



VELOPRESSO ORDER GUIDE

The Velopresso is a specialist, pedal-driven coffee vending tricycle for the commercial market, intended for operation by an experienced barista who enjoys cycling and everything that goes along with artisan coffee and bicycle culture. Combining an ultra-low carbon footprint, true mobility and espresso machinery capable of making great coffee, and built to last, the Velopresso is uniquely pleasurable machine to own and use – and a real crowd-pleaser too!

But it's also a large investment for anyone and – once you've placed your order – your machine will be custom-made by us for you, in the colour of your choice and branded to your design. And because each Velopresso is a bespoke machine, it is non-returnable, so before we take your order we want to make sure that you've thought beyond the shiny exterior to the practical realities of daily life with a Velopresso, and you're sure it's for you.

Even if you've done lots of research already, please read this document and consider what follows carefully. You'll be asked to confirm that you've read and understood this Order Guide when you submit your online Registration Form.

1. ABOUT YOUR VELOPRESSO

- **International compliance:** Our FCL1-Velo espresso machine is CE marked and is supplied with an EC declaration of conformity and a boiler safety test certificate. The Velopresso coffee tricycle has been designed to comply with UK and EU legislation regarding the use and transportation of LPG, and has been approved for use as a mobile catering vehicle. If you are outside the EU, your Velopresso machine is sold to you as a private import, and you, as the owner/importer, are responsible for checking local compliance: please refer to the Specification and do your own checks to ensure the Velopresso coffee tricycle conforms to your local (national) health and safety directives concerning mobile catering vehicles/units. Please email us with any queries, contact@velopresso.cc
- **Machine weight & dimensions:** The complete Velopresso machine weighs approximately 175kg unladen and measures 2.46m long (2.2m with rear wheel turned), 1.11m wide and is 1.89m high (1.67m with the lever removed). Please see Specification for more detailed dimensions.
- **Espresso machine:** The Velopresso FCL1-Velo espresso machine is a gas-fired*, single-group lever machine. Commercial lever machines are simple to operate, very forgiving, and widely regarded as delivering

exceptional espresso with rich crema. There is no room on a Velopresso to have a two-group machine, and we had to work hard to design a commercial single-group machine that is compact enough to fit the space. Single-group does not mean slow however, and an experienced barista with a steady line of customers, taking orders and payments as they work, can make up to 100 single espressos or 40 or more double-shot coffees with milk (e.g. flat whites, cappuccinos etc.) per hour. With onboard capacity for up to 300 drinks a day and the ease of re-stocking we do not see the single-group as a limitation (solo Velopresso operators regularly make over 300 drinks a day at events).

*an electric dual/fuel option is available for the espresso machine as a Custom option – see Specification for more detail.

- **Grinder:** operating a manual grinder is not a ‘push-button’ experience, and pedal-driven one takes a bit of practice before mastering the co-ordination and getting best results. The reward is the quality in the cup and the pleasure of grinding the beans with your own power alone!
- **Real coffee:** Velopresso is best suited to making artisan or ‘third-wave’ style coffees – i.e. the shorter espresso shot-based drinks like espresso, flat-white, cappuccino, cortado, macchiatto etc – served in 4, 6 or 8oz cups. You can also make popular longer drinks such as Americanos, lattes and teas, but they consume more water, milk and gas to produce, so if you do a lot of the longer drinks you may need to restock the on-board water and milk supplies during the day. The espresso machine will not accommodate 10 or 12oz takeaway cups.
- **Cyclist height:** the Velopresso standard rear frame fits a wide height range of approximately 1.63m (5’4”) to 1.96m (6’5”). If the intended user is at either end of this range please contact us to discuss in detail before ordering. If required we can also supply a ‘Small’ rear frame (custom option) which will allow for a height range of approximately 1.57m (5’2”) to 1.82m (6’2”).
- **Pedals and shoes:** It is possible to ride the Velopresso in normal shoes, but for coffee-making – where you pedal to power the grinder and water pump – it is really *essential* to use toeclips and straps or, ideally, modern ‘click-in’ cycling shoes and pedals. We recommend the SPD system, but other types can be used if preferred. The choice of cycling shoes is very personal and as this also determines the choice of pedal for these reasons the trike is supplied *without* pedals as standard. But we can supply our recommended SPD pedals as an option, and offer advice on shoes if required.
- **Riding the Velopresso:** the Velopresso tricycle transports and powers your valuable coffee machinery, and great care should be taken when riding to protect your investment – as well as yourself and other road users! Velopresso has powerful brakes because it is relatively heavy, and even when ridden slowly it has a lot of momentum due to this weight. Speed should be kept below 20kmh (12mph) at all times. Bumps, potholes and rough roads should be avoided. The 3-speed hub gear combined with our chainring and sprocket choices gives the Velopresso appropriately low gearing for easy starting and for riding up shallow inclines, but given the fully laden weight of up to 250kg, Velopresso is *not* suited to riding

in hilly areas. When riding on public roads, a high level of road-user awareness is required and narrow, busy roads should be avoided due to its relatively low speed and width being wider than a bicycle. Planning your route ahead of your journey is recommended. All legal bicycle lighting requirements should be observed as a minimum and wearing of high visibility clothing is recommended.

