Order Form

Date Order Placed	**Date Required**
From (This is the address to which we will send an invoice) **Establishment Name Delivery**	
Address	
	Postcode
LEA	**Order No.**
Telephone	**Contact Name**
Fax No.	**Email**
If School / College **Will you be able to accept deliveries during holidays? Yes/No. If no give closure date to**	
Delivery Address (If you require delivery to a different address from the one above please fill in the details below)	
Name	
Address	
Postcode	**Telephone**

Ref No	Qty	Description	Unit Cost	Total Cost

Total value of goods ex VAT £	
Delivery charge if applicable £	
Sub Total £	
VAT@17.5% £	
Grand Total £	

This form is designed to be re-used.
Photocopy, fill in your order details and fax or post back to us.

PRIVATE CUSTOMERS
We will supply private customers on a cheque with order basis. Please add VAT @17.5% to all items. Cheque payable to **Ed-Solutions Direct Ltd**.

Telephone
020 8690 6995

Fax
020 8690 8990

E-Mail
sales@ed-solutionsdirect.com

www.ed-solutionsdirect.com

Post
Ed-Solutions Direct Limited
PO Box 36979, London
SE6 4WD

Delivery

We aim to dispatch your order within 14 days but please allow up to 28 days for delivery.

Delivery Charges

No minimum Order
Under £150 (ex VAT) £5.95
Over £150 (ex VAT) FREE

VAT
Our prices are exclusive of VAT although VAT is charged and shown on the invoice so the LEA can re-claim it.

Payment Terms
All cheques should be made payable to "Ed-Solutions Direct Ltd".
Our payment terms are 30 days net.

Terms and Conditions
i) Prices will be held until December 2007, but we reserve the right to alter prices prior to this date if circumstances force us to.

ii) All items are subject to availability.

iii) All goods remain the property of Ed-Solutions Direct Ltd until paid for in full.

iv) Damaged goods and claims. Any shortage or damage must be reported in writing to the Company within three days of receipt of the goods, otherwise claims cannot be considered. If, on receipt, goods are seen to be damaged, the delivery note should be endorsed "damaged in transit" and packing materials should be retained pending enquiry and inspection by the Company.

v) Errors and omissions excepted.

ed-Solutions direct

www.ed-solutionsdirect.com