

## Academic Year Diaries, Registers, Mark Book and Planners 2003/2004 requirements

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

### GREAT VALUE

No price increases on last year for most products. The ESPO academic year desk diary represents great value at 99p each. It is published to our own specification and contains useful information about the Local Education Authorities within the Consortium. For those schools and colleges who prefer it, the Pirong diary is also available at a cost of £2.95 each. It is a similar diary to the ESPO version but without the LEA information.

### HOW TO ORDER

Two options are available:

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

Customer Services  
ESPO  
Leicester Road  
Glenfield  
Leicester  
LE3 8RT

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

Remember to include your **Delivery Point Number** and send to ESPO as above, together with blank white copy of pre-printed order form.

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

**WHICHEVER ORDERING METHOD YOU CHOOSE, PLEASE MAKE SURE  
WE RECEIVE YOUR ORDERS BY FRIDAY 29TH NOVEMBER 2002**

### PRICES HELD FIRM

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

### DELIVERY

These products will be delivered to you by Easter 2003.

### ENQUIRIES

Delivery enquiries should be directed to Customer Services - (0116) 265 7902/3/4/8/1

Queries specific to diaries or mark books should be referred to Richard Skelton - (0116) 265 7945

Queries specific to registers 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.

Pb/2002

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

# ACADEMIC YEAR DIARIES, REGISTERS, MARK BOOK AND PLANNER – 2003/2004



## Order Form

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

Requisition N°

P

Delivery Point N°

POSTCODE .....

### ACADEMIC YEAR DESK DIARIES, 2003/2004

Delivery Code: **AYD**

CATALOGUE CODE	UNIT OF ISSUE	QUANTITY REQUIRED	DESCRIPTION	PRICE (Excl VAT)	
66729	Each		<b>ESPO A5 WEEK TO VIEW,</b> hard cover, page ribbon	£0.99	
66877	Each		<b>PIRONG A5 WEEK TO VIEW,</b> hard cover, page ribbon	£2.95	
66796	Each		<b>ESPO A5 DAY TO A PAGE,</b> hard cover, appointment times, page ribbon	£2.52	
66893	Each		<b>A4 WEEK TO VIEW,</b> hard cover, page ribbon	£3.45	
66915	Each		<b>A4 DAY TO A PAGE,</b> hard cover, appointment times, page ribbon	£3.95	
66958	Each		<b>POCKET DIARY, TWO WEEKS TO VIEW,</b> hardbacked cover, page ribbon	£1.58	



These products are printed on recycled 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

Delivery Code: **AYD**

CATALOGUE CODE	UNIT OF ISSUE	QUANTITY REQUIRED	DESCRIPTION	PRICE (Excl VAT)	
66966	Each		<b>PIRONG WALL DIARY,</b> 2003/2004 (90 x 41 cm)	£0.62	
66974	Each		<b>PIRONG WALL DIARY</b> , 2004/2005 (90 x 41 cm)	£0.62	
66990	Each		<b>SASCO ACADEMIC YEAR PLANNER-UNMOUNTED 2003/2004</b> 91 x 61 cm , laminated, hardboard, academic year at a glance	£7.20	
89842	Each		<b>PEN AND STICKER PACK,</b> various shaped stickers on 4 sheets and a water based marker pen for use with wall diary and year planners	£0.56	
67008	Each		<b>A4 EDUCATIONAL PLANNER &amp; RECORD BOOK 2003/2004</b> stiff board cover, wire bound, 6 period	£7.35	
67016	Each		<b>A5 EDUCATIONAL PLANNER &amp; RECORD BOOK 2003/2004</b> stiff board cover, wire bound, 6 period	£5.50	

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

†† Non-synoptic means once per term.

### ATTENDANCE REGISTERS & MARK BOOK

Delivery Code: **REG**

CATALOGUE CODE	UNIT OF ISSUE	QUANTITY REQUIRED	DESCRIPTION	PRICE (Excl VAT)	
96385	Each		<b>SYNOPTIC † ATTENDANCE REGISTER</b> 45 names, stiff cover, format agreed by the Local Education Authority	£1.10	
96539	Each		<b>NON-SYNOPTIC †† ATTENDANCE REGISTER</b> 45 names, stiff cover, format agreed by the Local Education Authority	£1.10	
96830	Each		<b>ATTENDANCE REGISTER POLYTHENE COVER</b> for 45 names registers above	£0.30	
96180	Each		<b>A4 MARK BOOK,</b> 64 pages, stiff board cover. Ruled single lines for 40 names with red vertical lines providing 50 spaces across	£1.25	

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

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

**ESPO LEICESTER ROAD GLENFIELD LEICESTER LE3 8RT**

**Tel: 0116 265 7878**

**Fax: 0116 265 7909**