

ml/ms

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Dear Customer

**Academic Year Diaries, Mark Books, Homework Diaries and Planners  
2009/10 requirements – Special Ordering Information for Lincolnshire**

Please find enclosed a pre-printed order form in respect of the above.

The order form includes a box for a 10 character order number, which must be completed with an order number or it may be returned by ESPO for completion.

Full details on "HOW TO ORDER" are as follows:

- a) An order MUST be raised on your computerised ordering system (SAP).  
If you do not have direct access to the ordering system then you must contact the appropriate person to produce the order on your behalf.  
Your ESPO Delivery Point Number must be included on this order.
- b) Enter the SAP order number in the 10 character order number field on THIS form (if this has not been entered then the form will be returned to you for completion).
- or c) If you do not wish to complete the pre-printed order form, send the SAP order form together with the incompleated front sheet of this pre-printed order form to identify it as a special order.

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

PLEASE NOTE: Lincolnshire CC has requested that we only process this order if all the paperwork has been submitted in accordance with these instructions otherwise it may be returned for correct completion.

If you have any queries, please contact the Buyer, Martin Lawson on 0116 265 7945.

Yours sincerely



Clive Doherty  
Group Buyer

## Academic Year Diaries, Registers, Mark Books, Homework Diaries and Planners 2009/2010 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 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 16TH JANUARY 2009**

### PRICES HELD FIRM

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

### DELIVERY

These products will be delivered to you by Easter 2009.

### ENQUIRIES

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

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.

# ACADEMIC YEAR DIARIES, REGISTERS, MARK BOOKS, HOMEWORK DIARIES AND PLANNERS – 2009/2010

# ESPO ORDER FORM

SCHOOL/ COLLEGE/ OFFICE ADDRESS .....

Requisition N°

Lincs SAPS N°


POSTCODE .....

Delivery Point N°

## ACADEMIC YEAR DESK DIARIES, 2009/10

**Delivery Code: AYD**

CATALOGUE CODE	QUANTITY REQUIRED	UNIT OF ISSUE	DESCRIPTION	PRICE (Excl VAT)	TOTAL
139572		Each	<b>ESPO A5 WEEK TO VIEW</b> page ribbon, appointment times Red hard cover	£0.99	
145386		Each	<b>PIRONG A5 WEEK TO VIEW</b> hard cover – assorted colours, page ribbon	£2.95	
145378		Each	<b>A5 DAY TO A PAGE</b> Black hard cover, appointment times, page ribbon	£2.30	
145467		Each	<b>A5 WEEK TO VIEW</b> 18 month, Blue hard cover, appointment times, page ribbon	£1.25	
145475		Each	<b>A4 WEEK TO VIEW</b> Green hard cover, appointment times, page ribbon	£2.95	
145483		Each	<b>A4 DAY TO A PAGE</b> Red hard cover, appointment times, page ribbon	£3.65	
145491		Each	<b>POCKET DIARY, TWO WEEKS TO VIEW</b> Black hard cover, page ribbon	£1.25	

 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, 2009/10

**Delivery Code: AYD**

CATALOGUE CODE	QUANTITY REQUIRED	UNIT OF ISSUE	DESCRIPTION	PRICE (Excl VAT)	TOTAL
145505		Each	<b>PIRONG WALL DIARY 2009/10</b> (90 x 41 cm)	£0.65	
145513		Each	<b>SASCO ACADEMIC YEAR PLANNER-UNMOUNTED</b> 91 x 61cm, laminated, hardboard, academic year at a glance	£7.25	
89842		Each	<b>PEN AND STICKER PACK</b> various shaped stickers on 4 sheets and a black waterbased marker pen for use with wall diary and year planners	£0.56	
145564		Each	<b>A4 EDUCATIONAL PLANNER &amp; RECORD BOOK</b> stiff board cover, wire bound, 6 period	£8.60	
145572		Each	<b>A5 EDUCATIONAL PLANNER &amp; RECORD BOOK</b> stiff board cover, wire bound, 6 period	£6.85	
145521		Each	<b>PIRONG A5 WEEK TO VIEW HOMEWORK DIARY/PLANNER</b> hard cover, assorted colours, suitable for primary/secondary age students.	£1.15	
93491		Each	<b>A5 WIR-O BOUND UNDATED HOMEWORK DIARY AND WEEKLY PLANNER</b> artboard laminated cover, 134 pages, suitable for primary/secondary age students.22.95	£2.30	
67113		Pack of 50	<b>STUDENTS POCKET HOMEWORK DIARY/PLANNER</b> 154 x 110mm, blue manilla cover, 80 (1 notes, 76 ruled 7mm, 3 timetable) pages.2	£9.65	

## ATTENDANCE REGISTERS & MARK BOOK

**Delivery Code: REG**

CATALOGUE CODE	QUANTITY REQUIRED	UNIT OF ISSUE	DESCRIPTION	PRICE (Excl VAT)	TOTAL
96385		Each	<b>SYNOPTIC<sup>†</sup> ATTENDANCE REGISTER</b> 45 names, stiff cover, format agreed by the Local Education Authority	£1.45	
96539		Each	<b>NON-SYNOPTIC<sup>††</sup> ATTENDANCE REGISTER</b> 45 names, stiff cover, format agreed by the Local Education Authority	£1.45	
96830		Each	<b>ATTENDANCE REGISTER POLYTHENE COVER</b> for 45 names registers above	£0.35	
132012		Each	<b>HARDBACK REGISTER COVER</b> for 45 names registers above	£2.53	
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	£1.37	

<sup>†</sup> Synoptic means the student's name is entered once per annum,

<sup>††</sup> 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**