

Order Form

Customer Order Information		
Customer Order Number		Delivery Address Including Postcode
Account No. (If Applicable)		
School / Establishment		
Contact Name		
Telephone Number		Invoice / Card Holder Address Including Postcode
Fax Number		
Contact Email		

Item Code	Description	Quantity Required	Unit Price	Total Value £

How are you paying?

UK Cheque

 L.E.A Buying Order
(made payable to Edusentials Ltd.)

Nett Amount of Goods	
Carriage	FREE
Total VAT	
Total Order Value	

Cardholders Name (as shown on card)

Card Number

Security Code
(Last 3 digits on back of credit card)

Valid from / Expiry Date /

Credit cards will only be charged upon despatch of goods.

Issue Number
(Switch card only)

Customer Signature	<input type="text"/>	Print Name	<input type="text"/>
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I agree with the terms and conditions, please provide items on this order.

Order Line	01772 312 742	Order Line Open from 9am - 5pm Monday to Friday
Fax Line	01772 337 071	Fax Line Open 24 hours a day 7 days a week
Post To	Edusentials Ltd, PO Box 557, Chorley. PR6 6HH	
Payment	We welcome all Local Authority Purchase Orders. Private non-account customers please send cheque with order, payable to: Edusentials Ltd.	

Terms & Conditions

Our Contact details:

Edusentials Ltd
PO Box 557, Chorley, LANCs PR6 6HH
Phone: 01772 312742
Fax: 01772 337071
Email: mail@edusentials.co.uk
VAT Registration Number 945 0890 05

Making A Purchase:

Making a purchase could not be easier. Just browse our store, and add any items that you wish to buy into the shopping cart. After you have finished your selection, click on 'Checkout' and you will be asked for a few details that we need to be able to complete your order.

All orders are responded to within 2-3 working days. Internet orders will receive a confirmation email the same day. Any queries will be responded to within 48 hours.

Pricing:

The price of goods and services is as the current published price list. We reserve the right by giving written notice to the buyer at any time before delivery, to increase the price of the goods and services to reflect any increase in cost which is due to any factor beyond our control. All prices shown exclude VAT which will be added at the appropriate rate at time of order.

Opening an account with Edusentials:

All UK state schools, authority nurseries, public organisations and registered charities qualify for FREE credit account. The account is set up when you place your first order and payment is strictly 30 days from the invoice date. We reserve the right to charge interest and/or late fees on any overdue accounts. Kindly note the credit limit on first orders is limited to up to a maximum of £2,000 depending on total order value and type of organisation. For private individuals, payment is required at the time of ordering. Please see how to pay below.

FREE Delivery - NO minimum order value

Delivery on all orders is FREE to mainland UK – Where a delivery charge is to be applied you will be advised before goods are dispatched.

How to Pay

Account holders may pay invoices by cheque, credit card or BACS. For individual customers payment is required with order. We accept Visa Credit Cards, Visa Debit Cards, Visa Electron, Mastercard, Maestro, Solo, JCB Cards and American Express.

Please make cheques payable to Edusentials Ltd and post to:

Edusentials Ltd, PO Box 557, Chorley, Lancs PR6 6HH.

BACS payments to 83-04-25 a/c number 10175430

Remittance advice to: mail@edusentials.co.uk or FAX 01772 337071

Important - Account Holders - we do not charge for any item until despatch has been confirmed. In addition, back ordered items are not charged until they are confirmed. You may send your credit card information via phone, fax, post or over the Internet. Credit card details sent via the Internet are securely encrypted with 128 bit encryption codes.

Back Orders:

If your item is not in stock, we will back order for you. You will always be emailed with the option to cancel your order if you would rather not wait.

Guarantee:

We want you to be absolutely satisfied with your purchases from us. Our 12 month guarantee covers Quality, Satisfaction and Service. We promise to replace or refund if you are not totally satisfied with your purchase provided all reasonable care has been taken during use. All our products meet our own high quality standards and comply with all relevant UK and EU safety legislation.

Privacy Policy:

Edusentials will not disclose buyers' information to third parties other than when order details are processed as part of the order fulfilment.

Credit card details will be handled securely with 128 bit encryption codes, powered by World Pay to ensure that sensitive data is protected.

Returns Policy:

In the event that goods are received in a damaged condition or there is a shortage in the delivery as against the delivery note then please ensure that both the company and the carrier are notified within three working days. Please contact us on 01772 312742 to arrange replacement and or collection. In all other circumstances, before returning goods, please contact us on the above number and we will advise on the appropriate procedure. We reserve the right to levy a delivery/collection and re-stocking charge for goods ordered in error or through change of mind.

Cancellations:

If you have placed an order and wish to cancel, a small charge may be payable. We will only make a charge if your goods are in the process of being shipped and we have incurred delivery expenses. The charge will depend upon the type and size of goods.

If you have received goods that you subsequently decide you no longer require then you have the right to cancel your order. There are a number of conditions that apply when exercising this right:

- Goods must be returned at your own expense except where damaged or faulty.
- You must give due notice that you intend to return the goods within 7 working days of you receiving them.
- Goods must be returned in their original packaging, unused and in a perfect condition.

Goods supplied direct from a manufacturer will be subject to the returns conditions of that manufacturer which will incur return carriage charges and a restocking charge.

It is the customer's responsibility to ensure that the goods are adequately packaged in the event of any return to ensure goods remain re-saleable.

Please note that (except in the case of defective or damaged products) any goods that have been made to order cannot be returned.

Refunds

If you cancel your order, we promise to return to you as soon as possible (and at the latest within 30 days) all sums paid to us in respect of the products returned less any return carriage/re-stocking charges where applicable.