



Clearance of vouchers to Smartum Oy

We aim at efficient and secure handling of vouchers. By following these instructions you will ensure swift and unproblematic clearance.



1. Handling

- Separate the vouchers from each other.
- Do not glue or tape them together.
- Point them the same way and secure them with e.g. a rubber band.
- Don't place slips of paper between the stacks of vouchers.



Kiedo setelit esimerkiksi kumilenkillä nipuiksi. Älä laita nippujen päälle tai väliin lappuja.

2. Filling the clearance form

- Fill the form carefully
- Check the box in the lower end if you need more clearance material.

- Send the two top sheets with the vouchers, and keep the lowest. You can also go print and fill the clearance form at our web service www.smartum.fi
▶ To the service provider ▶ Material bank.
- If you accept both Liikuntaseteli and Kulttuuriseteli vouchers, mark separately the number of each type of voucher on appropriate lines.

Tilityslomake		smartum - eduksesi	
Asiakasnumero	Päiväys		
1 2 3 4 5 6	1.1.2009		
Toimipaikan nimi	Kpl	Setelin arvo	Setelien summa
Matti palvelupaikka	104	4	416.00
Tilittäjän nimi	Kpl	Setelin arvo	Setelien summa
Matti Meikäläinen	104	5	520.00
Postiosoite	Viitenumero		
Palvelukatu 123	123456789		
12345 Palvelula	Lisätietoja tilityslaskelmaan (max 25 merkkiä)		
Puhelin	1.12.2007-27.12.2007		
012-123 456	Tarkitsemme lisää tilitysmateriaalia		
Sähköposti	<input type="checkbox"/>		
matti@matinpalvelupaikka.fi			

3. Mailing

- We will deliver the necessary envelopes and forms.
- You do not need to attach postage stamps on the envelopes, as Smartum Oy is paying for it if you mail the envelopes as a standard letter.
- Smartum Oy is not accountable for letters lost in the mail. If you wish, you can register or insure the letter at your own expense. In that case, the mailing address is:
Smartum Oy, Salomonkatu 17 B, 00100 HKI.
- If you accept both Liikuntaseteli and Kulttuuriseteli vouchers, both can be mailed in the same envelope, but preferably in different stacks.



Muista lisätä kuoreen lähettäjän tiedot!

- Pack the envelope, close it carefully and send to the address:

SMARTUM OY
Tunnus 5009893
00003 VASTAUSLÄHETYS

NB! Do not pack more than 800 vouchers in one envelope, to minimize the damage in case of loss. Add the details of the sender on the envelope.

4. Transferral of your money

- Smartum Oy transfers your money to the bank account defined in the contract within 14 days of arrival of clearance envelopes.
- The standard reference number used for exercise service providers is 246 and that for culture service providers 123.
- If you wish for a ref. number of your own for the transferral, mark it on the appropriate place in the clearance form.
- Please inform as soon as possible about changes in address or bank details. The forms for this you will find at our web service www.smartum.fi ▶ To the service provider ▶ Material bank. (only in Finnish)

We will be glad to help!

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- eduksesi

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