The Professional Development Institute
70 Technology Blvd., Gatineau QC J8Z 3H8 CANADA
www.executive.org

☎ (819) 772-7777 or 1-800-HARVARD ***Please FAX us your order at (819) 772-1114***

• Avoid year-end delays by ordering now. • Please allow 1 to 3 weeks for delivery. • All orders must be prepaid. Prices subject to change without prior notice. • Planners are available five months prior to the applicable calendar year.	Clients are responsible for all duties, taxes and brokerage and/or import fees imposed by country of import.

Important: All prices are in US$ for orders shipped outside Canada.
Clients outside Canada must use a credit card or a money order in US$.

☐ Cheque enclosed (payable to PDI) ☐ VISA ☐ MasterCard

Credit Card #: _____ Exp. date: _____
Cardholder's name:(Please print)_____ Signature:_____
Surname:_____
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Street *No P.O. Box please*
Address: _____
Room/Floor: _____ City: _____ Prov./State: _____
Postal Code/Zip: _____ Country: _____
Phone: ( ) _____ Fax: ( ) _____
E-mail: _____

Date:_____

Before completing the following section, please use reverse page to select the planners, covers, forms, posters and books of your choice.

Subtotal $_____

Personalize your Harvard Planner (Wire-O only) **$3**
Maximum 11 characters for Pocket, 20 for Desk and Medium
_____ $_____
(Print personalization here)

Shipping & Handling :
Canada: $8 first item, plus $3 each additional item $_____
Continental USA (except Alaska): $9 first item, plus $3 each additional item. Other Countries: Shipping fees are charged on a cost-recovery basis. Clients are notified of method and cost of shipping via e-mail. Please contact us for shipping costs on special deliveries.

Taxable total * $_____

***Residents of Canada only:**
Add **5% GST** to taxable total **(Maritimes, Ont.: 13% HST, BC: 12% HST)**
(Our No.: R104317938) $_____
Quebec residents only:
QC: add **9.975% QST** to taxable total. $_____

Total $ ☐

ALL PRICES ARE IN $US FOR ORDERS SHIPPED OUTSIDE CANADA

Important: Please enclose your payment. Thank you for your order.

® Harvard is a registered trademark of Harvard University

Year required: 20__

(please use one order form per year)

		Desk size 21x28 cm / 8.5x11''	Medium size 14x21 cm / 5.5x8.5''	Pocket size 9x19 cm / 3.75x6.5''	
		Code **Quantity** x Price	Code **Quantity** x Price	Code **Quantity** x Price	**Total**
Elite/Superplanner: English, week-at-a-Time	Wire-O, Lexide cover	**1E** x $33.99	**2E** x $27.99	See #3E(below)	
2p./week, 2 lines/h., Action Log	7-hole refills	**1ER** x $33.99	**2ER** x $27.99		
Elite/Français: French, week-at-a-Time	Wire-O, Lexide cover	**1F** x $33.99		See #3F(below)	
2p./week, 2 lines/h., Action Log	7-hole refills	**1FR** x $33.99			
International Planner: Bilingual/Original	Wire-O, Lexide cover	**1H** x $33.99	**2H** x $27.99	**3H** x $21.99	
week-at-a-time, 2 pages/week, 1 line/hour,	7-hole refills (pocket: 6 holes)	**1HR** x $33.99	**2HR** x $27.99	**3HR** x $21.99	
Action Log (2 half-pages); atlas	7-hole refills, heavy paper	**1HX** x $38.00			
Elite: English, 2 p/wk., 1line/hr.; no atlas	book bound, gold corners			**3E** x $21.99	
Elite: French, 2 p/wk., 1line/hr.; no atlas	book bound, gold corners			**3F** x $21.99	

Harvard Organizers (desk & medium sizes: 7 rings, pocket-size: 6 rings)

NB: All Organizers include one planner, one page finder/ruler and one plastic hole punch

