

kwmisc/003/ms

Customer Services
265 7901/2/3/4/8

December 2003

Dear Customer

EXERCISE BOOKS & PAPERS, ART PAPERS AND OFFICE PAPERS

Please find attached the 2003 pre-printed order form which contains a comprehensive range of school, art and office papers at special discounted prices which are only available against this offer.

This year we are offering 10% discount for all products ordered using this form.

If you generate orders via the Lincolnshire County Council SAP system, please raise a SAP order and enter the order number in the 10 character field printed on the ESPO pre-printed order form. Send both the SAP order and the ESPO pre-printed order form (white copy only please), stapled together to ESPO.

If faxing the order, to avoid duplication, please fax your SAP order only, clearly marked '**EXB – Ex Books & Papers**'. Failure to do so may result in the order being processed without the discount.

Please do not include other goods on this order. Lincolnshire County Council has requested that we only process SAP orders if the paperwork has been submitted in accordance with the above instructions; otherwise it should be returned to the school for correct completion.

If your order is not raised via the SAP system then 'normal' order and invoice rules apply.


We welcome separate orders for different departments – please photocopy the pre-printed form and write the department name clearly on the first page of each copy.

Products will be delivered between January and end of March 2004.

'Urgent' orders for these products will be handled separately and will not be eligible for the discounted prices.

Please send your completed orders to ESPO by Friday 30th January 2004 or earlier if possible.

Yours sincerely



Kevin J Willsher
Commercial Manager (Trading)

kwmisc/003/ms

Customer Services

265 7901/2/3/4/8

December 2003

Dear Customer

EXERCISE BOOKS & PAPERS, ART PAPERS AND OFFICE PAPERS

Please find attached the 2003 pre-printed order form which contains a comprehensive range of school, art and office papers at special discounted prices which are only available against this offer.

This year we are offering 10% discount for all products ordered using this form.

If you generate orders via computer, staple the **blank** pre-printed form to your computer order and send both to ESPO. We welcome separate orders for different departments; please photocopy the pre-printed form and write the department name prominently on the first page of each copy.

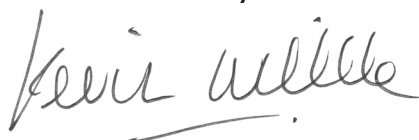
If faxing the order, please send your computerised order only, clearly marked '**EXB – Ex Books & Papers**'. Failure to do so may result in the order being processed without the discount.

The items will be delivered between January and end of March 2004; tape billed customers will be debited in the normal way by your Finance Section; invoice customers will receive their invoices following receipt of goods as usual.

'Urgent' orders for these products will be handled separately and will not be eligible for the discounted prices.

Please send your completed orders to ESPO by Friday 30th January 2004 or earlier if possible.

Yours sincerely



Kevin J Willsher
Commercial Manager (Trading)



- **Exercise Books & Papers, 10% discount**
- **Art Papers and Card, 10% discount**
- **White and Tinted Laser/Copier Papers, 10% discount**

Discount on orders received at ESPO by January 30th, 2004

TYPICAL EXAMPLES

- *White laser copier paper Shires A4 (see page 8)*
- **£1.55 per ream - 100 reams plus**
- *Coloured copier/laser paper Adagio pastel/medium colours (see page 8)*
- **£2.34 per ream**
- *A4 exercise/refill paper (see page 5)*
- **£1.62 per ream - 225 reams plus**
- **£1.71 per ream - 100 - 224 reams**
- **£1.80 per ream - up to 99 reams**
- *9"x 7" exercise books, 80 pages (see page 2)*
- **£3.32 per pack of 25**
- **£12.64 per pack of 100**
- *A1 sugar paper, assorted bright colours, "Disco" (see page 7)*
- **£8.55 per half ream pack**



— this symbol denotes products which meet the National Association of Paper Merchants (NAPM) definition for recycled paper which has been adopted by the ESPO environment group.



— this symbol denotes products which according to the National Association of Paper Merchants (NAPM) are low polluting during the 'elemental chlorine free' pulping process.

See letter overleaf for details of how to order.
All orders to be received at ESPO by Friday, January 30th, 2004
Deliveries will be made between January and March, 2004.



