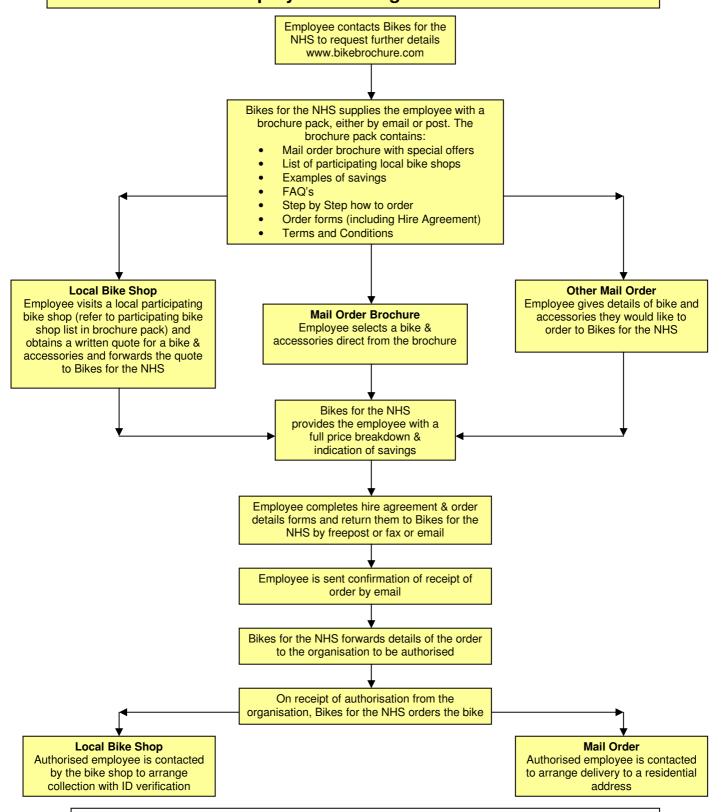
## Bikes for the NHS Cycle to Work Scheme Employee Ordering Process



Staff should be in receipt of their bike within four weeks of Bikes for the NHS receiving their order. However, this is dependent on how quickly the organisation authorises the orders.

## All staff queries should be directed to Bikes for the NHS

Email Help Desk: bikes@smehci.com Post: FREEPOST RRAK-LLCA-TKYE

SME HCI Ltd

**Telephone Help Desk:** 01252 784544 The Studio, Hunts Hill House

Hunts Hill Road

Guildford Surrey GU3 2AH

Fax: 01483 811243