

Procedure for ordering company spectacles

1. **Complete the Synoptik requisition form and print**

The Synoptik requisition form should be completed by a colleague or the Synoptik consultant. If you have multiple screens, please include this information.

The requisition form must be approved by the line manager with a signature and a company stamp. The requisition is valid for one month from signature date.

2. **Book time for a free extended eye exam**

The eye examination can be booked online at www.synoptik.dk/bestil-tid in a Synoptik store of your choice.

3. **The eye examination is performed in the selected Synoptik store**

Please remember to bring the completed requisition form to the store.

Computer spectacles are ordered on demand and you are notified when your spectacles arrive at the store.