



Date: _____ / _____ / _____

PACKAGE INVOLUNTARY TERMINATION NOTICE

Please terminate this employees packages as at the following date..... .

The current kilometres on vehicle(s) if known: (if applicable)

Reg No: _____ KM's

Reg No: _____ KM's

Reg No: _____ KM's

EMPLOYEES NAME: _____

EMPLOYEES PAYROLL / PACKAGING NUMBER: _____

You can contact the employee by phone on: _____

Signature: _____

Full Name: _____

Employer: _____

Please contact the employee to arrange the finalization of their packages as at the termination date above. Please supply a reconciliation report and figure ASAP to payroll. We understand that the employee's fuel card's, and maintenance authorization status will be cancelled immediately upon packEDGE receiving this notice.

Return to packEDGE
Fax: 1300 76 45 22 or email dbye@packedge.com.au

packEDGE USE ONLY		
DATE RECEIVED	PROCESSED BY	ODOMETER READING
PDC TERMINATED	FUEL CARD CANCELLED	TERMINATED ON SALPAC