INVESTOR IN PEOPLE



Leicester Road, Glenfield, Leicester. LE3 8RT Tel: 0116 265 7878 Fax 0116 265 7909



EXERCISE BOOKS, PAPERS AND OFFICE PAPERS

PRE-PRINTED ORDER FORM DEC 2003

page 1 of 8

Order N°

ACUSTOMER
ADDRESS

Lincs SAPS N°

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POSTCODE

Delivery
Point N°

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EXB

CATALOGUE CODE	UNITS REQUIRED	DESCRIPTION	CATALOGUE PRICE 2003/04	OFFER PRICE
		EXERCISE BOOKS - 133mm x 165mm (5¹/₄" x 6¹/₂"), 24 page, packs of 25	£	£
90875		Ruled 8mm feint, green cover	1.60	1.44
90883		Ruled 13mm feint, orange cover	1.60	1.44
90956		Ruled 10mm squares, yellow cover	1.60	1.44
59366		Ruled 15mm squares, orange cover	2.00	1.80
		EXERCISE BOOKS - 133mm x 165mm (5¹/₄" x 6¹/₂"), 40 page, pack of 25		
59358		Plain red cover	2.40	2.16
		EXERCISE BOOKS - 194mm x 254mm (7¹/₄" x 10"), 32 page, pack of 50		
15491		Disco book, rough paper	7.95	7.16
		EXERCISE BOOKS - 203mm x 165mm (8" x 6¹/₂"), 48 page, packs of 25 (unless otherwise stated)		
91987		Junior picture & note book, buff cover, upper half plain, lower half ruled 15mm feint	2.35	2.12
9198P		Junior picture & note book, buff cover, upper half plain, lower half ruled 15mm feint, pack of 100	9.00	8.10
90638		Plain, pink cover	2.35	2.12
9063P		Plain, pink cover, pack of 100	9.00	8.10
90603		Ruled 6mm feint, blue cover	2.35	2.12
9060P		Ruled 6mm feint, blue cover, pack of 100	9.00	8.10
89516		Ruled 6mm feint, left hand margin, green cover	2.35	2.12
8951P		Ruled 6mm feint, left hand margin, green cover, pack of 100	9.00	8.10
90646		Ruled 8mm feint, red cover	2.35	2.12
9064P		Ruled 8mm feint, red cover, pack of 100	9.00	8.10
21431		Ruled 8mm feint, left hand margin, purple cover	2.35	2.12
2143P		Ruled 8mm feint, left hand margin, purple cover, pack of 100	9.00	8.10
21504		Ruled 8mm feint, left hand margin, olive cover	2.35	2.12
2150P		Ruled 8mm feint, left hand margin, olive cover, pack of 100	9.00	8.10
89524		Ruled 8mm feint, left hand margin, yellow cover	2.35	2.12
8952P		Ruled 8mm feint, left hand margin, yellow cover, pack of 100	9.00	8.10
89427		Ruled 8mm feint, left hand margin, red cover	2.35	2.12
8942P		Ruled 8mm feint, left hand margin, red cover, pack of 100	9.00	8.10
89435		Ruled 8mm feint, left hand margin, blue cover	2.35	2.12
8943P		Ruled 8mm feint, left hand margin, blue cover, pack of 100	9.00	8.10
89443		Ruled 8mm feint, left hand margin, buff cover	2.35	2.12
8944P		Ruled 8mm feint, left hand margin, buff cover, pack of 100	9.00	8.10
89451		Ruled 8mm feint, left hand margin, green cover	2.35	2.12
8945P		Ruled 8mm feint, left hand margin, green cover, pack of 100	9.00	8.10
89478		Ruled 8mm feint, left hand margin, orange cover	2.35	2.12
8947P		Ruled 8mm feint, left hand margin, orange cover, pack of 100	9.00	8.10
89486		Ruled 8mm feint, left hand margin, pink cover	2.35	2.12
8948P		Ruled 8mm feint, left hand margin, pink cover, pack of 100	9.00	8.10
90689		Ruled 8mm feint, rough work book, red cover	2.10	1.89
90611		Ruled 10mm feint, buff cover	2.35	2.12
9061P		Ruled 10mm feint, buff cover, pack of 100	9.00	8.10
77232		Ruled 12mm feint, buff cover	2.35	2.12
59293		Ruled 15mm feint, green cover	2.35	2.12
5929P		Ruled 15mm feint, green cover, pack of 100	9.00	8.10
90832		Ruled 5mm squares, grey cover	2.35	2.12
9083P		Ruled 5mm squares, grey cover, pack of 100	9.00	8.10
90581		Ruled 7mm squares, grey cover	2.35	2.12
9058P		Ruled 7mm squares, grey cover, pack of 100	9.00	8.10

All prices exclude VAT which will be added to your invoice at the current rate, if applicable

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ESPO, LEICESTER ROAD, GLENFIELD, LEICESTER, LE3 8RT

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EXERCISE BOOKS, PAPERS AND OFFICE PAPERS