		Desk	Medium	Pocket	
Elite/Superplanner Organizers	Black 7-Ring Zippered Leather Portfolio	**1EP** x $161	**2EP** x $141		
	Green 7-Ring Zippered Leather Portfolio	**1ET** x $161			
International Organizers	Black 7-Ring Zippered Leather Portfolio	**1HP** x $161	**2HP** x $141	**3HP** x$121	
	Green 7-Ring Zippered Leather Portfolio	**1HT** x $161		**3HT** x $121	
	Black 3-Ring Zippered Leather Portfolio	**1XP** x $163			
	Green 3-Ring Zippered Leather Portfolio	**1XT** x $163			

Optional Leather Covers & Portfolios (desk & medium sizes: 7 rings, pocket-size: 6 rings)

All LEATHER PORTFOLIOS include a pagefinder/ruler. They do not include planners.

7-ring Black leather portfolios for refills: 1ER, 1HR, 2HR, 2ER, 2WR,3HR	**1PR**	x$119	**2PR** x $109	**3PR**	x$89
7-Ring Green Leather portfolio for refills: 1ER, 1HR, 3HR	**1PM**	x $119		**3PM**	x$89
3-ring Black leather portfolio for heavy-paper refills: 1HX	**1PX**	x $119			
3-ring Green leather portfolio for heavy-paper refills: 1HX	**1PMX**	x $119			
Black leather covers for Wire-O planners: 1E, 1H, 2E, 2H, 3H	**1C**	x $79	**2C** x $69	**3C**	x$59

Optional Forms, Punches -Sets of 150 except where indicated - for 3- & 7-ring binders (pocket size: 6-ring binders)

	Desk	Medium	Pocket	
Today forms, undated, 4 lines/hour, action log	**10A** x $13	**10B** x $11		
Action forms, 7-day do-list, 40 precoded actions	**12A** x $13	**12B** x $11	**12E** x $9.90	
Meeting Planning & Decision forms, unique layout	**14A** x $13	**14B** x $11	**14E** x $9.90	
Communication & Client Contact forms, unique layout (bilingual)	**18A** x $13	**18B** x $11	**18E** x $9.90	
Contact log (english)	**90A** x $13			
Note & Tabular Report forms, ideal for checklists	**22A** x $13	**22B** x $11	**22E** x $9.90	
Grip Paper **(imperial and metric)**	**23A** x $13			
Expense forms for business & personal expenses	**30A** x $13	**30B** x $11	**30E** x $9.90	
Cheque Listing sheets	**31A** x $13	**31B** x $11	**31E** x $9.90	
Harvard Time Logs, (100 sheets) best to evaluate daily performance	**35A** x $13			
Harvard Project Scope Definition Grid (75 sheets)	**45A** x $13	**45B** x $11	**45E** x $9.90	
Project schedule & control sheets (100 sheets)		**47B** x $11	**47E** x $9.90	
Harvard Brainstorming Grid (75 sheets)	**55** x $13	**55B** x $11	**55E** x $9.90	
Responsibility Charts, clarify your role & facilitate team-building (75 sheets)	**60A** x $13	**60B** x $11		
Process Log			**80E** x $9.90	
Assignment Guide			**81E** x $9.90	
7-hole punches to insert your own documents (pocket size: 6 holes)	**711** x $35	**712** x $35	**713** x $23	

Books

Harnessing the Power of Intelligence: Counterintelligence and Surprise Events by A.P. Martin (Hard cover, 288 pages)	**V40** x $39	
Think Proactive: New Insights into Decision-Making by A.P. Martin (5.5 x 8.5'', 233 pages)	**V20** x $24	
Bringing Time to Life; *120 Practical Tips for Managing Your Time & Enjoying Life* by A.P. Martin (5.5 x 8.5'', 168 p)	**V27** x $29	
Flawless Time Management + *Harvard Planner user guide* by A.P. Martin (8.5 x 11'', 65 pages)	**V28** x $29	
	Subtotal **$**	