

Filofax Personal 1987-style Insert Re-creations

These insert recreations are not perfect, but they are pretty close. based on measuring photos or thumbnails of the originals.

They use a consistent style, based on that used in the 1987 Free-Form Management inserts.

They lack the Bodoni typeface used for the original titles.

The file names are my own, using the original insert reference numbers, with a descriptive based on the original title or function.

The following inserts are missing some text details or one side of the insert. If you can help provide the missing details, please let me know.

ref_254_s_memoranda
ref_354_s_monthly_call_list
ref_pg_rc_s_range_grouping
ds03_s_road_distances
dset_uk_s_paper_sizes

Printing

Individual inserts can be accessed using the Acrobat Bookmark, which will take you to the desired insert.

This is a composite size PDF document, so A4 pages should print to A4, and A3 pages to A3, but you should check that no scaling is being done.

single, double & treble leaves are imposed to A4
tumble on long edge

quad leaves are imposed to A3
tumble on short edge

Set 'no margins' in the Acrobat advanced print settings
your printer will need to be able to print within 5mm of top & bottom edges
Check that no resize scaling is selected

NOT FOR COMMERCIAL REPRODUCTION

reproductions © paranoiaproducts
original inserts © Filofax

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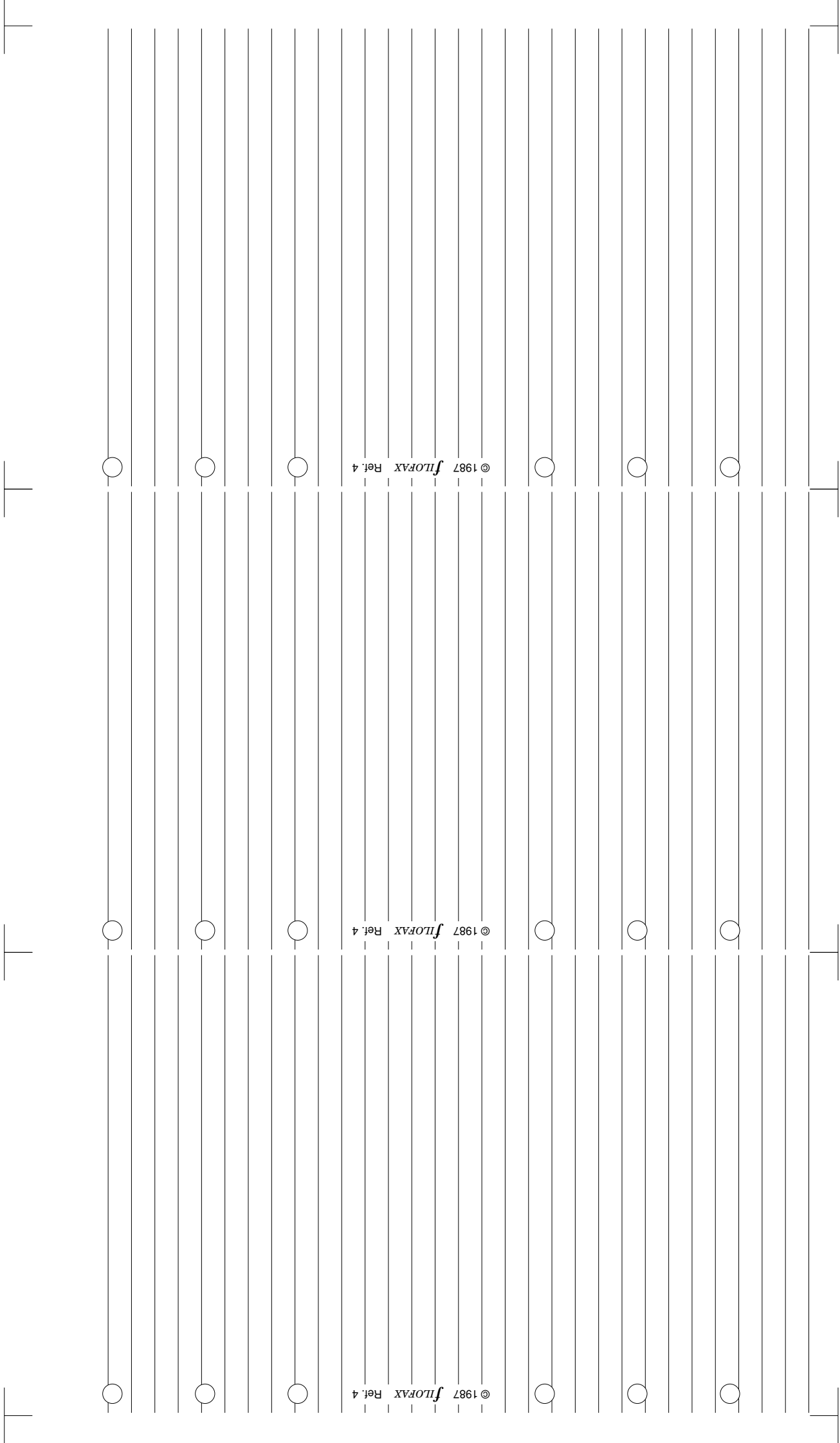
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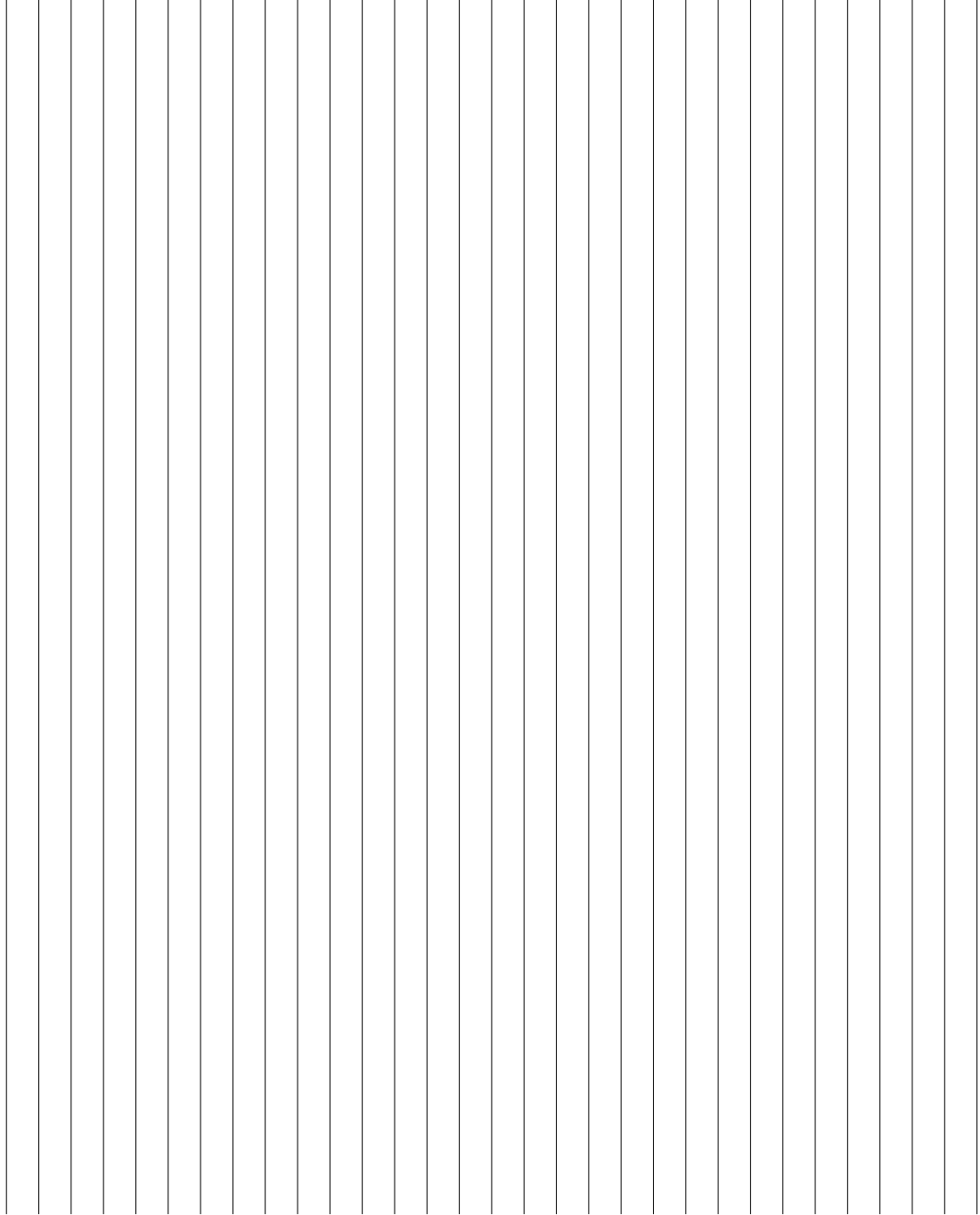




