

# Employee Benefits booking form and agreement

#### December 2019

We hereby agree to offer the promotion detailed below to all Luton Council employees. We’ll advise all our customer facing staff to process purchases in accordance with the attached promotional terms and conditions and our standard trading terms and conditions.

Luton Council will promote the offer below via the Employee Benefits section of their intranet site for a period of one year or until the expiry date stated.

| **Requested details** | **Your details** |
| --- | --- |
| **Contact name and position** |  |
| **Company name** |  |
| **Company address** |  |
| **Contact telephone number** |  |
| **Email address** |  |
| **Signature** |  |
| **Date signed** |  |

**Sponsorship and Advertising | Communications and Marketing**

## Please complete the below form with details of your offer:

| **Requested details** | **Your details** |
| --- | --- |
| **Launch date** |  |
| **Company name** |  |
| **Discount headline** (max 25 words) |  |
| **Offer text** (max 100 words) |  |
| **Offer code if applicable** |  |
| **Details of how to order / redeem / book** |  |
| **Expiry date**(valid for one year from launch date unless earlier expiry date provided) |  |
| **I have attached a high res copy of our logo** (minimum 300 dpi) |  |

If you require any further information, please do not hesitate to contact the Sponsorship and Advertising team.

Email:marketing@luton.gov.uk
Tel: 01582 547317