

## 2003 Calendar Year Diaries, Calendars and Year Planners

Please find attached a pre-printed order form for 2003 calendar year diaries, calendars and year planners.

### How To ORDER

Two options are available:

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

Customer Services  
ESPO,  
Leicester Road,  
Glenfield,  
Leicester.  
LE3 8RT

- **Users of computerised ordering systems such as SIMS, SAP and FAMIS, etc.**

Remember to include your Delivery Point Number and send to ESPO.

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

## PLEASE MAKE SURE WE RECEIVE YOUR ORDERS BY FRIDAY 12TH JULY 2002

*(We cannot guarantee an early delivery for orders received after this date.)*

### PRICE GUARANTEE

We guarantee that the prices shown are the prices you will pay.

### DELIVERY

Social services diaries will be delivered to you in October 2002, all other items will be sent in August.

### ENQUIRIES

Delivery enquiries should be directed to Customer Services as follows:

- (0116) 265 7902 for customers in Cambridgeshire & Peterborough City
- (0116) 265 7901 for customers in Leicester City, Leicestershire & Rutland
- (0116) 265 7903 for customers in Lincolnshire
- (0116) 265 7904 for customers in Norfolk
- (0116) 265 7908 for customers in Warwickshire and other areas.

Other enquiries, ie. advice and guidance on diaries should be referred to Richard Skelton on Leicester (0116) 265 7945.

# CALENDAR YEAR DIARIES, CALENDARS AND YEAR PLANNERS 2003

## Order Form



SCHOOL/ COLLEGE/ OFFICE .....  
ADDRESS .....

Requisition N°

Q

POSTCODE .....

Delivery Point N° ☐ ☐ ☐ ☐ ☐



RECYCLED - This product meets the National Association of Paper Merchants (NAPM) definition for recycled paper which has been adopted by the ESPO Environment Group.



For paper products, if the pulping process is elemental chlorine free, the product receives the low polluting icon.

### SHERWOOD SPECIAL DIARIES

CATALOGUE CODE	UNIT OF ISSUE	DESCRIPTION	Price Type	SSD	NETT PRICE (Excl VAT)	QUANTITY REQUIRED
48739	Each	<b>A5 SOCIAL SERVICES</b> , one day to a page			£4.82	
48720	Each	<b>A5 SOCIAL SERVICES</b> , one week to view			£3.25	
64467	Each	<b>A5 FOSTER CARERS DIARY AND LOG BOOK</b> , one week to view			£3.29	
64416	Each	<b>A5 PROBATION &amp; YOUTH JUSTICE DIARY &amp; DIRECTORY</b> , one day to a page			£4.94	
64459	Each	<b>A5 PROBATION &amp; YOUTH JUSTICE DIARY &amp; DIRECTORY</b> , one week to view			£3.29	

### DIARIES

CATALOGUE CODE	UNIT OF ISSUE	DESCRIPTION	Price Type	CYD	NETT PRICE (Excl VAT)	QUANTITY REQUIRED
48658	Each	<b>A4 STIFF BOUND</b> , ESPO one day to a page with appointment times + ribbon marker			£2.85	
48666	Each	<b>A4 STIFF BOUND</b> , ESPO one week to view with appointment times + ribbon marker			£1.60	
48682	Each	<b>A5 STIFF BOUND</b> , ESPO one day to a page with appointment times + ribbon marker *			£1.50	
48674	Each	<b>A5 STIFF BOUND</b> , ESPO one week to view with appointment times + ribbon marker *			£0.85	
48704	Each	<b>A5 SPIRAL BOUND ON SPINE</b> , COLLINS N° 61 tablet diary one week to view			£1.30	
48690	Each	<b>A5 SPIRAL BOUND AT HEAD</b> , COLLINS N° 60 tablet diary one week to view			£1.30	
48755	Each	<b>POCKET DIARY</b> , 180 x 80mm, one week to view			£1.05	

\* These diaries are no longer made from recycled paper, as described in the general catalogue

### CALENDARS

CATALOGUE CODE	UNIT OF ISSUE	DESCRIPTION	Price Type	CYD	NETT PRICE (Excl VAT)	QUANTITY REQUIRED
49034	Each	<b>ESPO WALL CALENDAR</b> , Size A3, year at a glance			£0.15	
49042	Each	<b>DESK TYPE</b> , complete with stand, approx. size 241x203mm (9 1/2"x8"), year at a glance			£0.75	
49853	Pack	<b>CALENDAR HOOKS</b> (self adhesive), pack of 50			£1.86	

### YEAR PLANNERS

CATALOGUE CODE	UNIT OF ISSUE	DESCRIPTION	Price Type	CYD	NETT PRICE (Excl VAT)	QUANTITY REQUIRED
49050	Each	<b>MOUNTED</b> , Year at a glance, size approx 91x61cm, SASCO			£7.95	
49069	Each	<b>UNMOUNTED</b> , Year at a glance, size approx 91x61cm, SASCO			£4.60	
49093	Each	<b>STAFF PLANNER, UNMOUNTED</b> , Year at a glance, for recording holidays, sickness, etc, on a 5 day week basis for up to 40 names, size approx 91x61cm, SASCO			£6.88	
49077	Each	<b>MOUNTED</b> , Year at a glance, size approx 91x61cm, matt laminated, Recycled  ESPO			£3.10	
49085	Each	<b>UNMOUNTED</b> , Year at a glance, size approx 91x61cm, matt laminated, Recycled  ESPO			£2.00	

Date ..... Signed ..... Position .....

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

Enquiries: (0116) 265 7902 for customers in Cambridgeshire & Peterborough City (0116) 265 7904 for customers in Norfolk  
Contact Customer (0116) 265 7901 for customers in Leicester City, Leicestershire & Rutland (0116) 265 7908 for customers in Warwickshire & other areas  
Services on: (0116) 265 7903 for customers in Lincolnshire

May 2002

**ESPO LEICESTER ROAD GLENFIELD LEICESTER LE3 8RT Fax: 0116 265 7909**