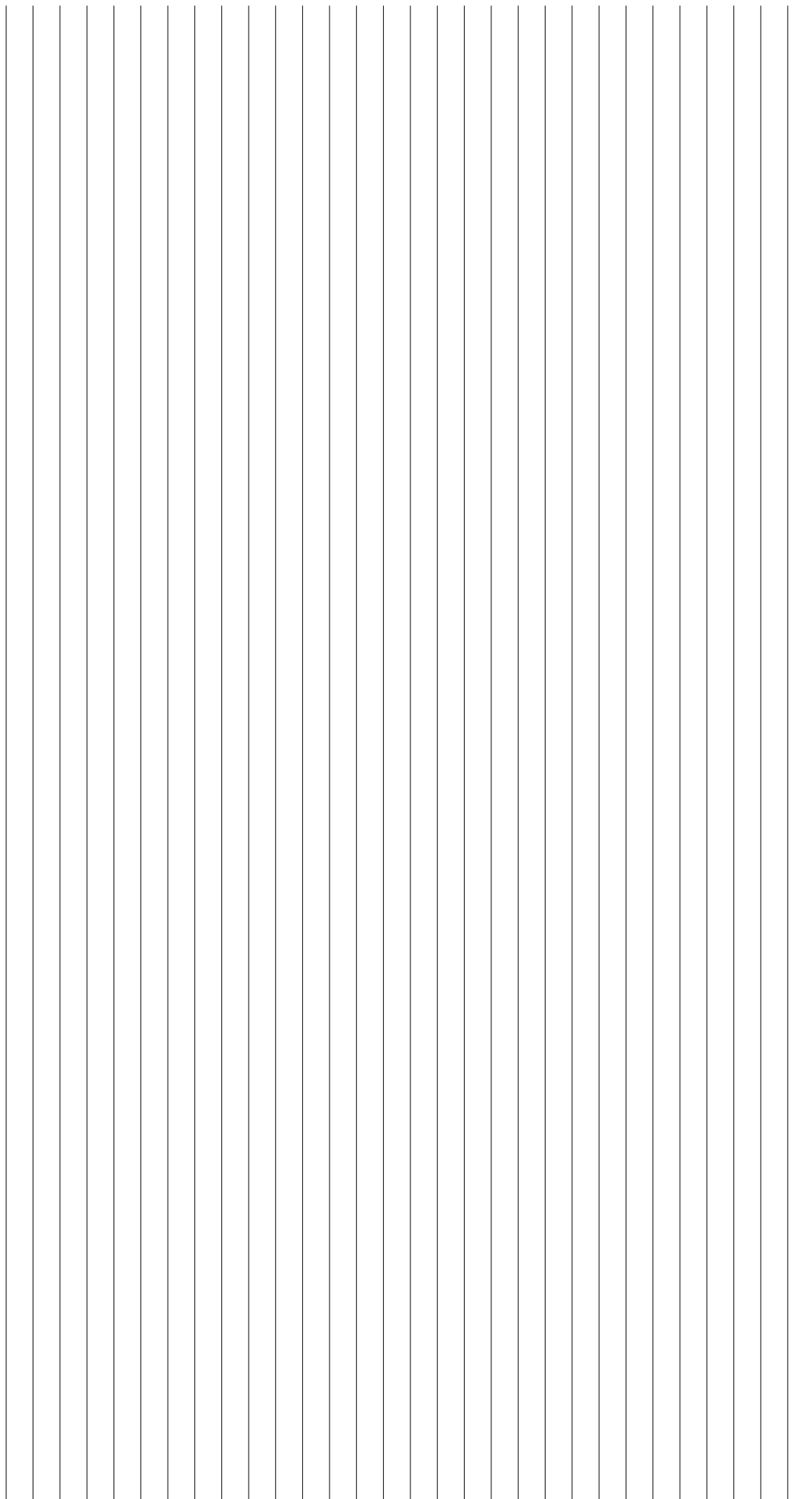


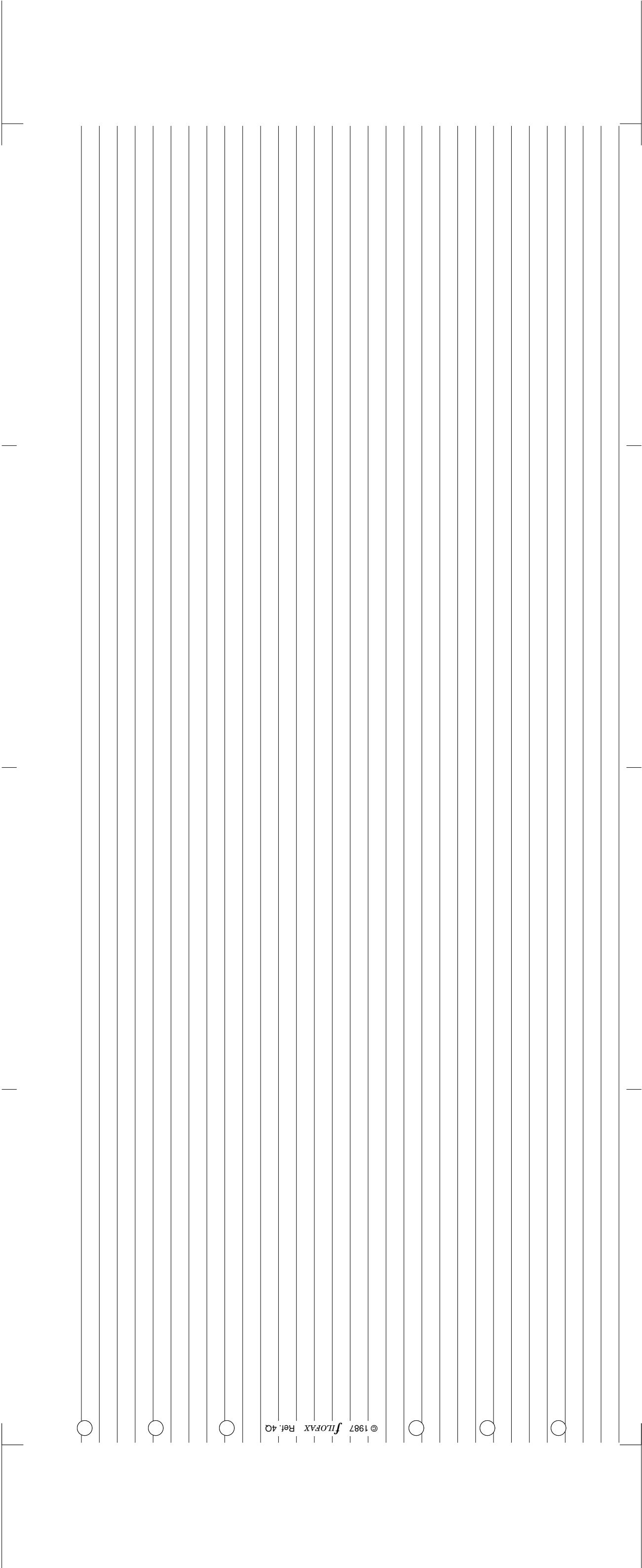


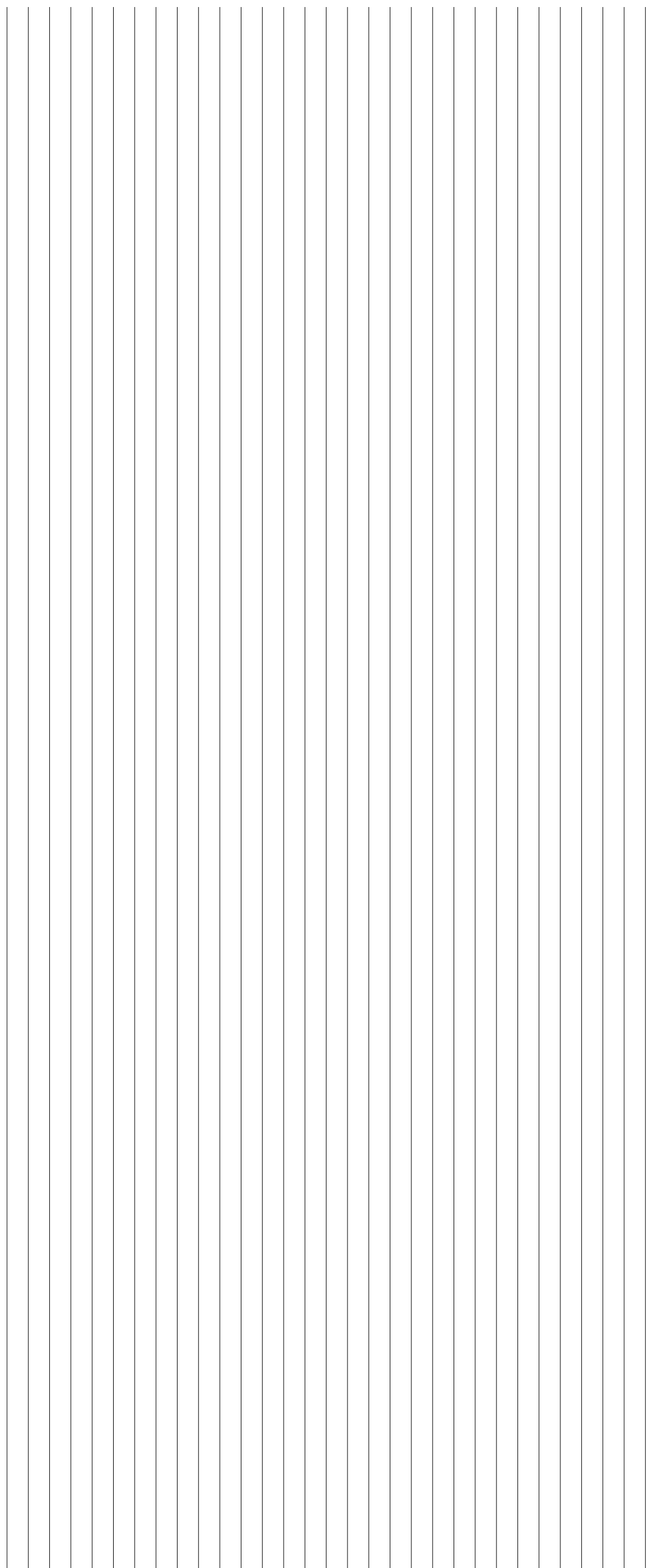












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