

Year required: 2010

(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 2p./week, 2 lines/h., Action Log	Wire-O, Lexide cover 7-hole refills	1E	x \$31.90	2E	x \$25.90	See #3E(below)		
International Planner: Bilingual/Original week-at-a-time, 2 pages/week, 1 line/hour, Action Log (2 half-pages); atlas	Wire-O, Lexide cover 7-hole refills (pocket: 6 holes) 3-hole refills, heavy paper	1H 1HR 1HX	x \$31.90 x \$31.90 x \$36.00	2H 2HR	x \$25.90 x \$25.90	3H 3HR	x \$20.90 x \$20.90	
Journal: bilingual, 1 p./day, 4 lines/hour, Action Log; no atlas, no phone book	Wire-O, Lexide cover 7-hole refills			2W 2WR	x \$31.90 x \$31.90			
Elite: English, 2 p/wk., 1line/hr.; no atlas	book bound, gold corners							

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

NB: All Organizers include one planner, one pagefinder/ruler, one plastic hole punch

		Desk		Medium		Pocket	
Elite/Superplanner Organizers	Black 7-Ring Zippered Leather Portfolio	1EP	x \$160	2EP	x \$139		
	Green 7-Ring Zippered Leather Portfolio	1ET	x \$160				
	Black 7-Ring Vinyl Binder			2EV	x \$ 55		
International Organizers	Black 7-Ring Zippered Leather Portfolio	1HP	x \$160	2HP	x \$139	3HP	x \$119
	Green 7-Ring Zippered Leather Portfolio	1HT	x \$160			3HT	x \$119
	Black 3-Ring Zippered Leather Portfolio	1XP	x \$162				
	Green 3-Ring Zippered Leather Portfolio	1XT	x \$162				
	Black 7-Ring Vinyl Binder			2HV	x \$55		
Journal Organizers	Black 7-Ring Zippered Leather Portfolio			2WP	x \$150		
	Black 7-Ring Vinyl Binder			2WV	x \$60		

Optional Leather Covers, Portfolios & Vinyl Binders (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
7-ring Black vinyl binders for 7-hole refills: 1ER, 1HR, 2HR, 2ER, 2WR	1VR	x \$29	2VR	x \$21		

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

	Desk		Medium		Pocket	
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
Communication & 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	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	35B	x \$11		
Project Charters , define goals, deliverables, critical success factors, risk	45A	x \$13	45B	x \$11	45E	x \$9.90
100 Project schedule & control sheets			47B	x \$11	47E	x \$9.90
Strategy Grids , best for strategy formulation incl. tactics & risk mgmt.	55A	x \$13	55B	x \$11	55E	x \$9.90
Responsibility Charts to clarify your role and facilitate team-building	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

New Harnessing the Power of Intelligence: Counterintelligence and Surprise Events by A.P. Martin (Hard cover, 288 pages)	V40	x \$49
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 \$		