

ASDAN resources order form

2019–2020 for centres not registered with ASDAN

How to order resources from ASDAN

This order form can be used by centres that are not registered with ASDAN to purchase resources. Please follow the steps below to allow us to process your order as efficiently as possible:

- Use pages 2–3 to indicate clearly which items you require
- Refer to the ASDAN website for further details of individual items: www.asdan.org.uk/shop
- Complete the order details section below
- Advise us of any weekdays your establishment will not be open to receive deliveries (eg holidays)
- Enter the total cost of your order on page 3, including postage and packaging charges
- Refer to page 4 for information on terms and conditions
- Include a cheque (made payable to ASDAN) or an official Purchase Order number if you wish to be invoiced (ask your bursar or finance department for this)

Return your completed order form to us (please note, we are unable to accept telephone orders):

✉ By post: Publications and Orders Team, ASDAN, Wainbrook House, Hudds Vale Road, St George, Bristol BS5 7HY

☎ By fax: 0117 935 1113

✉ By email: orders@asdان.org.uk

Order details: please print clearly when giving the following details

Name			
Name of organisation			
Purchase Order No. (essential for invoicing)			
Address			
		Postcode	
Telephone No.		Fax No.	
Email address			
If your establishment will be closed for any reason on weekdays (e.g. holidays) and will NOT be available to receive goods, please state these dates here.			

We will use the details provided in order to update you on the progress of your order. Your telephone number or email address may be passed to a courier in order to ensure the safe delivery of your items. We will use your address to send your items to you. Your address will be added to our database but the information provided will not be used to register your organisation as an ASDAN centre. See ASDAN's privacy notice for more information.



If you have any queries about your order, please contact the ASDAN Publications and Orders Team: t: 0117 941 1448 | f: 0117 935 1113
e: orders@asdان.org.uk | www.asdan.org.uk | VAT No. 275 7654 59

Item	Code	Cost £	Quantity	Total £
Classroom resources		🔒 No centre registration required		
Skills Achievement Stickers: Gamification Resources for ASDAN Programmes (pack of resources for 10 learners)	GAME01	10.98* (9.15 +VAT)		
Employability Skills Development		🔒 No centre registration required		
Employability Skills Development Book	ESB00	10.00		
Employability Skills Development Certificates (pack of 20)	ESCERT	11.82* (9.85 +VAT)		
Raising Aspirations		🔒 No centre registration required		
Awareness of the Working World module book	RA01	8.75		
Being Independent module book	RA02	8.75		
Engaging with my Community module book	RA03	8.75		
Looking After Myself module book	RA04	8.75		
Raising Aspirations certificates (pack of 5)	RACERT5	6.00* (5.00 +VAT)		
Raising Aspirations certificates (pack of 20)	RACERT20	11.82* (9.85 +VAT)		
Awareness of the Working World supporting resources	RARES01	10.50* (8.75 +VAT)		
Being Independent supporting resources	RARES02	10.50* (8.75 +VAT)		
Engaging with my Community supporting resources	RARES03	10.50* (8.75 +VAT)		
Looking After Myself supporting resources	RARES04	10.50* (8.75 +VAT)		
Focus		🔒 No centre registration required		
Getting started	FOCUS01	8.75		
Communication: introduction	FOCUS02	8.75		
Communication: progression	FOCUS03	8.75		
Horticulture	FOCUS04	8.75		
Independent living	FOCUS05	8.75		
Meal preparation and cooking	FOCUS06	8.75		
Money	FOCUS07	8.75		
Numeracy: introduction	FOCUS08	8.75		
Numeracy: progression	FOCUS09	8.75		
Using computer technology	FOCUS10	8.75		
Using leisure time	FOCUS11	8.75		
Using transport	FOCUS12	8.75		
Guidance and resources	FOCUSTG	24.10		
Focus certificates (pack of 5)	FOCUSCERT5	6.00* (5.00 +VAT)		
Focus certificates (pack of 20)	FOCUSCERT20	11.82* (9.85 +VAT)		

Please complete the Order Details section on page 1, along with the total cost before returning this form to the ASDAN Publications and Orders Team.	Cost of order	£
	P&P charge for order (incl. VAT where appropriate)	£
	Total cost	£

Charges for postage and packaging (UK mainland only)**

If ordering from outside of the UK, contact the ASDAN Publications and Orders Team

Order cost	P&P charge	Order cost	P&P charge	Order cost	P&P charge
Up to £10	£2.50	Up to £350	£30.75	Up to £1000	£64.15
Up to £20	£3.50	Up to £400	£34.75	Up to £1500	£80.20
Up to £30	£8.75	Up to £500	£38.80	Up to £2000	£93.40
Up to £80	£12.05	Up to £600	£44.15	Up to £10,000	£109.15
Up to £150	£17.45	Up to £700	£49.45		
Up to £250	£24.20	Up to £800	£54.75		

If the cost of your order exceeds £10,000, please contact the ASDAN Publications and Orders Team for a quote: t. 0117 941 1448 | e. orders@asdan.org.uk

All prices are valid from 1 September 2019 until 31 August 2020. *Prices are listed with VAT at 20% where appropriate.

**Please note that VAT may be due on postage and packaging charges.

ASDAN centre registration



Centres that are not yet registered with ASDAN are permitted to purchase and use a limited range of courses and curriculum materials, as indicated by this symbol.

Centres that wish to run other ASDAN programmes and qualifications must be registered with ASDAN and pay an annual centre fee. There are different levels of registration depending on which ASDAN courses you would like to deliver. For full information, see: www.asdan.org.uk/join

Returns policy

ASDAN has a 60-day returns guarantee. If any of our products fall below the high standards you expect, or if you have incorrectly ordered any items, you can return your purchase to us in its original condition within 60 days of the date of the invoice, with any seals or shrink-wrapping intact and we will issue a full refund of the price you paid for the item.

- Items that are sealed are non-refundable once opened. If the item is faulty a replacement will be sent.
- Please note that we reserve the right to refuse items that have been returned to us after 60 days unless they are faulty. All credit notes will not include post and packing unless the item is faulty.
- If we send you an item you did not order, please contact our Publications department immediately, who will organise for the correct item to be sent to you and the incorrect item to be collected from you.
- If you take delivery of an item that has been damaged in transit, please contact the Publications department immediately to arrange an exchange.

To ensure the safe return of your item and the correct allocation of the item to your order, please phone our Publications department who will issue you with a returns number which will allow us to process your return and your credit speedily. All goods must be securely boxed or wrapped and should reach us in perfect condition. We advise that you return all goods via a courier or recorded delivery and obtain proof of delivery, as ASDAN cannot accept responsibility for goods that cannot be traced.

Postage and packaging

- Orders placed by centres outside of the UK will be subject to international postage and packaging charges; please contact orders@asdان.org.uk for details
- Orders placed by centres that are not registered with ASDAN will be subject to postage and packaging charges; please contact orders@asdان.org.uk for details

Disclaimer

All prices are valid from 1 September 2019 until 31 August 2020. Prices are listed with VAT at 20% where appropriate (indicated*).

All orders are subject to ASDAN terms and conditions: www.asdan.org.uk/terms-and-conditions

We are continuously developing new products, which are added to our online shop throughout the year. Please check www.asdan.org.uk for the latest information.