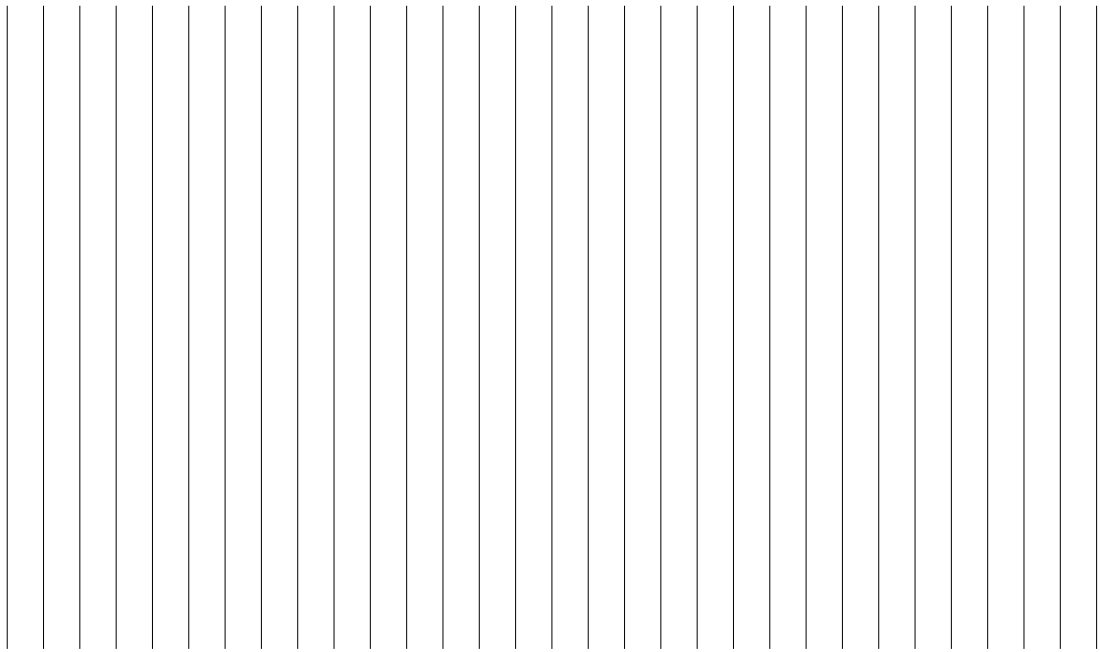
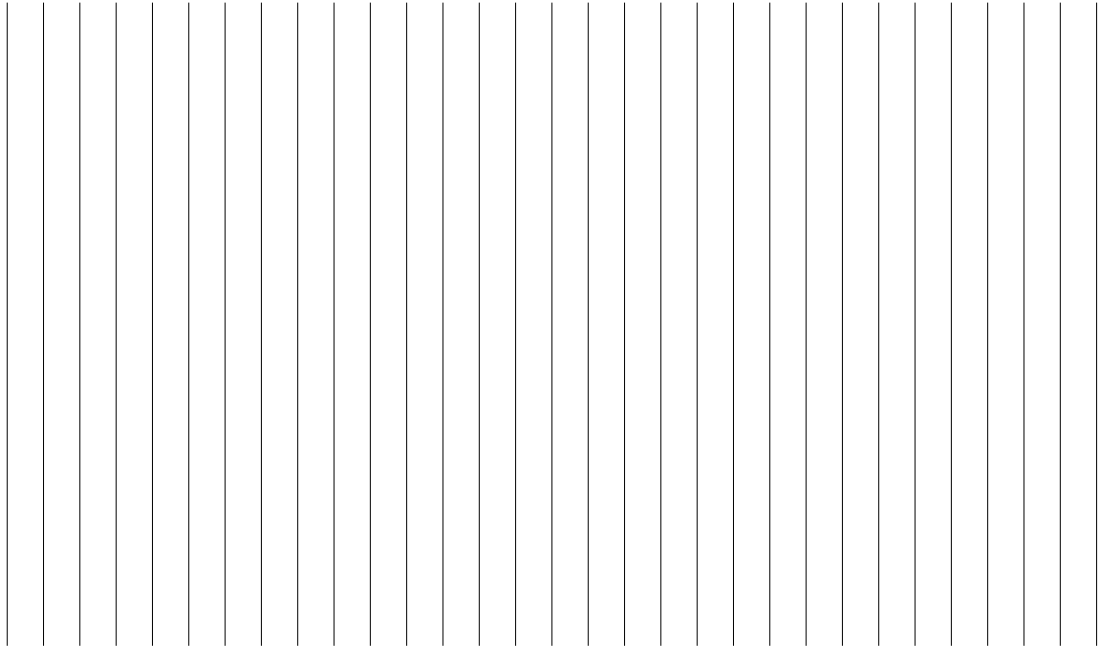
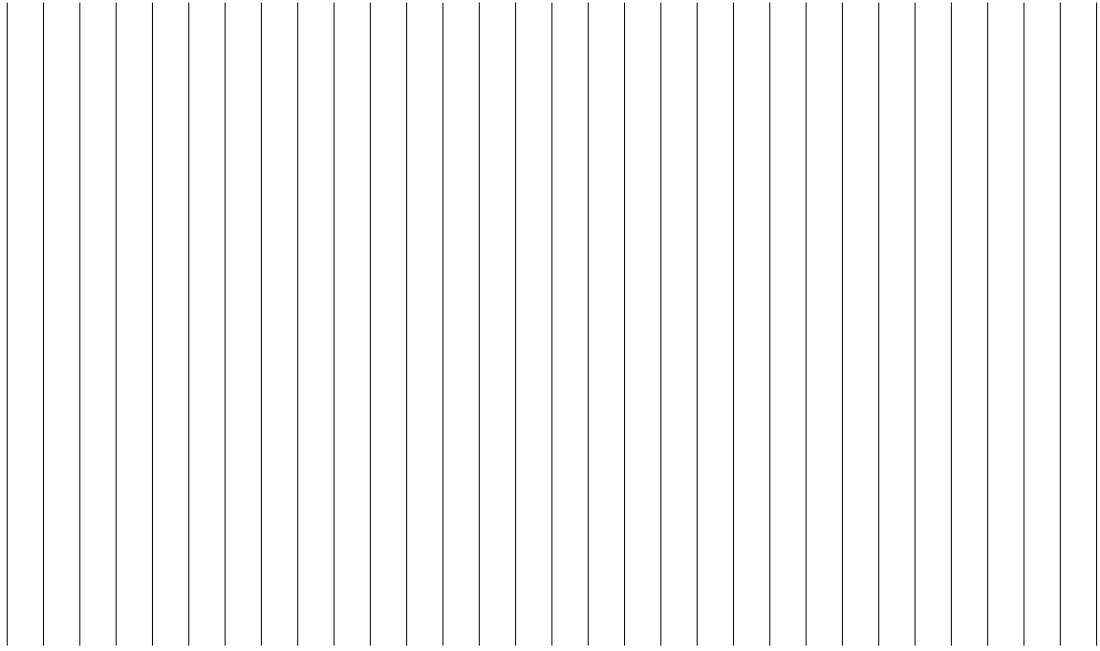
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