

**PAYMENT AND ORDER FORM**

For EDA use only	Date	Total No. of learners	Total No. of modules
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The completed payment and order form, together with the learner application form(s) should be sent by email to the EDA, who will be responsible for forwarding it to the IET. If you have an account with the IET please also include a scanned copy of your Purchase Order form, if you are paying via Pro-Forma invoice no Purchase Order form is required. The IET has been appointed by the EDA to deliver the EDA Product Knowledge Programme. Your order for module textbooks/workbooks and associated services will be fulfilled and delivered to you directly by the IET and will be subject to IET's standard terms and conditions of sale. All personal data will be handled by the IET in accordance with its privacy statement.

This form is a fillable PDF and can be filled in on your computer (you will need to have Adobe Acrobat installed). Alternatively, it can be printed, filled in by hand, scanned and returned by email to [training@eda.org.uk](mailto:training@eda.org.uk) or by fax to 020 7602 0613. Please use block capitals if selecting this method.

This form can be used to order multiple modules for multiple learners. This form 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. The forms must be returned together to the EDA for processing.

**To be completed by Branch/authorising Manager**

First Name(s)				Surname			
Job Title & Company							
Address							
Town/City				County			Postcode
Country	England <input type="checkbox"/>	Scotland <input type="checkbox"/>	N.Ireland <input type="checkbox"/>	Wales <input type="checkbox"/>	Channel Islands <input type="checkbox"/>	ROI <input type="checkbox"/>	Other <input type="checkbox"/>
Telephone				Mobile			Fax
E-mail							

If the invoice address is the same as above please tick box

**Invoicing details**

Organisation				Department			
Address							
Town/City				County			Postcode
Telephone				Fax			
E-mail							

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

Order Qty	Cost per module
1	£150
2-4	£145
5+	£130

Product code	Title	Total quantity required
EDA1PE1P	Introduction to the Principles of Electricity	
EDALL1P	Lighting (Introduction)	
EDAWDC1P	Wiring Devices and Controls	
EDASGD1P	Distribution, Switchgear and Protection	
EDAFSS1P	Fire, Safety and Security Systems	
EDAREN1P	Renewables	
EDAIND1P	Industrial Controls	
EDACUS1P	Customer Service	
EDAHA1P	Heating and Ventilation	
EDALLS1P	Lighting (Systems and Controls)	
EDACCM1P	Cables and Cable Management	
EDAIDI1P	IT and Data Infrastructure (Available from April 2019)	

Total number of learner application forms	<input type="text"/>	Total number of modules ordered	<input type="text"/>
Purchase order number	<input type="text"/>		
IET account number (if known)	<input type="text"/>		

I understand that my personal details will be processed and stored by the EDA and IET in order 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](http://www.eda.org.uk). A copy of the IET's Privacy statement can be obtained by contacting [edaproductknowledge@theiet.org](mailto:edaproductknowledge@theiet.org).

I understand that the information provided on this form will be processed by the IET for its sole use and that of its associated organisations for the purpose of promoting, delivering and improving my experience of the IET and its products and services.

(e) Signature	Date / /
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**To discuss opening an account with the IET and for order enquiries:**

E-mail: [sales@theiet.org](mailto:sales@theiet.org)  
Telephone: 01438 767328

Terms and Conditions: Where the Purchasing Organisation has a customer credit account with the IET, they will be invoiced for all Modules as detailed on the Payment and Order Form. Payment of the invoice is required within 30 days of the invoice date (or as otherwise agreed), and a copy of your purchase order form must accompany the order form (if applicable). Should payment not be received within these terms, the IET may refuse to provide any services under the contract until payment is received in full. Where a credit account with the IET does NOT exist, the Purchasing Organisation is required to make payment upon receipt of a Pro-forma invoice and before any Training Materials are shipped. Payment can be made by cheque, credit card or bank transfer (details are on the Pro-forma invoice). Once payment has been received and processed by the IET, the order will be despatched. The IET has full discretion over whether or not to grant credit and the terms of the credit (including any limits to be applied). Despatch will be standard 3-5 working days (free of charge within the UK and Republic of Ireland). Next day delivery is available at a cost and orders must be placed prior to 2pm; please contact [sales@theiet.org](mailto:sales@theiet.org) for prices. Returns are not accepted unless the copy received is damaged or imperfect.