2. BUYING OPTIONS

- **Standard machine:** the Velopresso is a complete, integrated solution and generally cannot be modified, or supplied for use with other third-party machinery. If you are interested in alternative configurations – e.g. cart; trike only; cold-brew or beer trike; pedal-driven blender (smoothies or cocktails) please enquire to contact@velopresso.cc
- **Custom Options:** the standard colour for the Velopresso trike frame and espresso chassis is black (RAL 9005). As a custom option you can select one of a range of custom RAL colours for the trike frame and/or the espresso machine chassis to be powder-coated in – see Specification and Price List for details. If you require a bespoke colour, please select this option on the Order Form, and supply the colour reference. Other custom options for the espresso machine and transmission are available - see Specification and Price List for details.
- **Branding:** one branding panel set, digitally printed to your own unique design, is included in the price for the Velopresso, and detailed Adobe Illustrator design templates and instructions are provided for your graphic designer to prepare your artwork for the panels. Panel sets can easily be changed over in just 15 minutes making complete re-branding for events or corporate hires very simple to achieve (additional branding panel sets can be ordered at any time). The umbrella (a key accessory) can also be digitally branded or plain colours chosen. Once the order process is started you will need to start to prepare your artwork and we will require final artwork at least 2 weeks prior to completing your Velopresso. Please note that we will check your file prior to printing to ensure that it meets the technical requirements for the Velopresso, but we are not responsible for any errors within the design and content of your artwork, and reprints will be charged in full. Your brand image is very important – and highly visible on the Velopresso – and so we recommend that you work with a graphic design professional to develop your artwork / branding for the trike. If required, Velopresso Ltd can offer design services to assist with the production of your artwork files, enquiries to contact@velopresso.cc
- **Accessories:** A wide range of barista and trike accessories and spares – such as portafilters, coolbox inserts, customer seating, wastebins, storage bags or hand-wash units – can be purchased with your trike order. See Specification and Price List for details.

3. INSTALLATION, SET UP AND TRAINING

The Velopresso machine is shipped fully assembled, except for the espresso machine and grinder, which are boxed separately within the main crate to reduce shipping volume and to protect them in transit.

The installation of the espresso machine and grinder, and the initial setup of all operational elements – including setting ‘boom bottom bracket’ height correctly, connecting the water supply and gas installation – must also be carried out in accordance with the instructions in the Manuals provided. The Velopresso must always be operated and maintained in accordance with instructions in the User Manual.

The gas installation (the connection of the espresso machine to the gas cylinder – not supplied) must be carried out by a registered gas engineer (local regulations may apply). In the UK the gas installation of all catering equipment must, by law, be installed and certified as safe by a registered Gas-Safe engineer, and is subject to annual checks thereafter.

Within the UK the espresso machine will require an annual boiler test to meet with current HSE legislation on pressure vessels. Similar requirements are likely to be in place in countries outside of the UK.

The Velopresso team is based in London, UK, and do not routinely visit customers, but we will support and advise via email, online videos, Skype, and telephone conversations as needed. Within the UK training sessions can be arranged. For more information enquire to contact@velopresso.cc

4. ORDERING PROCESS

This is the order process:

- **Do your research.** Read the Velopresso Specification, Terms & Conditions of Trade, Delivery Guide and this Order Guide. If you have any questions please get in touch with us by email, phone or arrange a Skype call (via email).
- **Complete the online Registration Form and submit it to us.** We will check your Registration Form and if we can schedule your order into the current production batch, we will email you (i) a link to the online Order Form; (ii) and an invoice for the deposit* payment (the ‘Production Deposit’) for GBP 5000 for each machine to be ordered (plus VAT, as applicable) – please note that this ‘production deposit’ is non-refundable; and (iii) the template(s) you are required to use to submit your artwork for your branded panels and umbrella (if required).

*If there is likely to be a delay before we begin building your Velopresso we may invoice you for a holding deposit of GBP 1000 to secure your position in the queue. Then once we were ready to start on your Velopresso build we would then invoice for a second payment of GBP 4000 to make the total up to the full Production Deposit amount.