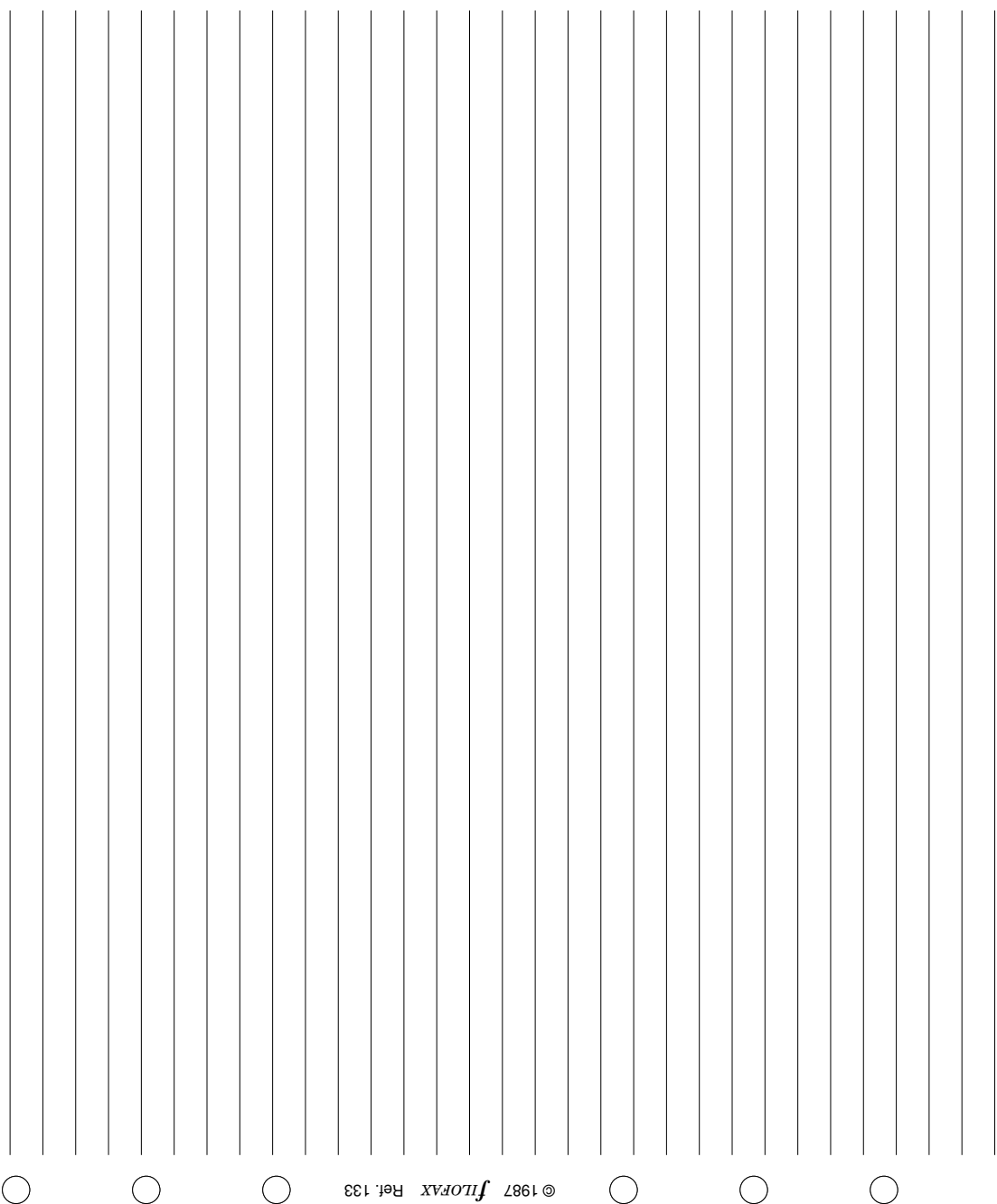
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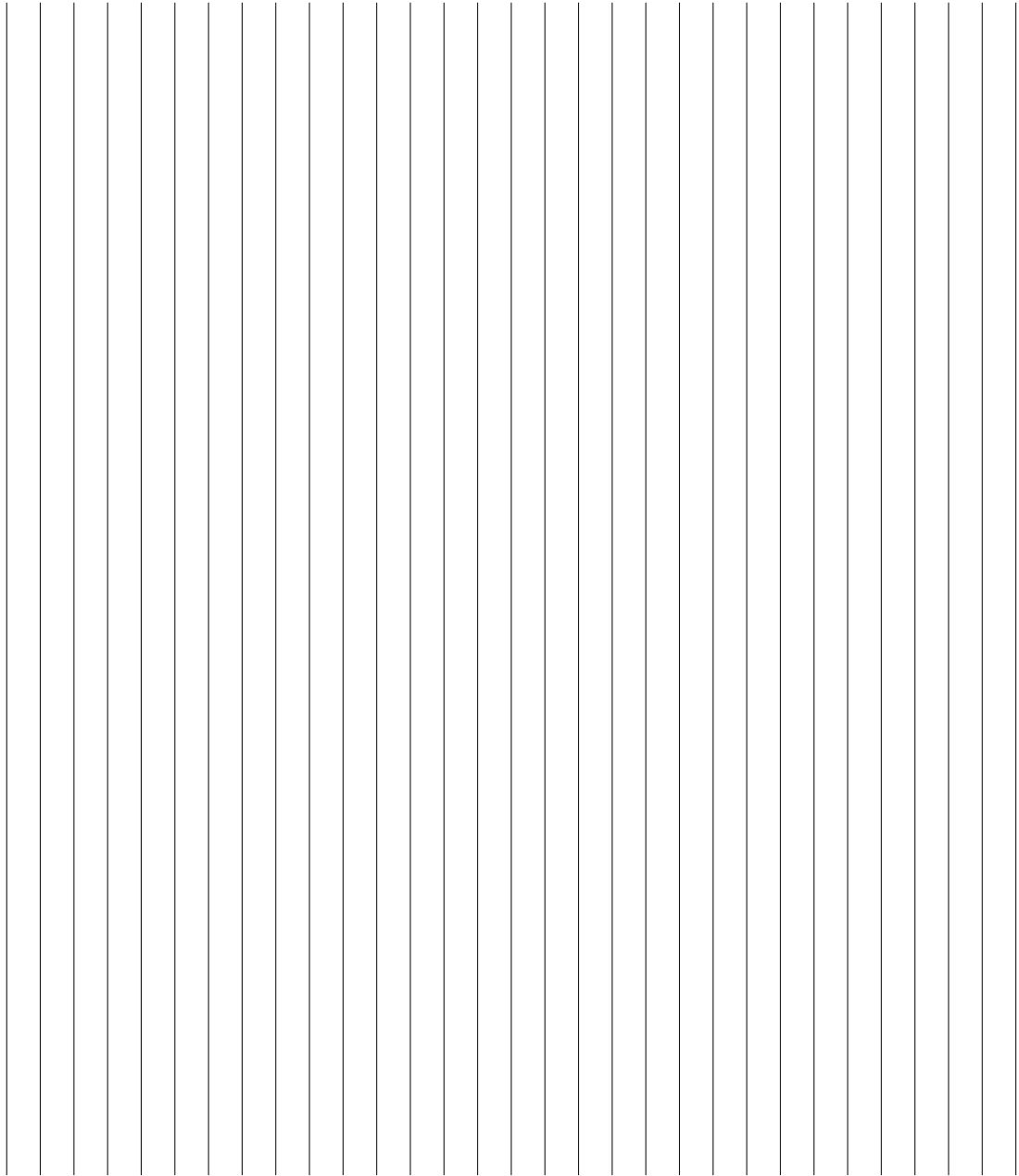
