

## Cycle to Work Scheme with Bike to Work Ltd

### Instructions for Employees

- Choose a Bike to Work Ltd Partner Shop from:  
[www.biketowork.ie/shops](http://www.biketowork.ie/shops)  
[www.travelhub.ie/shops](http://www.travelhub.ie/shops)  
[www.hubex.ie/shops](http://www.hubex.ie/shops)
- Visit or contact the Bike to Work Ltd partner shop and ask for a quote for a Bike to Work Ltd Cycle to Work Scheme order. Most bike shops generate their own quote. Alternatively, get the quote form [here](#) completed.
- Go back and submit your order on the website for your employer. If you're not sure how to apply; then check with your benefits portal, HR contact or with us on [info@hubex.ie](mailto:info@hubex.ie) or +353 1 514 3520.
- When your order is processed Bike to Work Ltd will issue you a voucher with which you can arrange collection of your bike with the shop.

### Instructions for Bike Shop

Please issue a quote for a Bike to Work Ltd Cycle to Work Scheme Order

- If the shop doesn't issue formal quotes please fill in the attached quote form.
- If the shop doesn't issue Shop Quote numbers agree the details of the quote and put the date in for the Quote number.

When we process the order with the employer we'll issue a voucher to the employee. If you need any clarification on how the process works contact us on [info@hubex.ie](mailto:info@hubex.ie) or +353 1 514 3520.

## Bike to Work Ltd Quote Form

1) Only accessories listed on the right are eligible  
 2) Under Revenue rules: Pedal bicycles, tricycles, and pedelecs (electrically assisted bicycle that requires some effort to propel) are eligible. The following items are not allowed: mopeds or scooters, second-hand bicycles or equipment, bicycle parts or associated equipment.

**Bike Price**

Mudguards

Mirrors

Pumps

Quote Date

Lights, including dynamo packs

Bike Shop Name

Cycle clips and dress guards

Quote Number

Bells and bulb horns

Cycle helmets which conform to European Standard EN 1078

Employee Name

Locks and chains to ensure the cycle can be safely secured

Regular OR Electric

Reflective clothing along with front reflectors and spoke reflectors

Bike Brand

Panniers, luggage carriers and straps to allow luggage to be safely carried

Bike Model

Puncture repair kits, cycle tool kits and tyre sealant to allow for minor repairs

Bike Size

**Bike and Accessories total including VAT**