

# Order Form for Secondary School Teacher Organiser & Planner



For us to provide you with the best solution please complete ALL sections.

Name of School: (BLOCK CAPITALS PLEASE)

Address:

Post Code:

Email: (REQUIRED)

Ordered by:

Date:

Purchase Order No.:

## Suitable for all Secondary School Teachers

This Teachers Planner is an accessible and thorough planning book, meeting all the record keeping and organisational needs of teachers.

Features include:

- Important Dates
- Year Planner
- Addresses/Telephone Numbers
- Staff/Departmental Meetings
- Termly Planning by Class
- Attendance Registers
- Homework/Project Mark Registers
- Form Tutor Group
- Pupil Timetables
- Parents Evening Notes
- Space for I.N.S.E.T Dates
- Record of Home/School Communications
- Index of Resources
- Daily Lesson Planning Details including ATs and Homework Set

**Premium Delivery Service** (Please tick, if required)  by 9am  by 10am  by 12noon  Saturday

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## A4 Teacher Planner

PERIODS IN DAYS	A4 WIRO BOUND	A4 LOOSE LEAF
5	T005	T006
6	T007	T008
8	T009	T010
9	T011	T012
10	T013	T014

## A5 Teacher Planner

PERIODS IN DAYS	A5 WIRO BOUND	A5 LOOSE LEAF
5	T001	T002
8	T003	T004

## Pricing Structure

No. of books purchased	PRICE	
	Cost per book (£)	
	A5	A4
1 - 9	6.80	8.59
10 - 24	6.70	8.49
25 - 49	6.60	8.39
50 - 74	6.50	8.29
75+	6.40	8.19

## Matching ring binders are available for both products in A5 and A4 size

In the relevant space below, please state the amount of books required.

A4 Ring Binder for use with loose leaf planners	
A5 Ring Binder - for use with A5 Loose Leaf	
A4 Loose Leaf - 5 Periods In A Day	
A4 Loose Leaf - 6 Periods In A Day	
A4 Loose Leaf - 8 Periods In A Day	
A4 Loose Leaf - 9 Periods In A Day	
A4 Loose Leaf - 10 Periods In A Day	
A4 Wirobound - 5 Periods In A Day	
A4 Wirobound - 6 Periods In A Day	
A4 Wirobound - 8 Periods In A Day	
A4 Wirobound - 9 Periods In A Day	
A4 Wirobound - 10 Periods In A Day	
A5 Loose Leaf - 5 Periods In A Day	
A5 Loose Leaf - 8 Periods In A Day	
A5 Wirobound - 5 Periods In A Day	
A5 Wirobound - 8 Periods In A Day	

Matching Ring Binders available for both products in A5 and A4 size:

T015	A5	£2.45	T016	A4	£2.55
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