PRE-PRINTED ORDER FORM DEC 2003

page 2 of 8

Order N°

A
 CUSTOMER
 ADDRESS

 Lincs SAPS N°

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 Delivery
 Point N°
EXB

CATALOGUE CODE	UNITS REQUIRED	DESCRIPTION	CATALOGUE PRICE 2003/04	OFFER PRICE
86231		EXERCISE BOOKS - 203mm x 165mm (8" x 6 1/2"), 48 page, packs of 25 (unless otherwise stated)	£ 2.35	£ 2.12
8623P		Ruled 10mm squares, grey cover	9.00	8.10
90662		Ruled 10mm squares, grey cover, pack of 100	2.35	2.12
9066P		Interleaved plain and 8mm feint, orange cover	9.00	8.10
59285		Interleaved plain and 8mm feint, orange cover, pack of 100	2.35	2.12
91987		Interleaved plain and 15mm feint, red cover	2.35	2.12
9198P		15mm half ruled/half plain, buff cover	9.00	8.10
90514		15mm half ruled/half plain, buff cover, pack of 100	4.75	4.27
		Handwriting book, ruled double blue lines centred on red guidelines, buff cover		
90824		EXERCISE BOOKS - 203mm x 165mm (8" x 6 1/2"), 80 page, packs of 25 (unless otherwise stated)	3.45	3.11
90654		Plain, pink cover	3.45	3.11
89532		Ruled 6mm feint, blue cover	3.45	3.11
90859		Ruled 6mm feint, left hand margin, green cover	3.45	3.11
89540		Ruled 8mm feint, red cover	3.45	3.11
87564		Ruled 8mm feint, left hand margin, yellow cover	3.45	3.11
90379		Ruled 8mm feint, left hand margin, green cover, pack of 100	13.40	12.06
		Ruled 8mm feint, rough work book, red cover	3.15	2.84
89834		EXERCISE BOOKS - 229mm x 178mm (9" x 7"), 24 page, pack of 25	2.05	1.85
		Ruled 10mm squares, grey cover		
90891		EXERCISE BOOKS - 229mm x 178mm (9" x 7"), 48 page, packs of 25	2.75	2.48
90913		Plain, pink cover	2.75	2.48
89559		Ruled 6mm feint, blue cover	2.75	2.48
90948		Ruled 6mm feint, left hand margin, green cover	2.75	2.48
89567		Ruled 8mm feint, red cover	2.75	2.48
90964		Ruled 8mm feint, left hand margin, yellow cover	2.75	2.48
90905		Ruled 15mm feint, buff cover	2.75	2.48
90972		Ruled 5mm squares, grey cover	2.75	2.48
59307		Ruled graph 2/10/20mm, grey cover	3.50	3.15
		Interleaved plain and 8mm feint, blue cover	2.90	2.61
90352		EXERCISE BOOKS - 229mm x 178mm (9" x 7"), 80 page, packs of 25 (unless otherwise stated)	3.69	3.32
9035P		Ruled 6mm feint, blue cover	14.04	12.64
89575		Ruled 6mm feint, blue cover, pack of 100	3.69	3.32
8957P		Ruled 6mm feint, left hand margin, green cover	14.04	12.64
90921		Ruled 6mm feint, left hand margin, green cover, pack of 100	3.69	3.32
9092P		Ruled 8mm feint, red cover	14.04	12.64
21512		Ruled 8mm feint, red cover, pack of 100	3.69	3.32
2151P		Ruled 8mm feint, left hand margin, purple cover	14.04	12.64
21520		Ruled 8mm feint, left hand margin, purple cover, pack of 100	3.69	3.32
2152P		Ruled 8mm feint, left hand margin, olive cover	14.04	12.64
89591		Ruled 8mm feint, left hand margin, olive cover, pack of 100	3.69	3.32
8959P		Ruled 8mm feint, left hand margin, yellow cover	14.04	12.64
88668		Ruled 8mm feint, left hand margin, yellow cover, pack of 100	3.69	3.32
8866P		Ruled 8mm feint, left hand margin, green cover	14.04	12.64
88676		Ruled 8mm feint, left hand margin, green cover, pack of 100	3.69	3.32
8867P		Ruled 8mm feint, left hand margin, blue cover	14.04	12.64
88684		Ruled 8mm feint, left hand margin, blue cover, pack of 100	3.69	3.32
8868P		Ruled 8mm feint, left hand margin, buff cover	14.04	12.64
88692		Ruled 8mm feint, left hand margin, buff cover, pack of 100	3.69	3.32
8869P		Ruled 8mm feint, left hand margin, orange cover	14.04	12.64
88706		Ruled 8mm feint, left hand margin, orange cover, pack of 100	3.69	3.32
		Ruled 8mm feint, left hand margin, red cover		

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EXERCISE BOOKS, PAPERS AND OFFICE PAPERS