- **Complete your Order Form online, and pay the deposit invoice to secure your order.** Submission of your Order Form and Payment of the production deposit is required in full before production of your Velopresso can be started. Once your Order Form is received and your payment is accepted, we will provide you with a provisional completion date by email. We aim to complete production between 6 and 12 weeks of receiving the Production Deposit, depending on where we are in the build cycle. Any delay in payment may result in your order being delayed. A delivery estimate can be provided at this time.

- **Submit your artwork for the branding panels (and umbrella if ordered).** You will need to submit your finalised artwork for your branded side panels, at least 2 weeks prior to completing your Velopresso. If an umbrella with digital printed canopy option is ordered we will require finalised artwork 3 weeks prior to completing your order. Confirmation of the delivery costs will be provided at this time.
- **Pay the final invoice to secure release for collection or delivery.** On completing manufacture we will send you an invoice for the final balance of payment due on your Velopresso order including any custom options, accessories and spares. The Delivery (if required) will be invoiced separately but around the same time. Payment of these invoices secures release for collection or delivery/shipping of your Velopresso order to you. Please note that if you are outside the EU, any import duties and taxes are not included in the Delivery invoice, and will be payable by you to the local shipping agent prior to local delivery to final destination.

All payments must be made by bank transfer, quoting our invoice reference. Funds must be cleared into our account for 7 days before each payment is accepted as received.

All VAT numbers supplied will be checked prior to invoicing, and if there is any discrepancy between company details and VAT number, VAT will be applied to the invoice.

5. ABOUT YOU & YOUR BUSINESS PLANS

These notes and questions are here as a guide to help you prepare for the business side of owning and operating a Velopresso:

- **Experience:** Have you (or your intended operator) had professional barista training and have cycling experience? Have you worked in the independent coffee market already? Do you have experience of running your own business? If not, do you have a clear idea of what's involved? Please contact us with any queries and we will be happy to advise.
- **Startup funding:** the Velopresso is one of the cheapest ways to start a commercial coffee businesses, but besides the machine itself there are other costs involved that apply: do you have the start-up funding to get up and running? Costs will include insurance, annual espresso machine safety checks, and/or full mobile catering vehicle checks, food hygiene and health and safety training, secure storage space, barista kit, beans and consumables, cycling kit, trading license, event and pitch fees, etc.
- **Gas supplier:** The espresso machine uses LPG gas. Do you have a local supplier for propane and/or butane cylinders? For outdoor use, we strongly recommend the lightweight fibreglass cylinders that hold 5kg of propane LPG. Butane* is advised for indoor use and, until a fibreglass option is available, the smaller steel cylinders that hold up to 4.5kg of butane LPG are recommended. Gas consumption depends on how busy you are and other variables, but as a rough guide on a busy day you might use around 0.4 – 0.8kg of gas.

*if the dual/fuel electric option is available for your region then this is recommended for indoor use

- **Maintenance:** Are you (or your barista/operator) happy to get your hands

dirty performing daily maintenance tasks? Do you have an affinity for mechanical machines and the necessary technical skills to maintain coffee and bicycle-based machinery? (For example, can you repair a puncture, adjust disc brakes or tension a drive belt correctly?) If you don't, do you have a good bike mechanic lined up?

- **Security and storage:** Do you have secure storage for your Velopresso when it's not in use? As an 'open' machine it will need full cover overnight to protect from weather and temperatures* below 1 degree celcius, and somewhere that is secure.

*the Velopresso, must not be stored below this temperature due to the risk of the pump and other plumbing components being damaged by residual water freezing and expanding

- **Work opportunities:** Have you secured a local selling pitch, with a relevant trading license (if required)? Or lined up selling options at festivals, private catering events and other work opportunities? Please note that Velopresso is not suited to operation in temperatures below 4 degrees celcius, or in strong winds, but in many circumstances when the seasons are not suited to outdoor use it can be used in covered areas such as building foyers or entrance halls, subject to approval by the relevant authority.
- **Barista hire:** If you're buying a Velopresso for your business, have you engaged enough suitably experienced (as above), long-term baristas to make your business model work?
- **Regulations:** If coffee retail is not already part of your business, have you researched and put in place all the necessary health, safety and legal requirements to operate a mobile coffee selling business? For example, in the UK this would probably include public liability insurance, food hygiene certificates, trading licences, etc. In the UK, the trade association NCASS can offer guidance and training specifically for mobile catering businesses.

If you've read and understood all of this, and you want to order a Velopresso trike, we're delighted to have you as a customer. We want you to enjoy your Velopresso, and we're here to help.

Please also read the Specification, Terms & Conditions of Trade and Delivery Guide, then go to our Order page and complete the Registration Form to start the order process.