



Year required: 20\_\_

(please use one order form per year)

		Desk size	Medium size	Pocket size	
		21x28 cm / 8.5x11"	14x21 cm / 5.5x8.5"	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
<b>Subtotal \$</b>	