PRE-PRINTED ORDER FORM DEC 2003

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Order N°

A
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EXB

CATALOGUE CODE	UNITS REQUIRED	DESCRIPTION	CATALOGUE PRICE 2003/04	OFFER PRICE
8870P		EXERCISE BOOKS - 229 x 178mm (9" x 7"), 80 page, packs of 25 (unless otherwise stated)	£ 14.04	£ 12.64
88714		Ruled 8mm feint, left hand margin, red cover, pack of 100	3.69	3.32
8871P		Ruled 8mm feint, left hand margin, pink cover, pack of 100	14.04	12.64
87556		Ruled 8mm feint, left hand margin, green cover, pack of 100	14.50	13.05
59331		Plain, blue cover	3.69	3.32
5933P		Plain, blue cover, pack of 100	14.04	12.64
88897		Ruled 5mm squares, grey cover	3.69	3.32
8889P		Ruled 5mm squares, grey cover, pack of 100	14.04	12.64
39985		Ruled 5mm squares, orange cover	3.69	3.32
3998P		Ruled 5mm squares, orange cover, pack of 100	14.04	12.64
59315		Ruled 7mm squares, yellow cover, pack of 25	3.69	3.32
5931P		Ruled 7mm squares, yellow cover, pack of 100	14.04	12.64
88900		Ruled 8mm feint, heavier weight paper & cover, blue cover, pack of 20	3.55	3.20
8890P		Ruled 8mm feint, heavier weight paper & cover, blue cover, pack of 100	16.50	14.85
18406		EXERCISE BOOKS - A4 Oblong 210mm x 297mm, packs of 25 (unless otherwise stated)	6.00	5.40
1840P		Ruled 20mm, feint, 48 page, red cover	21.85	19.67
91022		Interleaved plain and 1cm squares, 24 page, orange cover	4.70	4.23
91014		Interleaved plain and 2cm squares, 24 page, orange cover	4.70	4.23
91049		Plain, rough work book, 24 page, pink cover	3.30	2.97
18392		Ruled 10mm, feint, 48 page, yellow cover	6.00	5.40
1839P		Ruled 10mm, feint, 48 page, yellow cover, pack of 100	21.85	19.67
90999		Plain, 48 page, pink cover	4.86	4.37
18333		EXERCISE BOOKS - A4 Upright 297mm x 210mm, 80 page, packs of 10 (unless otherwise stated)	2.50	2.25
1833P		Ruled 8mm feint, left hand margin, yellow cover	10.75	9.68
18341		Ruled 8mm feint, left hand margin, blue cover	2.50	2.25
1834P		Ruled 8mm feint, left hand margin, blue cover, pack of 50	10.75	9.68
18376		Ruled 8mm feint, left hand margin, green cover	2.50	2.25
1837P		Ruled 8mm feint, left hand margin, green cover, pack of 50	10.75	9.68
18368		Ruled 8mm feint, left hand margin, red cover	2.50	2.25
1836P		Ruled 8mm feint, left hand margin, red cover, pack of 50	10.75	9.68
21202		Ruled 8mm feint, left hand margin, pink cover	2.50	2.25
2120P		Ruled 8mm feint, left hand margin, pink cover, pack of 50	10.75	9.68
21229		Ruled 8mm feint, left hand margin, buff cover	2.50	2.25
2122P		Ruled 8mm feint, left hand margin, buff cover, pack of 50	10.75	9.68
21237		Ruled 8mm feint, left hand margin, olive cover	2.50	2.25
2123P		Ruled 8mm feint, left hand margin, olive cover, pack of 50	10.75	9.68
21407		Ruled 8mm feint, left hand margin, orange cover	2.50	2.25
2140P		Ruled 8mm feint, left hand margin, orange cover, pack of 50	10.75	9.68
21423		Ruled 8mm feint, left hand margin, purple cover	2.50	2.25
2142P		Ruled 8mm feint, left hand margin, purple cover, pack of 50	10.75	9.68
59382		Plain, blue cover	2.50	2.25
5938P		Plain, blue cover, pack of 50	10.75	9.68
29793		EXERCISE BOOKS - A4 Upright, 48 pages, packs of 25 (unless otherwise stated)	4.50	4.05
2979P		Plain, red cover	16.00	14.40
18384		Ruled 10mm feint, yellow cover	4.50	4.05

All prices exclude VAT which will be added to your invoice at the current rate, if applicable

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EXERCISE BOOKS, PAPERS AND OFFICE PAPERS

PRE-PRINTED ORDER FORM DEC 2003

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CUSTOMER
 ADDRESS
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Order N°

