

PAYMENT AND ORDER FORM

This form is a fillable PDF and can be filled in on your computer (you will need to have the free version of **Adobe Acrobat** installed). Alternatively, it can be printed, filled in by hand, scanned and returned by email to training@eda.org.uk Please use block capitals if selecting this method.

The form can be used to order multiple modules for multiple learners. It must be completed by the Manager authorising the purchase and show the total number of modules in the order. Each learner must complete a separate learner application form to be registered on the programme. All forms must be emailed to training@eda.org.uk

TO BE COMPLETED BY THE MANAGER / AUTHORISING MANAGER

PLEASE SELECT EITHER THE ELECTRONIC MODULES (VIA THE EDA ACADEMY) OR THE BOOK COURSE

(TICK WHICH APPLIES): ELECTRONIC BOOK

FOR EDA USE ONLY	
Date:	
Total No. of Modules:	

MANAGER'S DETAILS:

First Name(s)			
Last Name			
Job Title			
Email			
Mobile			
Tel			
Fax			
Company			
Address 1			
Address 2			
Town / City			
County			
Postcode			
Country	England <input type="checkbox"/>	Scotland <input type="checkbox"/>	Wales <input type="checkbox"/>
	N. Ireland <input type="checkbox"/>	ROI <input type="checkbox"/>	Channel Islands <input type="checkbox"/>
	Other <input type="text"/>		

MODULES

All Electronic modules cost £99 +VAT each.

All Book modules cost £130 each.

Please indicate the total number of modules for all learners included in this order.

CODE	TITLE	QUANTITY
EDAIP1P	Introduction to the Principles of Electricity	
EDALI2P	Lighting (Introduction)	
EDALLS1P	Lighting (Systems and Controls)	
EDACCM2P	Cables and Cable Management	
EDAWDC1P	Wiring Devices and Controls	
EDASGD2P	Distribution, Switchgear and Protection	
EDAFSS2P	Fire, Safety and Security Systems	
EDAHAV1P	Heating and Ventilation	
EDAREN1P	Renewables including EV Charging	
EDAIDI1P	IT and Data Infrastructure	
EDAIND1P	Industrial Controls	
EDACUS1P	Customer Service	

INVOICE DETAILS:

If the invoice address is the same as above, please tick this box and leave the form below blank. Otherwise provide the invoice details below.

Company
Address 1
Address 2
Town / City
County
Postcode
Tel
Fax
Email

ORDER SUMMARY:

Total Number of Learner Application Forms	
Total Number of Modules Ordered	
Purchase Order Number	
Authorised Invoice Amount	£
I understand that my personal details will be processed and stored by the EDA for them to fulfil their obligations under this contract. The EDA's Privacy Policy outlining the terms of use of personal data can be found on www.eda.org.uk .	
Signature or e-signature	
Date	

Thank you for your order.

This completed payment and order form, together with the learner application form(s) and purchase order should be emailed to training@eda.org.uk

If your order is for electronic modules, these will be set up on the learner's dashboard and the learner will be sent a login to the EDA Academy.

If your order is for book modules, these will be delivered to you directly by the EDA and its commissioned partners.

Both methods are subject to the EDA's standard terms and conditions of sale. All personal data will be handled by the EDA in accordance with its privacy statement.

If you have any questions about your order, or any aspect of the EDA's Product Knowledge Module Programme, please call us on **020 3141 7350** or email training@eda.org.uk You will also find plenty of information online at www.eda.org.uk

TERMS & CONDITIONS

Without a purchase order, payment of the invoice is required in full prior to the course being set up electronically or the book/(s) being despatched. Payment is required on receipt of the invoice. Payment can be made by BACS or credit card and full details will be on the invoice. Set-up of courses/despatch of books will be standard 3-5 working days. Returns are not accepted.

The EDA cannot offer refunds on any purchased modules. Modules can be transferred providing an assessment has not been taken. Transfers to a new learner (full learner details supplied) must be made within 12 months of the original module purchase.