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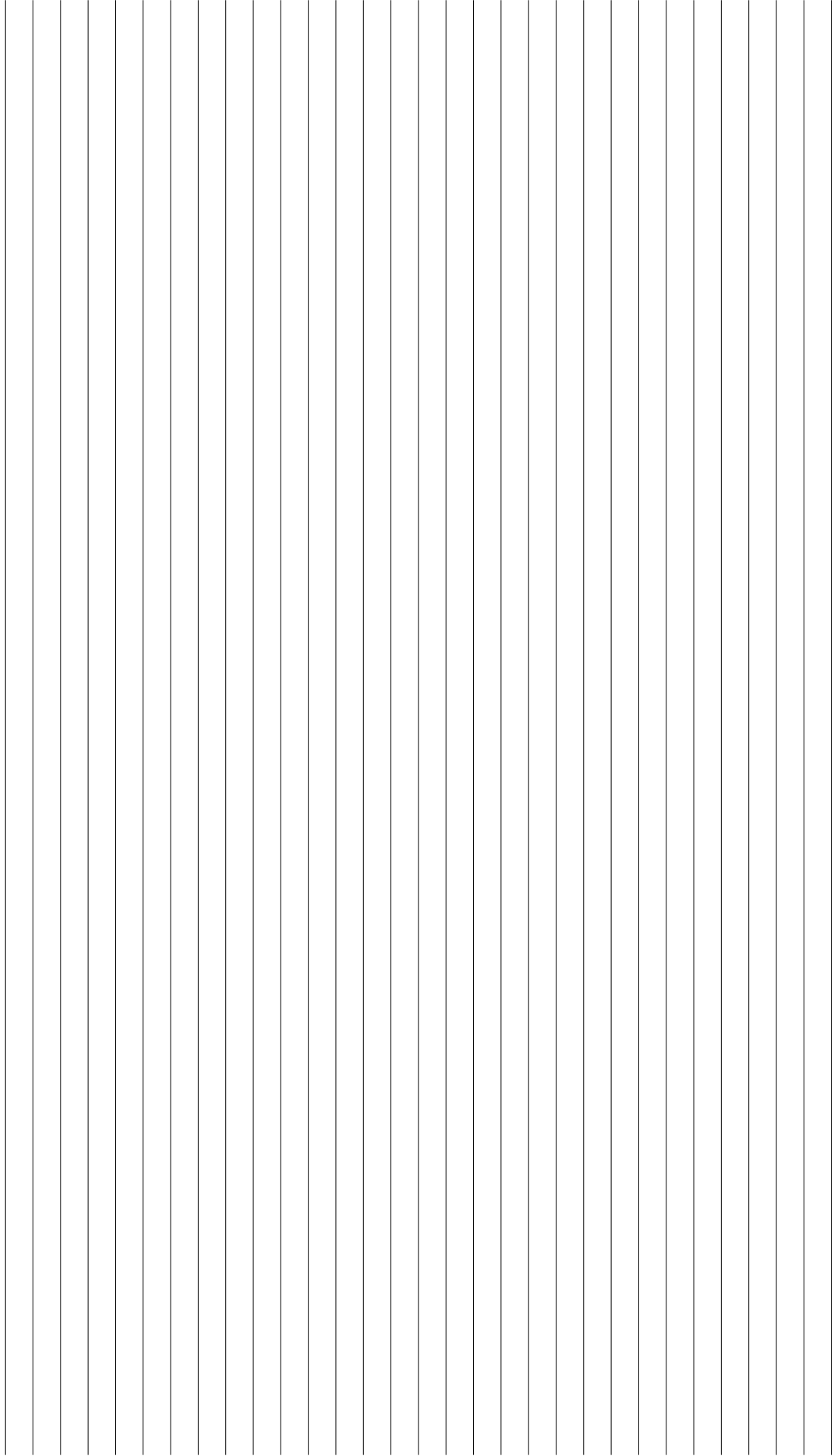
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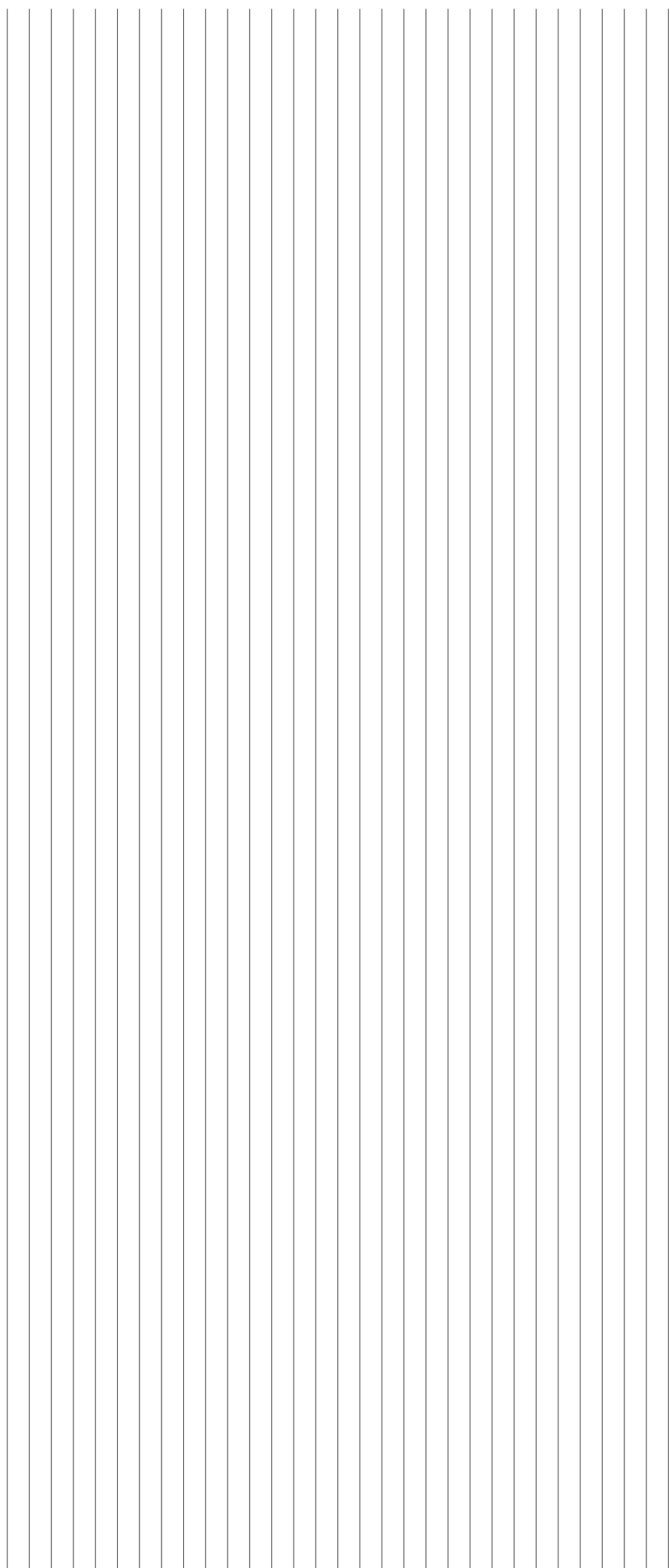