A

Lincs SAPS N°

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Delivery
Point N°

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EXB

CATALOGUE CODE	UNITS REQUIRED	DESCRIPTION	CATALOGUE PRICE 2003/04	OFFER PRICE
1838P		EXERCISE BOOKS - A4 Upright, 48 pages, packs of 25 (unless otherwise stated)	£ 16.00	£ 14.40
40088		Ruled 10mm feint, yellow cover, pack of 100	4.75	4.28
40053		Ruled 15mm feint, yellow cover	4.75	4.28
29807		Ruled 10mm feint and margin, red cover	4.50	4.05
59404		Ruled 10mm squares, orange cover	4.50	4.05
59390		Ruled half plain - half 15mm feint, red cover	4.50	4.05
40029		Interleaved, plain and 8mm feint, green cover	4.75	4.28
		Interleaved 8mm feint/plain, orange cover		
91057		EXERCISE BOOKS - 'Dictionary' type, packs of 25	2.75	2.48
90794		Plain, 298mm x 102mm, 28 page, pink cover	1.85	1.67
90840		Plain, 203mm x 102mm, 40 page, pink cover	1.85	1.67
40118		Ruled 8mm, 203mm x 102mm, 40 page, red cover		
		EXERCISE BOOKS - 203mm x 102mm (8" x 4"), 40 page, pack of 25	1.85	1.67
		Ruled 8mm feint, yellow cover		
90522		EXERCISE BOOKS - 'Creative Writing', packs of 25	6.10	5.49
90530		Plain, 254mm x 305mm, 40 page, pink cover	4.50	4.05
9053P		Plain, 254mm x 203mm, 40 page, pink cover	17.20	15.48
		Plain, 254mm x 203mm, 40 page, pink cover, pack of 100		
90700		EXERCISE BOOKS - 'Music', pack of 25	3.85	3.47
		Ruled 6 staves, 165mm x 203mm, 48 page, orange cover		
90751		NOTE BOOKS, packs of 25	1.65	1.49
90778		Ruled 8mm, 165mm x 102mm, 48 page, red cover	2.60	2.34
91146		Ruled 6mm, 165mm x 102mm, 96 page, blue cover	2.30	2.07
		Ruled 8mm, 203mm x 102mm, 60 page, red cover		
01325		PRESENTATION BOOKS, 315 x 230mm. Designed to enable an A4 sheet to be mounted on a page, giving a 10mm border, pack of 50. (see General Catalogue page 73)	14.10	12.69
01392		32 pages of Sugar Paper, Pastel	14.10	12.69
		32 pages of Sugar Paper, Black		
01333		PROJECT BOOKS, 90gsm cartridge paper, pack of 50. (see General Catalogue page 226)	17.25	15.53
01384		315 x 230mm, 40 pages	15.25	13.73
		A4, 40 pages Portrait style		
90514		HANDWRITING BOOKS, packs of 25	4.75	4.28
		Ruled "double small", 203mm x 165mm, 48 page, buff cover		
67113		HOMEWORK DIARY, pack of 50	8.95	8.06
		154mm x 110mm, 80 page, blue cover, ruled week to view		
90719		TEACHERS NOTE BOOK - 'Hard Cover', each	0.90	0.81
		Ruled 8mm feint, 229mm x 178mm, 128 page, strong hard cover, green		
49942		A4 REFILL PADS punched 8cm	3.20	2.88
88862		Ruled 8mm feint and margin, 160 page, Economy 60gsm, no cover, Pack of 10	3.40	3.06
88943		Ruled 6mm, 160 page, board back, 75gsm, Pack of 10	3.40	3.06
88951		Ruled 8mm, 160 page, board back, 75gsm, Pack of 10	2.40	2.16
89222		Ruled 8mm, 160 page, superior quality, board back & front cover, 75gsm, Pack of 6	0.50	0.45
36897		Ruled 8mm feint and margin, 160 page, board back & front cover, recycled quality, 75gsm, each	1.30	1.17
3689P		Ruled 8mm feint and margin, 400 page, board back & front cover, bound at side, 75gsm, each	5.30	4.77
		Ruled 8mm feint and margin, 400 page, board back & front cover, bound at side, 75gsm, Pack of 5		
52159		A4 REFILL PADS punched 4 holes,	2.40	2.16
		Ruled 8mm feint, 160 page, board back and front cover, Pack of 6		
95176		EXERCISE PAPER - 203mm x 165mm (8" x 6 1/2") unpunched, reams	3.00	2.70
95184		Ruled graph 1mm/5mm/10mm	3.00	2.70
		Ruled graph 2mm/10mm/20mm		
94889		EXERCISE PAPER - 203mm x 165mm (8" x 6 1/2") punched 8cm, reams	1.75	1.58
94897		Plain	1.75	1.58
94870		Ruled 8mm feint	1.75	1.58
		Ruled 10mm feint		

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EXERCISE BOOKS, PAPERS AND OFFICE PAPERS

