

240G

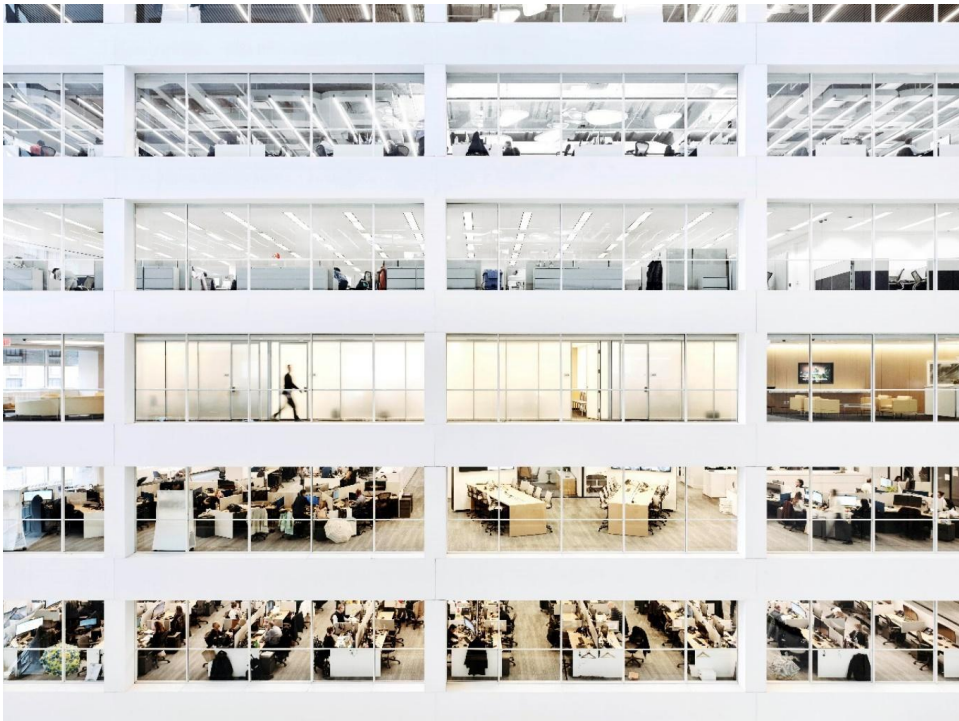
VOUCHER REQUEST FORM

GCSD NORAM

Please email the Compass One Catering team with your request utilizing the form below.

240G Catering Dept: 240gclientdining@bny.com

CC: Lyne Carmel-Joseph: Lyne-Carmel.Joseph@bny.com, andrea.walker@bny.com



Voucher Request Form

Requestor Name:	Click or tap here to enter text.	
Requestor Email:	Click or tap here to enter text.	
Requestor Phone Number:	Click or tap here to enter text.	
Cost Center:	Click or tap here to enter text.	
Date Voucher is Needed:	Click or tap here to enter text.	
Type of Individual Voucher Requested: <i>Select One. If Request is for a group meeting- proceed below.</i>	Denomination: <input type="checkbox"/> <i>Select One of the Below</i> \$5: <input type="checkbox"/> \$10: <input type="checkbox"/> \$15: <input type="checkbox"/> \$20: <input type="checkbox"/>	Percentage Discount: <input type="checkbox"/> <i>Select One of the Below</i> 25%: <input type="checkbox"/> \$50%: <input type="checkbox"/> \$75%: <input type="checkbox"/> 100%: <input type="checkbox"/>
If Voucher is for a Group Meeting- How Many Participants:	Click or tap here to enter text.	
If Voucher is for a Group Meeting- What Dollar Amount is Needed:	Click or tap here to enter text.	
Enter Emails for Voucher Recipient(s): <i>If you would like to send your own personalized email with the voucher bar code, please enter your email address, and Compass One will send you the bar code you can embed in your communication.</i>		

Terms and Conditions

Ordering Procedures and Policies

- A completed "240G Voucher Request Form" must be submitted
- Request must be sent via email to:
 - **240G Catering Dept: 240gclientdining@bny.com**
- **CC: Lyne-Carmel.Joseph@bny.com, andrea.walker@bny.com**
- Vouchers will be delivered on the requested day entered on the form
- The Voucher will be sent as a bar code that will be scanned to be used
- All orders must be placed 24 hours in advance
- Prices do not include sales tax.

Usage Methods- but not limited to

- BNYM Clients
- BNYM designated Visitors
- Internal BNYM meetings
- Appreciation Days- i.e., Administrative Appreciation Day, Birthdays, Work Anniversaries etc.

Voucher and Discount Values

- Can be ordered in the following denominations
 - \$5, \$10, \$15, \$20
- Can be ordered in the following percentage discounts
 - 25%, 50%, 75%, 100%
- Set amount for a group
 - i.e., \$1000 can be assigned to one bar code that can be distributed by a meeting organizer for multiple attendees to use. Only the amount used will be charged back.

Voucher and Delivery Method

- Compass One will generate an email from their system that will deliver the ordered Voucher or discount directly to the designated recipient. The email will contain their specific bar code for use.
 - Should a more personal email be needed, Compass can send the bar code to the BNYM requestor to embed in their own personalized email.

Customer Redemption Method

- Customer will shop for their food and beverage selections.
- Customer will bring their selections to the self-checkout kiosk, after scanning your items, select voucher as your payment method and scan the voucher barcode
 - If an amount is owed, the customer will settle the balance.