

**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](mailto: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](mailto: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

**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"/>          |                                   |  |

**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       |

**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](mailto: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](mailto:training@eda.org.uk) You will also find plenty of information online at [www.eda.org.uk](http://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.

|                         |  |
|-------------------------|--|
| <b>FOR EDA USE ONLY</b> |  |
| Date:                   |  |
| Total No. of Modules:   |  |

**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                              |          |

**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 <a href="http://www.eda.org.uk">www.eda.org.uk</a> . |   |
| Signature or e-signature  |   |
| Date  |   |