

EASTERN SHIRES PURCHASING ORGANISATION

A Local Authority Purchasing & Distribution Consortium



Barnsdale Way • Grove Park • Enderby • Leicester LE19 1ES • Tel: 0116 265 7878 • Fax: 0116 265 7909

Academic Year Diaries, Registers, Mark Books, Homework Diaries and Planners 2011/2012 requirements

Please find attached the pre-printed order form for academic year diaries, registers, mark book and planners.

GREAT VALUE

The ESPO academic year desk diary represents great value at 99p each. It is published to our own specification and contains appointment times and useful information about the Local Education Authorities within the Consortium.

HOW TO ORDER

Two options are available:

- **Complete the attached order form and return the white copy to:**

Customer Services
ESPO
Barnsdale Way
Grove Park
Enderby
Leicester
LE19 1ES

- **Use your own order form (eg SIMS, SAP computer generated)**

Remember to include your **Delivery Point Number** and send to ESPO as above, clearly marked '**Academic Year Diaries Order**'.

NB. Please do not include other goods on this order.

**WHICHEVER ORDERING METHOD YOU CHOOSE, PLEASE MAKE SURE
WE RECEIVE YOUR ORDERS BY FRIDAY 11TH FEBRUARY 2011**

PRICES HELD FIRM

We guarantee that the prices shown are firm to 31st March 2011.

DELIVERY

These products will be delivered to you by Easter 2011.

ENQUIRIES

Delivery enquiries should be directed to Customer Services - (0116) 265 7901

Queries specific to diaries and calendars should be referred to Martin Lawson - (0116) 265 7945

Queries specific to registers and mark books should be referred to Ray Vardy - (0116) 265 7944

SPECIFICATIONS

Whilst every effort is made to supply diaries and planners matching the descriptions attached, some specifications may be subject to change.

Ms/2010

Remember, FAXES are CHEAPER than the post and CONFIRM RECEIPT of your order

ACADEMIC YEAR DIARIES, REGISTERS, MARK BOOKS, HOMEWORK DIARIES AND PLANNERS – 2011/2012

ESPO ORDER FORM

SCHOOL/ COLLEGE/ OFFICE ADDRESS

Customers from Lincolnshire must include their SAP number here

Lincs SAPS N°

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POSTCODE


Delivery Point N°

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ACADEMIC YEAR DESK DIARIES, 2011/12

Delivery Code: AYD

CATALOGUE CODE	QUANTITY REQUIRED	UNIT OF ISSUE	DESCRIPTION	PRICE (Excl VAT)	TOTAL
164690		Each	ESPO A5 WEEK TO VIEW page ribbon, appointment times, Black hard cover. 	£0.99	
164585		Each	PIRONG WEEK TO VIEW 165x203mm hard cover – assorted colours, page ribbon. 	£2.95	
164593		Each	A5 DAY TO A PAGE Red cover, appointment times, page ribbon. 	£2.50	
164607		Each	A5 WEEK TO VIEW 18 month, Black cover, appointment times, page ribbon.	£1.55	
164615		Each	A4 WEEK TO VIEW Blue hard cover, appointment times, page ribbon. 	£2.95	
164631		Each	A4 DAY TO A PAGE Green hard cover, appointment times, page ribbon. 	£3.65	
164658		Each	POCKET DIARY, TWO WEEKS TO VIEW Red hard cover, page ribbon. 	£1.35	

 These products are printed on recycled paper (NAPM defined) as described in our current ESPO general catalogue.

 These products are printed on paper (NAPM defined) which have been classed as low polluting, when the pulping process is elemental chlorine free, as described in our current ESPO general catalogue.

WALL DIARIES AND PLANNERS, 2011/12

Delivery Code: AYD

CATALOGUE CODE	QUANTITY REQUIRED	UNIT OF ISSUE	DESCRIPTION	PRICE (Excl VAT)	TOTAL
164437		Each	PIRONG WALL DIARY 2011/12 (90 x 41 cm)	£0.65	
164712		Each	SASCO ACADEMIC YEAR PLANNER-UNMOUNTED 91 x 61 cm, laminated, hardboard, academic year at a glance.	£7.25	
89842		Each	PEN AND STICKER PACK various shaped stickers on 4 sheets and a black waterbased marker pen for use with wall diary and year planners.	£0.56	
164666		Each	A4 EDUCATIONAL PLANNER & RECORD BOOK stiff board cover, wire bound, 6 period.	£8.60	
164674		Each	A5 EDUCATIONAL PLANNER & RECORD BOOK stiff board cover, wire bound, 6 period.	£6.85	
164682		Each	PIRONG A5 WEEK TO VIEW HOMEWORK DIARY/PLANNER hard cover, assorted colours, suitable for primary/secondary age students.	£1.15	
93491		Each	A5 WIR-O BOUND UNDATED HOMEWORK DIARY AND WEEKLY PLANNER artboard laminated cover, 134 pages, suitable for primary/secondary age students.	£2.10	
67113		Pack of 50	STUDENTS POCKET HOMEWORK DIARY/PLANNER 154 x 110mm, blue manilla cover, 80 (1 notes, 76 ruled 7mm, 3 timetable) pages.	£10.90	

ATTENDANCE REGISTERS & MARK BOOK

Delivery Code: REG

CATALOGUE CODE	QUANTITY REQUIRED	UNIT OF ISSUE	DESCRIPTION	PRICE (Excl VAT)	TOTAL
96385		Each	SYNOPTIC[†] ATTENDANCE REGISTER 45 names, stiff cover, format agreed by the Local Education Authority.	£1.40	
96539		Each	NON-SYNOPTIC^{††} ATTENDANCE REGISTER 45 names, stiff cover, format agreed by the Local Education Authority.	£1.40	
96830		Each	ATTENDANCE REGISTER POLYTHENE COVER for 45 names registers above.	£0.35	
132012		Each	HARDBACK REGISTER COVER for 45 names registers above.	£3.30	
96180		Each	A4 MARK BOOK 64 pages, stiff board cover. Ruled single lines for 40 names with red vertical lines providing 50 spaces across.	£1.65	

[†] Synoptic means the student's name is entered once per annum,

^{††} Non-synoptic means once per term.

Date Signed Position

WHITE COPY - SEND TO ESPO • YELLOW COPY - RETAIN FOR YOUR RECORDS

ESPO BARNSDALE WAY GROVE PARK ENDERBY LEICESTER LE19 1ES
Tel: 0116 265 7878 Fax: 0116 265 7909