Blank lined area for writing.



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Blank lined area for writing.



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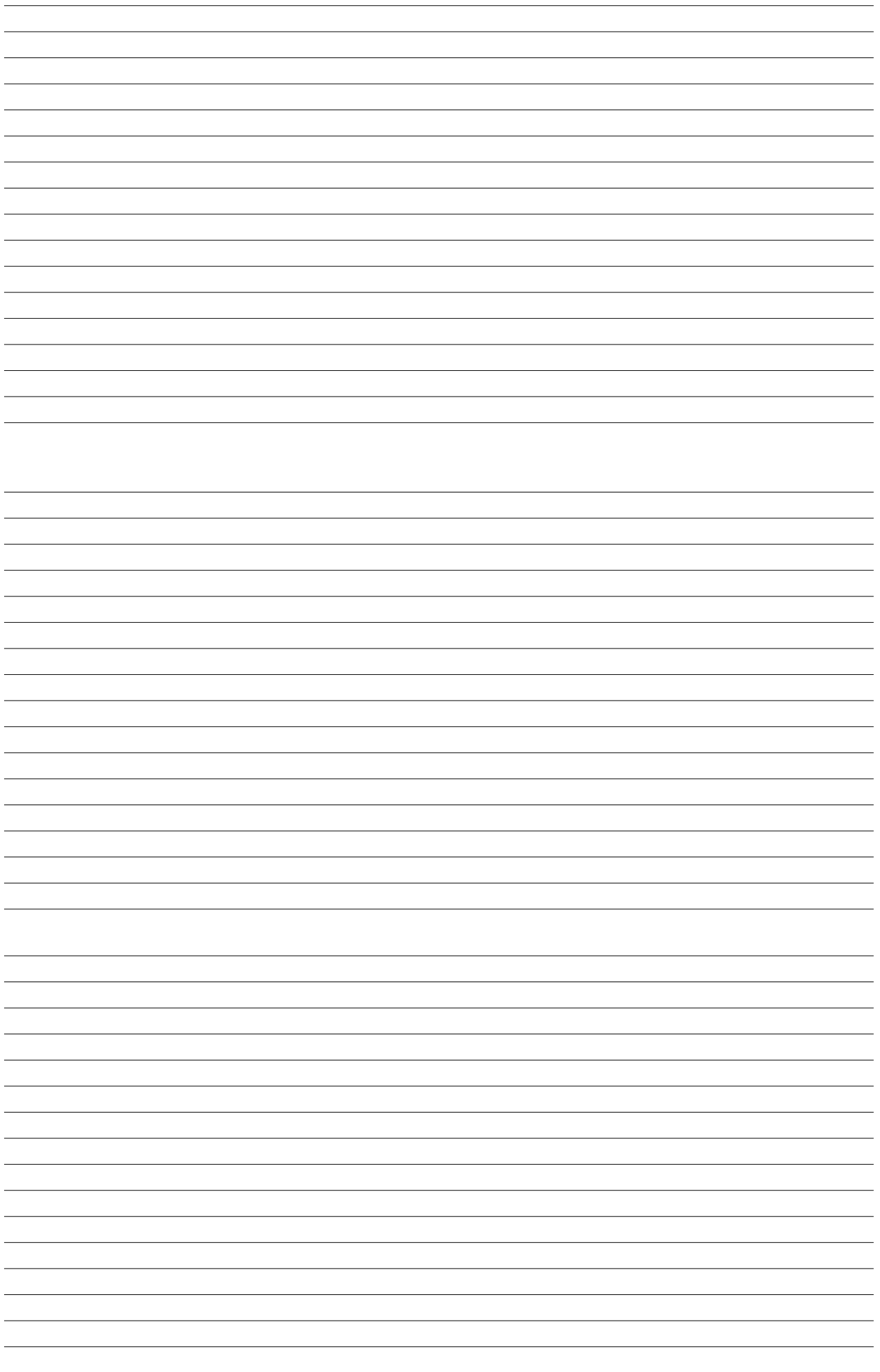


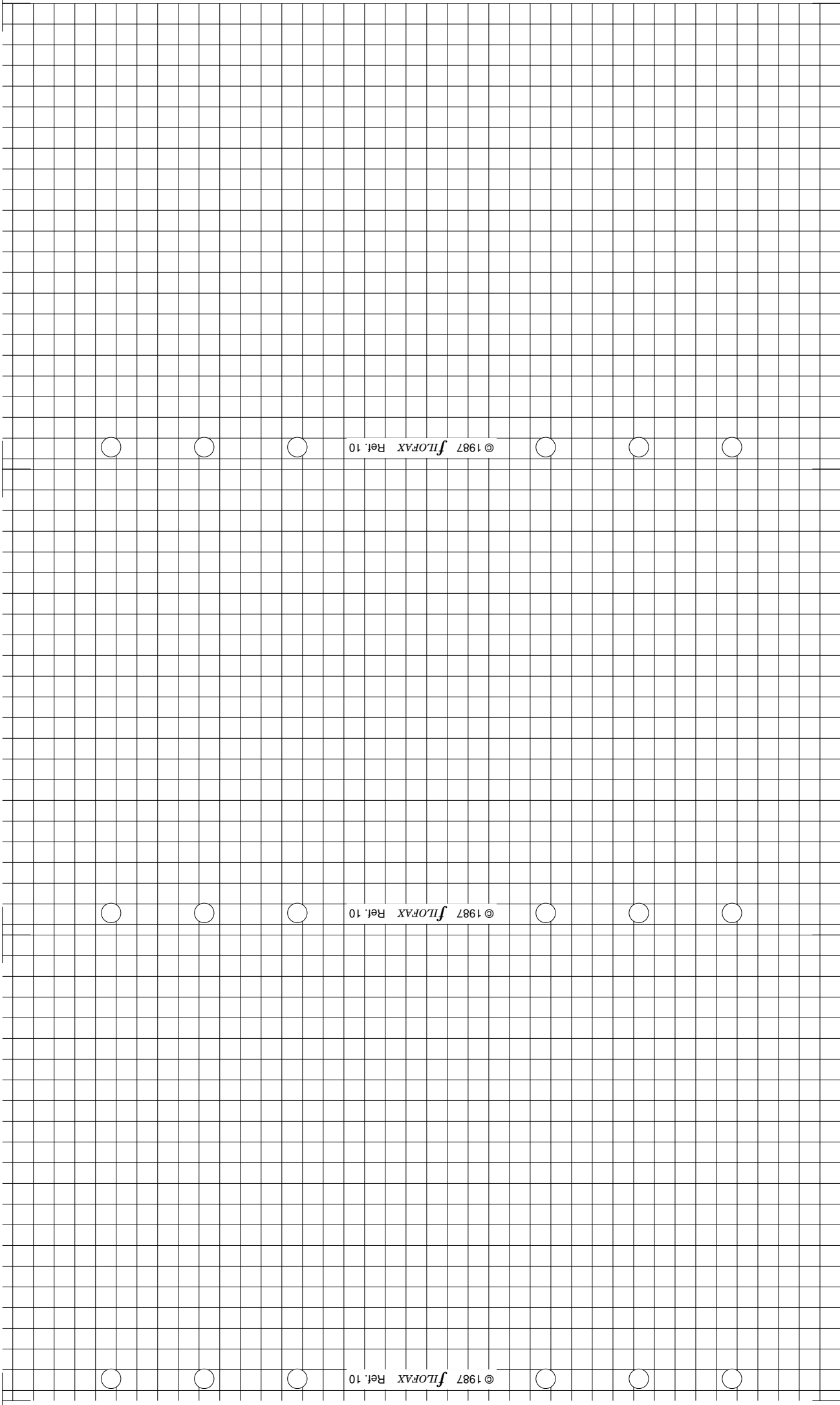
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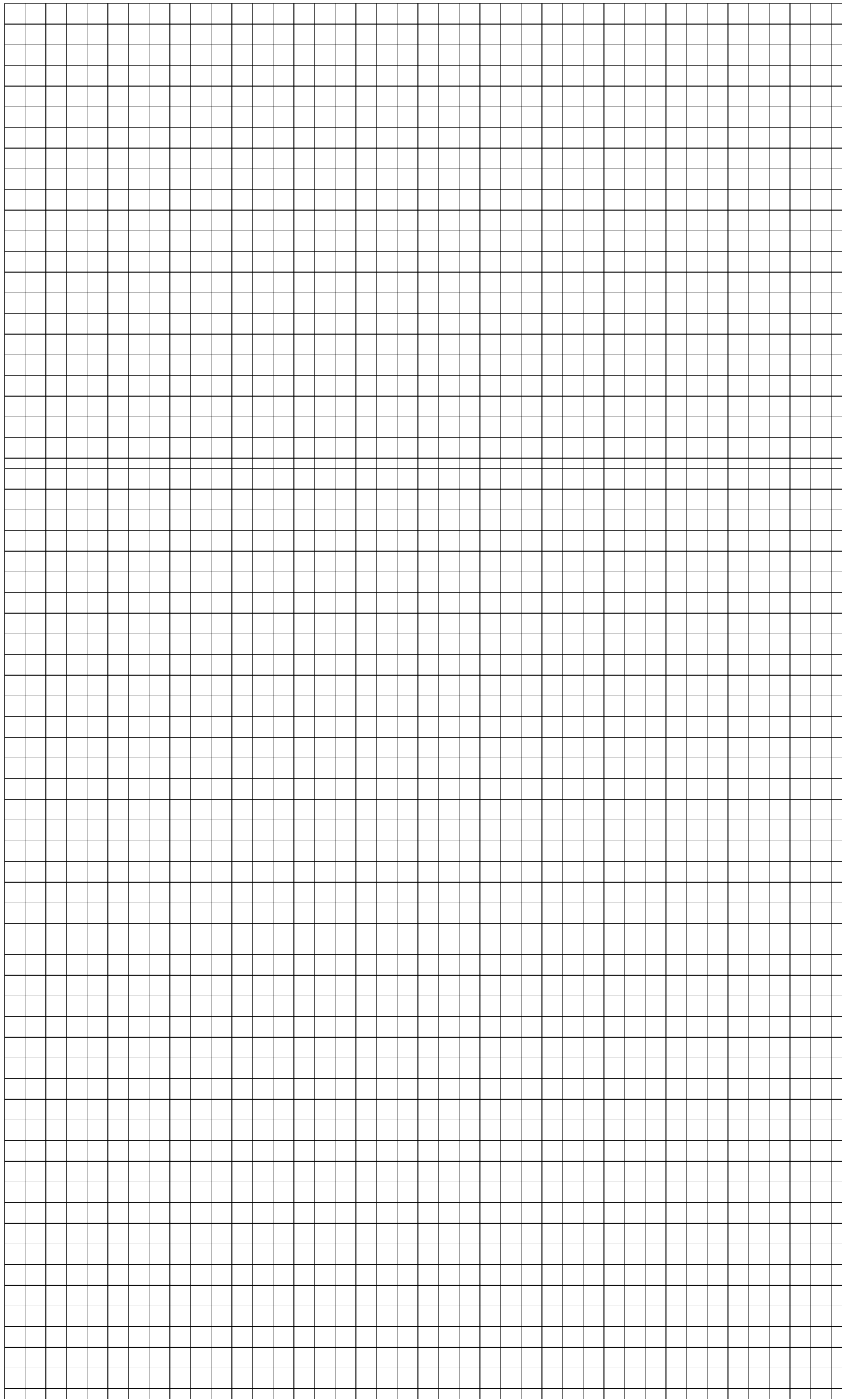


