

## COMMERCIAL BANKING

---



# TRAVELLINK

---

Solutions in ordering currency and Travellers' Cheques

### I need to order currency more cost-effectively

With our TravelLink service you can order foreign currency banknotes and Travellers' Cheques securely and efficiently for delivery to any UK-based\* office location.

### Benefits

- Reduced costs – orders are delivered in individual packages with currency orders tailored for each traveller, giving you significant administrative savings and enhanced security.
- Convenience – orders placed before 3pm on any working day will be despatched same day, for delivery by 1pm the next working day to the office of your choice.†
- Efficiency – TravelLink removes the need for your staff to spend valuable time away from the office collecting currency orders from a branch or travel office.

### Features

- Travellers' Cheques are available in up to five currencies.
- Banknotes are available in up to 60 currencies, including Sterling.
- You specify the denominations of banknotes and Travellers' Cheques that you would like.
- A single order can cater for up to six currencies of your choice.
- Orders can be raised up to 28 days before the required delivery date.
- Place orders 24 hours a day, seven days a week.
- Provides details on exchange control regulations on currencies in certain countries.
- Settlement is made direct from your Lloyds Bank Sterling or currency account.

\* Excludes Northern Ireland office locations.

† No deliveries on weekends and public holidays. For deliveries to the Channel Islands and some locations in the Highlands and Islands of Scotland, orders received before 3pm on a working day will be delivered by 1pm on the third working day.



## LLOYDS BANK

## Technical specifications

- Travellink makes the ordering of banknotes and Travellers' Cheques secure and easily accessible with technical specifications based on industry standards.
- For any of our electronic banking services we recommend an IBM-compatible PC with:
  - a Pentium 75 MHz processor, or equivalent
  - Operating system: Windows XP, Vista, Windows 7 SP1 (32 bit and 64 bit)
  - Internet connection: IE6, IE7, IE8, IE9 (32 bit version only), IE10
  - Screen resolution optimised for 1024x768
  - Printer (optional): wide carriage matrix printer or laser printer.

## Ongoing support

We provide an e-operations dedicated helpdesk service to assist with any difficulties you may have accessing the service or when completing an order.

### Help me order foreign currency more efficiently

- Call your relationship manager
- Download the application form at [lloydsbankbusiness.com/internationalservices/travellink.asp](http://lloydsbankbusiness.com/internationalservices/travellink.asp)

## Tariff

The table below provides details of our standard fees for requesting orders via the Travellink service.

	Flat fee	% Commission	Minimum commission charge
<b>Sterling banknotes</b>	£10		
<b>Sterling Travellers' Cheques</b>			
Debiting a Sterling account		No charge	
Debiting a currency account		No charge	
<b>Foreign currency banknotes</b>			
Debiting a Sterling account		No charge	
Debiting a currency account	£10	2%	£3
<b>Foreign currency Travellers' Cheques</b>			
Debiting a Sterling account		No charge	
Debiting a currency account		No charge	
<b>Annual maintenance fee</b>	£100		

All charges correct as at September 2013. Charges are not subject to VAT.

 Go to [lloydsbank.com/commercialbanking](http://lloydsbank.com/commercialbanking)

 Contact your relationship manager

Please contact us if you'd like this information in an alternative format such as Braille, large print or audio.

We accept calls via Text Relay.

## Important information

Your call may be monitored or recorded in case we need to check we have carried out your instructions correctly and to help improve our quality of service. Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales No. 2065. Telephone: 020 7626 1500. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.