PRE-PRINTED ORDER FORM DEC 2003

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EXB

CATALOGUE CODE	UNITS REQUIRED	DESCRIPTION	CATALOGUE PRICE 2003/04	OFFER PRICE
95036		EXERCISE PAPER - 203mm x 165mm (8" x 6 1/2") punched 8cm, reams	£ 1.75	£ 1.58
		Ruled 10mm squares		
94994		EXERCISE PAPER - 229mm x 178mm (9" x 7") punched 8cm, reams	2.00	1.80
		Plain		
89613		Ruled 8mm feint, left hand margin	2.00	1.80
94978		Ruled graph, 2mm/10mm/20mm	2.65	2.39
88722		EXERCISE PAPER - 229mm x 178mm (9" x 7") unpunched, reams	2.00	1.80
		Plain		
88730		Ruled 8mm feint	2.00	1.80
37001		Ruled 15mm feint	2.00	1.80
95060		EXERCISE PAPER - A4 punched 8cm, reams	2.00	1.80
		Plain, 1-99 reams		
95060		Plain, 100+ reams	1.90	1.71
95052		Ruled 6mm feint, 1-99 reams	2.00	1.80
95052		Ruled 6mm feint, 100+ reams	1.90	1.71
95079		Ruled 8mm feint, 1-99 reams	2.00	1.80
95079		Ruled 8mm feint, 100+ reams	1.90	1.71
88854		Ruled 5mm squares	2.00	1.80
95044		Ruled 7mm squares	2.00	1.80
95109		Ruled 8mm, left hand margin, 1-99 reams	2.00	1.80
95109		Ruled 8mm, left hand margin, 100-224 reams	1.90	1.71
95109		Ruled 8mm, left hand margin, 225+ reams	1.80	1.62
87548		Ruled 8mm, left hand margin, recycled quality, 1-99 reams	2.00	1.80
87548		Ruled 8mm, left hand margin, recycled quality, 100+ reams	1.90	1.71
95478		DOT LATTICE AND ISOMETRIC PAPERS - A4 unpunched pack of 100 sheets	1.50	1.35
		Ruled 10mm, Dot Lattice Squares		
95508		Ruled 10mm, Isometric Grid	1.50	1.35
95494		Ruled 10mm, Dot Lattice Triangles	1.50	1.35
95524		Ruled 25mm, Side Hexagons	1.50	1.35
95117		EXERCISE PAPER - A4 punched top left hand corner, ream	2.00	1.80
		Ruled 8mm feint, left hand margin		
95206		EXERCISE PAPER - A4 unpunched, reams	3.20	2.88
		Ruled graph 1mm/5mm/10mm		
95087		Ruled graph 2mm/10mm/20mm	3.20	2.88
88749		Ruled squares 10mm	2.00	1.80
95451		Ruled 8mm feint, 1-99 reams	2.00	1.80
95451		Ruled 8mm feint, 100+ reams	1.90	1.71
95443		Plain white, 1-99 reams	2.00	1.80
95443		Plain white, 100+ reams	1.90	1.71
91324		EXERCISE PAPER - 560mm x 760mm (22" x 30"), pack of 125 sheets	8.93	8.04
		Ruled 10mm, Squares		
91030		Ruled 20mm, Squares	8.15	7.34
89877		EXERCISE PAPER - A1 size, pack of 125 sheets	12.25	11.03
		Ruled graph 2mm/10mm/20mm		

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EXERCISE BOOKS, PAPERS AND OFFICE PAPERS

