



THE BIKE STATION

DR BIKE BOOKING FORM

Invoice #

Your details:

Organisation:

Contact Name:

Address:

POSTCODE:

Phone Number:

Email:

Event Information:

Location Address: (Please be as specific as possible)

Date(s):

Time(s)

Name of Event (if part of an event):

Contact Name (if different from above):

Phone Number (if different from above):

Requirements:

Dr Bike (10-15 minutes per bike, per mechanic)

Expected number of participants

£60/h (1 mechanic)

£100/h (2 mechanics)

Other (by agreement)

Invoicing information (if different from above)

Purchase order #

Additional information that might help

FOR OFFICE/STAFF USE ONLY

Staff

Staff allocated

Booking confirmed

Posters etc sent

Customer rung day before

DR BIKE EVENT REPORT FORM

Mechanic:

Number of bikes seen:
 Number of bikes unseen:
 Number of notes issued:

Vito/Sprinter
 Fuel receipt
 Driver
 Mileage

Comments:

ALREADY LABELLED
BIKE UNSAFE

Sign in sheet:

NAME	BIKE (description)	CONTACT No.	LABEL
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			



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 The Bike Station, registered as Recycle To Cycle Ltd.
 a charitable company registered in Edinburgh No. 237798, Scottish charity No. SC033703
www.thebikestation.org.uk
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