

ASDAN resources order form

for centres not registered with ASDAN

How to order resources from ASDAN

This order form can be used by centres 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 2–4 to indicate clearly which items you require
- Refer to the ASDAN website for further details of individual items: www.asdan.org.uk/shop
- Remember to include postage and packaging charges (see table below)
- Enter the total cost of your order at the bottom of page 4
- 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)
- Complete the order details section below
- Advise us of any weekdays your establishment will not be open to receive deliveries (e.g. holidays)
- 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 institution			
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

No centre registration required



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 are not yet registered with ASDAN may not purchase guidances, specifications, resource packs or multiple copies of student books until they have registered and paid the annual centre fee.

In order to access the full range of ASDAN materials, centres must be registered with ASDAN and pay an annual centre fee. 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.

Disclaimer

All prices are valid until 31 August 2019. 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.

Item	Code	Cost £	Quantity	Total £
Classroom resources		🔒 No centre registration required		
Journal (individual copies)	JOURN	2.94** (2.45 +VAT)		
Journal (pack of 10)	JOURN10	25.02** (20.85 +VAT)		
Let's Be Enterprising	LBE1	32.20		
Nexus numbers game	NEX01	18.00** (15.00 +VAT)		
Short and Sweet Skills Activities Poster: Community and Volunteering	POSTCV	1.62** (1.35 +VAT)		
Short and Sweet Skills Activities Poster: PSHE and Citizenship	POSTPSHE	1.62** (1.35 +VAT)		
Short and Sweet Skills Activities Poster: Sex and Relationships Education	POSTSRE	1.62** (1.35 +VAT)		
Short and Sweet Skills Activities Poster: Sports and Fitness	POSTSF	1.62** (1.35 +VAT)		
Short and Sweet Skills Activities Poster: Work-Related Learning	POSTWRL	1.62** (1.35 +VAT)		
Skills Achievement Stickers: Gamification Resources for ASDAN Programmes (pack of resources for 10 learners)	GAME01	10.00** (8.33 +VAT)		
Employability Skills Development		🔒 No centre registration required		
Employability Skills Development Book	ESB00	7.25		
Employability Skills Development Certificates (pack of 20)	ESCERT	10.74** (8.95 +VAT)		
Focus		🔒 No centre registration required		
Getting started	FOCUS01	7.25		
Communication: introduction	FOCUS02	7.25		
Communication: progression	FOCUS03	7.25		
Horticulture	FOCUS04	7.25		
Independent living	FOCUS05	7.25		
Meal preparation and cooking	FOCUS06	7.25		
Money	FOCUS07	7.25		
Numeracy: introduction	FOCUS08	7.25		
Numeracy: progression	FOCUS09	7.25		
Using computer technology	FOCUS10	7.25		
Using leisure time	FOCUS11	7.25		
Using transport	FOCUS12	7.25		
Guidance and resources	FOCUSTG	20.85		
Focus certificates (pack of 5)	FOCUSCERT5	5.40** (4.50 +VAT)		
Focus certificates (pack of 20)	FOCUSCERT20	10.74** (8.95 +VAT)		

Item	Code	Cost £	Quantity	Total £
Function Junction (functional skills)		🔒 No centre registration required		
Function Junction: English Student Book	FJESWB	7.25		
Function Junction: Mathematics Student Book	FJMSWB	7.25		
Function Junction: English Certificates (pack of 20)	FJECERT	10.74** (8.95 +VAT)		
Function Junction: Maths Certificates (pack of 20)	FJMCERT	10.74** (8.95 +VAT)		
Lift Off		🔒 No centre registration required		
£ Discounts are available when purchasing multiple copies of the Lift Off student books – see below for details				
Lift Off tutor resource pack	LOTG	144.00** (120.00 +VAT)		
Lift Off student book for primary to secondary: 1–10 copies	LOSWB	4.38** (3.65 +VAT)		
Lift Off student book for primary to secondary: 11–49 copies (save 15%)	LOSWB	3.72** (3.10 +VAT)		
Lift Off student book for primary to secondary: 50+ copies (save 30%)	LOSWB	3.06** (2.55 +VAT)		
Lift Off student book for secondary: 1–10 copies	LOSWB2	4.38** (3.65 +VAT)		
Lift Off student book for secondary: 11–49 copies (save 15%)	LOSWB2	3.72** (3.10 +VAT)		
Lift Off student book for secondary: 50+ copies (save 30%)	LOSWB2	3.06** (2.55 +VAT)		
Lift Off stickers (18 per sheet, pack of 30 sheets)	LOSTICK	14.40** (12.00 +VAT)		
Lift Off certificates (pack of 30)	LOCERT	16.14** (13.45 +VAT)		
Raising Aspirations		🔒 No centre registration required		
Awareness of the Working World module book	RA01	7.25		
Being Independent module book	RA02	7.25		
Engaging with my Community module book	RA03	7.25		
Looking After Myself module book	RA04	7.25		
Raising Aspirations certificates (pack of 5)	RACERT5	5.40** (4.50 +VAT)		
Raising Aspirations certificates (pack of 20)	RACERT20	10.74** (8.95 +VAT)		
Awareness of the Working World supporting resources	RARES01	8.70** (7.25 +VAT)		
Being Independent supporting resources	RARES02	8.70** (7.25 +VAT)		
Engaging with my Community supporting resources	RARES03	8.70** (7.25 +VAT)		
Looking After Myself supporting resources	RARES04	8.70** (7.25 +VAT)		

Item	Code	Cost £	Quantity	Total £
My Future My Choice		🔒 No centre registration required		
My Future My Choice card game	MFMC001	28.02** (23.35+VAT)		
My Future My Choice folder	MFMC002	30.48** (25.40 +VAT)		
Explore My Future worksheet	MFMC003	36.54** (30.45 +VAT)		
Explore My Future workbook and stickers	MFMC004	85.26** (71.05 +VAT)		
Explore My Future wallchart and stickers	MFMC005	60.90** (50.75 +VAT)		
Fast Forward movie DVD and CD	MFMC006	36.54** (30.45 +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	Order cost	P&P charge
Up to £10	£2.10	Up to £100	£14.10	Up to £350	£30.75	Up to £800	£54.75
Up to £20	£3.05	Up to £150	£17.45	Up to £400	£34.75	Up to £1000	£64.15
Up to £30	£8.75	Up to £200	£20.10	Up to £500	£38.80	Up to £1500	£80.20
Up to £50	£10.10	Up to £250	£24.20	Up to £600	£44.15	Up to £2000	£93.40
Up to £80	£12.05	Up to £300	£26.80	Up to £700	£49.45	Over £2000	£109.15

All prices valid until 31 August 2019. *Please note that VAT may be due on P&P charges.

** All prices are listed with VAT at 20% where appropriate.

