books contain 20 vouchers, which can be used for up to 5km each



Rates of travel are \$2.00 per kilometre



At the end of the trip, the distance is rounded to the nearest 5km increment (e.g. 4km travel = 5km Transport Voucher; 10.5km travel = 10km Transport Voucher).



Travel boundaries may apply (please check the relevant service handbook to see if they apply)



**Transport Voucher Books may be purchased by credit card in any of the following ways:**

- By completing and returning the Transport Vouchers Purchase Form (overleaf).
- By contacting our Customer Service Team on **1300 244 577** or **customers@sylvanvale.com.au**
- At the Sylvanvale Welcome Area, 2 Mikarie Place, Kirrawee, NSW 2232.

**New Participants** – If you are new to Sylvanvale, you will have to arrange a Transportation Needs Assessment prior to purchasing Transport Vouchers to ensure our vehicles are able to meet your needs. Existing participants do not need to have the assessment completed. To arrange an assessment, please contact our Customer Service Team on **1300 244 577** or **customers@sylvanvale.com.au**