PRE-PRINTED ORDER FORM DEC 2003

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 Order N° **A**










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EXB

CATALOGUE CODE	UNITS REQUIRED	DESCRIPTION	CATALOGUE PRICE 2003/04	OFFER PRICE
12416		PAPER - Art and Handicraft, Drawing Cartridge - 94gsm   A4, white, <u>ream</u>	2.95	2.66
12424		A3, white, <u>ream</u>	5.94	5.35
91650		A2, white, <u>250 sheet pack</u>	6.40	5.76
91537		A1, white, <u>125 sheet pack</u>	6.55	5.90
12548		PAPER - Art and Handicraft, Drawing Cartridge - 128gsm   A4, white, <u>ream</u>	4.02	3.62
12491		A3, white, <u>ream</u>	8.05	7.25
91529		A2, white, <u>250 sheet pack</u>	8.20	7.38
91472		A1, white, <u>125 sheet pack</u>	8.35	7.52
24783		PAPER - Art and Handicraft, Drawing Cartridge - 155gsm   A3, white, <u>ream</u>	9.80	8.82
91464		A2, white, <u>250 sheet pack</u>	9.80	8.82
91456		A1, white, <u>125 sheet pack</u>	9.80	8.82
39705		DISPLAY PAPER - 100gsm, 10 assorted subtle shades, great for mounting purposes  640 x 900mm for A1 work, <u>pack of 100</u>	14.80	13.32
39713		450 x 640mm for A2 work, <u>pack of 100</u>	7.25	6.53
39721		312 x 425mm for A3 work, <u>pack of 250</u>	9.80	8.82
39748		225 x 312mm for A4 work, <u>pack of 250</u>	4.90	4.41
37774		DISPLAY PAPER ROLLS - fade resistant, perfect for backgrounds, projects, etc 1218mm x 15metre rolls, supplied in protective box White	7.70	6.93
37805		Canary	7.70	6.93
37946		Emerald	7.70	6.93
38137		Apple Green	7.70	6.93
38278		Rich Blue	7.70	6.93
38309		Black	7.70	6.93
52232		Flame Red	7.70	6.93
27464		CARD - for modelling, display work and general art activities - A4 <i>unless stated otherwise</i>  White, 230 microns (thin) <u>pack of 100</u>	1.40	1.26
27456		Black, 230 microns (thin) <u>pack of 100</u> 	2.50	2.25
26972		Assorted bright colours, 230 microns (thin) <u>pack of 100</u> 20 each blue, green, yellow, orange & red	2.05	1.85
39837		Assorted pastel colours, 230 microns (thin) <u>pack of 200</u> 40 each blue, green, pink, white & yellow	2.70	2.43
10375		White, 350 microns (medium) <u>pack of 100</u>	1.85	1.67
27340		Black, 350 microns (medium) <u>pack of 100</u>	2.80	2.52
26964		Assorted bright colours, 350 microns (medium) <u>pack of 100</u> 20 each blue, green, yellow, orange & red	3.30	2.97
39683		A3 size assorted bright colours, 350 microns (medium) <u>pack of 100</u> 20 each blue, green, yellow, orange & red	6.60	5.94
27332		White, 750 microns (thick) <u>pack of 50</u>	4.25	3.83
27324		Black, 750 microns (thick) <u>pack of 50</u>	5.20	4.68
26956		Assorted bright colours, 750 microns (thick) <u>pack of 50</u> 10 each blue, green, yellow, orange & red	4.75	4.28

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EXERCISE BOOKS, PAPERS AND OFFICE PAPERS

PRE-PRINTED ORDER FORM DEC 2003

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 Order N° **A**

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EXB

CATALOGUE CODE	UNITS REQUIRED	DESCRIPTION	CATALOGUE PRICE 2003/04	OFFER PRICE
66753		PAPER - Art and Handicraft, Sugar Paper 508mm x 635mm - 100gsm	£ 6.05	£ 5.45
14931		"Block collated", 10 assorted colours per pack, 1/2 ream		
19674		Black, 1/2 ream	5.85	5.27
14958		Buff, 1/2 ream	5.85	5.27
14966		Dark blue, 1/2 ream	5.85	5.27
14974		Green, 1/2 ream	5.85	5.27
14982		Light grey, 1/2 ream	5.85	5.27
14990		Off white, 1/2 ream	5.85	5.27
15008		Red, 1/2 ream	5.85	5.27
15016		Pale yellow, 1/2 ream	5.85	5.27
39675		Heavier quality, off white, 1/2 ream, 140gsm	7.60	6.84
29254		Heavier quality, black, 1/2 ream, 140gsm	8.10	7.29
95273		Heavier quality, assorted colours, 1/2 ream, 140gsm	8.05	7.25
38547		Bright coloured (Disco), A1, "block collated", 10 assorted colours per 1/2 ream,	9.80	8.82
95354		Bright coloured (Disco), A2, "block collated", 10 assorted colours per 1/2 ream,	4.86	4.37
		Bright coloured (Disco), A3, "block collated", 10 assorted colours per 1/2 ream,	2.70	2.43
15504		PAPER - Bright coloured "Disco" Paper A1 - 100gsm, Half ream	9.50	8.55
15520		Blue		
15547		Gold	9.50	8.55
15512		Red	9.50	8.55
15539		Yellow	9.50	8.55
14915		Emerald	9.50	8.55
19399		PAPER - Art and Handicraft		
19380		Kitchen paper, 60gsm, 508mm x 762mm, white, <u>ream</u>	11.80	10.62
14907		New heavier quality Kitchen paper, 90gsm, A1, cream, <u>half ream</u>	8.25	7.47
		New heavier quality Kitchen paper, 90gsm, A2, cream, <u>ream</u>	8.25	7.47
		Newsprint, 50gsm, 508mm x 762mm, <u>ream</u>	5.25	4.73
20303		SKETCH BOOK A4 - 140gsm cartridge paper, 40 pages		
26424		280 micron card cover	0.55	0.50
26456		Red glossy cover	0.56	0.50
26468		Blue glossy cover	0.56	0.50
30410		Green glossy cover	0.56	0.50
		Black glossy cover	0.56	0.50
89168		REPEAT Recycled Copier/Laser Paper, A4, 80gsm, box of 5 reams		
89168		White, 1 - 19 boxes	11.95	10.76
89168		White, 20 - 49 boxes	11.45	10.31
		White, 50 - 99 boxes	10.60	9.54
23744		REPEAT Recycled Copier/Laser Paper, A4, 80gsm - Ream		
23736		Blue	3.50	3.15
23728		Green	3.50	3.15
23698		Pink	3.50	3.15
23701		Cream	3.50	3.15
		Yellow	3.50	3.15
40799		EVOLVE Recycled Laser/Copier Paper A4 80 gsm, box 5 reams		
40799		White, 100% recycled fibre, 1- 20 boxes	11.85	10.67
40799		White, 100% recycled fibre, 21- 40 boxes	11.30	10.17
		White, 100% recycled fibre, 41- 80 boxes	10.55	9.50
96156		COPIER PAPER, top quality 80gsm white for all copiers & laser printers		
		A4, Rey Office Document, 5 ream box, 1 - 9 boxes	10.95	9.86
		A4, Rey Office Document, 5 ream box, 10 - 19 boxes	10.45	9.41
		A4, Rey Office Document, 5 ream box, 20 - 47 boxes	10.05	9.05
		A4, Rey Office Document, 5 ream box, 48 - 95 boxes	9.70	8.73
95540		A3, Rey Office Document, ream	5.05	4.55
9554P		A3, Rey Office Document, box of 5 reams	23.40	21.06

