

### Applications

Applications can be made at any time.

Choose from <https://www.evanscycles.com> <https://www.halfords.com> or <https://www.greencommuteinitiative.uk/gci-registered-bike-shops>

Contact Gemelli if your preferred store is not registered

### Select Bike & Accessories

Choose cycle and accessories from your chosen store and obtain a price (ensure store will honour price for 14 days). Reserve cycle if possible to avoid disappointment.

### Registration

Submit Cycle to Work Registration form.

### Agreement

Once application approved, Gemelli will email you a Cost/Savings Illustration and Salary Sacrifice & Hire Agreement to be e-signed

### Order

Gemelli will email a voucher so you can order/collect your cycle and accessories. When collecting your order ensure you take the Voucher and Photo ID

### Salary Sacrifice

Employee's gross salary is reduced through Salary Sacrifice for agreed period of time

### End of Scheme Options

Gemelli will notify you once the final deduction has been made with End of Scheme Options