



**Laundry**  
**REIMBURSEMENT FORM**



This form is **ONLY** used for Laundry Reimbursements up to \$150.00 Annually

Tyndale Company, Inc \* 5050 Applebutter Road \* Pipersville, PA 18947

Name: \_\_\_\_\_ DTE EMPLOYEE ID#: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Employee Acknowledgement**

By signing below employee acknowledges that the items being purchased are in compliance with company policy and the amount requested is approved and in compliance with program parameters.

Signature required:

Supervisor Signature Required PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_  
Supervisor Email: \_\_\_\_\_ Supervisor Telephone: \_\_\_\_\_

**REQUIRED: MAILING ADDRESS FOR REIMBURSEMENT CHECK**

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**INFORMATION FOR PROCESSING LAUNDRY REIMBURSEMENTS**

**\*\*Service-Processing Charge\*\* The reimbursement plus \$15.00 processing fee will be deducted from your Tyndale allowance balance (not to exceed \$165 per calendar year.) Reimbursement plus processing fee cannot exceed Tyndale balance amount.**

Eligibility for reimbursement is contingent upon the appropriate laundry products or services being purchased, and must be compliant with company policy (detergent, cleaning/dry cleaning fees, etc.)

A copy of the receipt from all Laundry Purchases must be attached to this form in order to process the reimbursement request.

A Supervisor Signature is required for processing this request (Printed and Signed).

***The employee will be reimbursed for the purchase price of products, or services, up to the amount of their available allowance.***

***The employee may request to be reimbursed for a lesser amount than the full purchase price of the laundry services.***

This form, and copy of the purchase receipt, must be emailed to CustomerService@TyndaleUSA.com or faxed to 215-766-5661

**FOR TYNDALE ONLY**

LAUNDRY REIMBURSEMENT AMOUNT: \$ \_\_\_\_\_

**PROCESSING FEE: \$15.00 PAID BY EMPLOYEE'S ALLOWANCE**

**TYNDALE CUSTOMER ID#:** \_\_\_\_\_

FOR ALL QUESTIONS, COMMENTS, OR CONCERNS PLEASE CONTACT TYNDALE AT THE FOLLOWING:  
EMAIL: CUSTOMERSERVICE@TYNDALEUSA.COM  
PHONE: (800) 356-3433