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CATALOGUE CODE	UNITS REQUIRED	DESCRIPTION	CATALOGUE PRICE 2003/04	OFFER PRICE
29262		COPIER PAPER, top quality 80gsm white for all copiers & laser printers	£ 9.70	£ 8.73
29262		A4 Rey Copy Paper 5 ream box, 1 - 19 boxes	8.85	7.97
96520		A4 Rey Copy Paper, 5 ream box, 20+ boxes	9.50	8.55
		A4, Shires, 5 ream box, 1 - 9 boxes	8.95	8.06
		A4, Shires, 5 ream box, 10 - 19 boxes	8.60	7.74
		A4, Shires, 5 ream box, 20+ boxes	4.50	4.05
24651		A3, Shires, ream	21.50	19.35
2465P		A3, Shires, box of 5 reams		
82384		COPIER PAPER, XEROX Premier, A4, 80gsm	13.00	11.70
		White, 5 ream box, 1 - 39 boxes	12.50	11.25
82384		White, 5 ream box, 40 - 79 boxes		
31402		REY JETPRINT, A4, 90gsm INKJET Paper	3.25	2.93
		A4, Rey Jetprint. 90gsm, white, ream		
94765		ADAGIO, COPIER/LASER PAPER, A4, 80gsm for double sided printing, reams	2.60	2.34
		Bright Blue	2.60	2.34
94781		Bright Green	2.60	2.34
02402		Grey	2.60	2.34
88226		Gold	2.60	2.34
02372		Salmon	2.60	2.34
94757		Ivory	2.60	2.34
02380		Green	2.60	2.34
02399		Blue	2.60	2.34
94811		Canary	2.60	2.34
94803		Pink	2.60	2.34
04073		Buttercup	2.60	2.34
22085		ADAGIO, COPIER/LASER PAPER, A4, mixed pack of 5 x 100 sheets	4.65	4.19
		Canary, Ivory, Pink, Bright Blue and Bright Green		
89753		COPIER CARD, A4, 160gsm/200micron, packs of 250 sheets	3.20	2.88
		White	3.30	2.97
24864		Ivory	3.30	2.97
89796		Pink	3.30	2.97
24872		Canary	3.30	2.97
89761		Bright Blue	3.30	2.97
89788		Bright Green	3.30	2.97
89826		Gold	3.70	3.33
24880		Deep Blue	3.70	3.33
24899		Deep Green	3.70	3.33
89818		Deep Yellow	3.70	3.33
24910		Orange	3.70	3.33
24902		Deep Red	3.70	3.33
39730		Lilac	3.70	3.33

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The items will be delivered between January and end of March 2004; tape billed customers will be debited in the normal way by your Finance Section; invoice customers will receive their invoices following receipt of goods as usual.

'Urgent' orders for these products will be handled separately and will not be eligible for the discounted prices.

Please send your completed orders to ESPO by Friday 30th January 2004 or earlier if possible.

SIGNED **DATE/2004.**

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