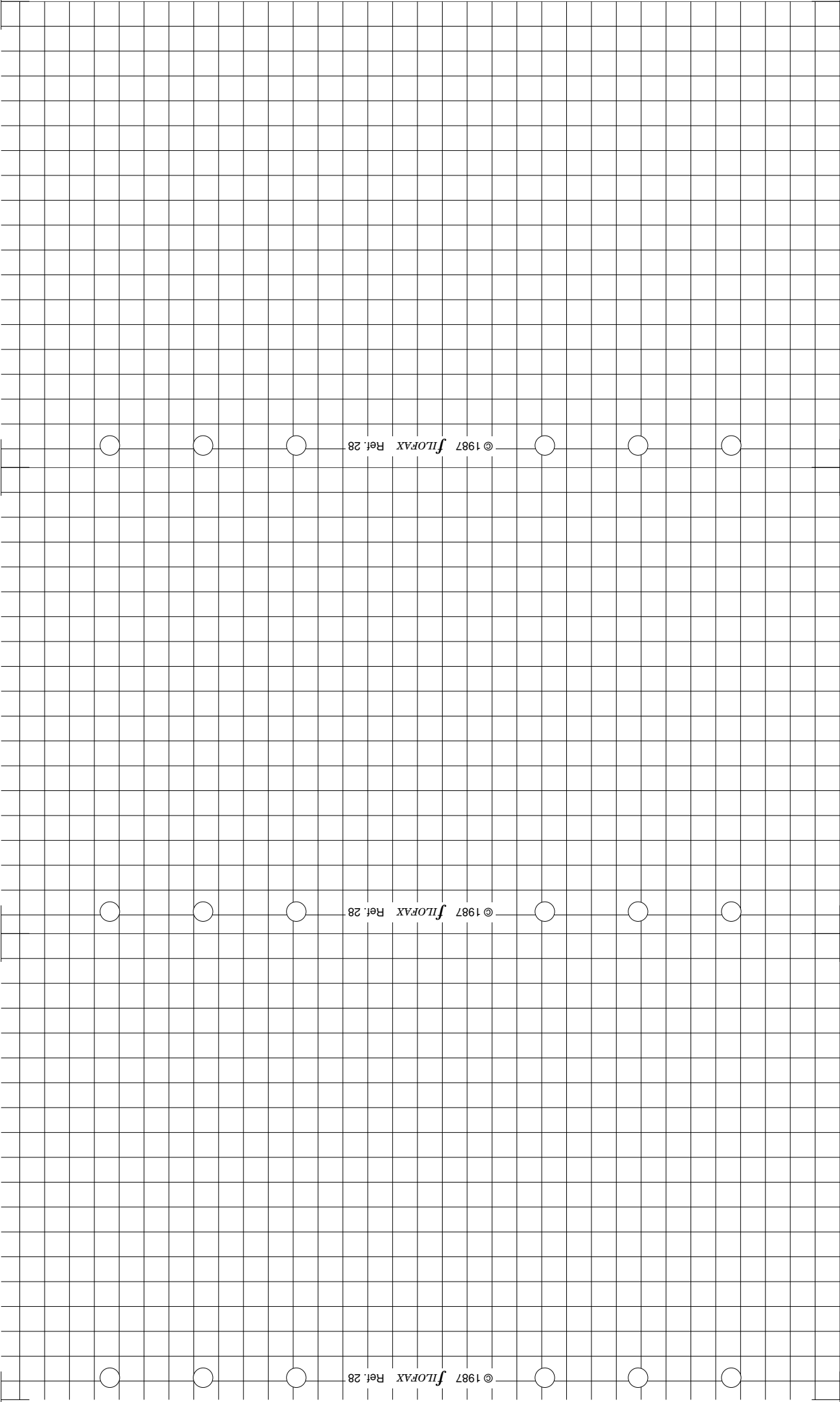
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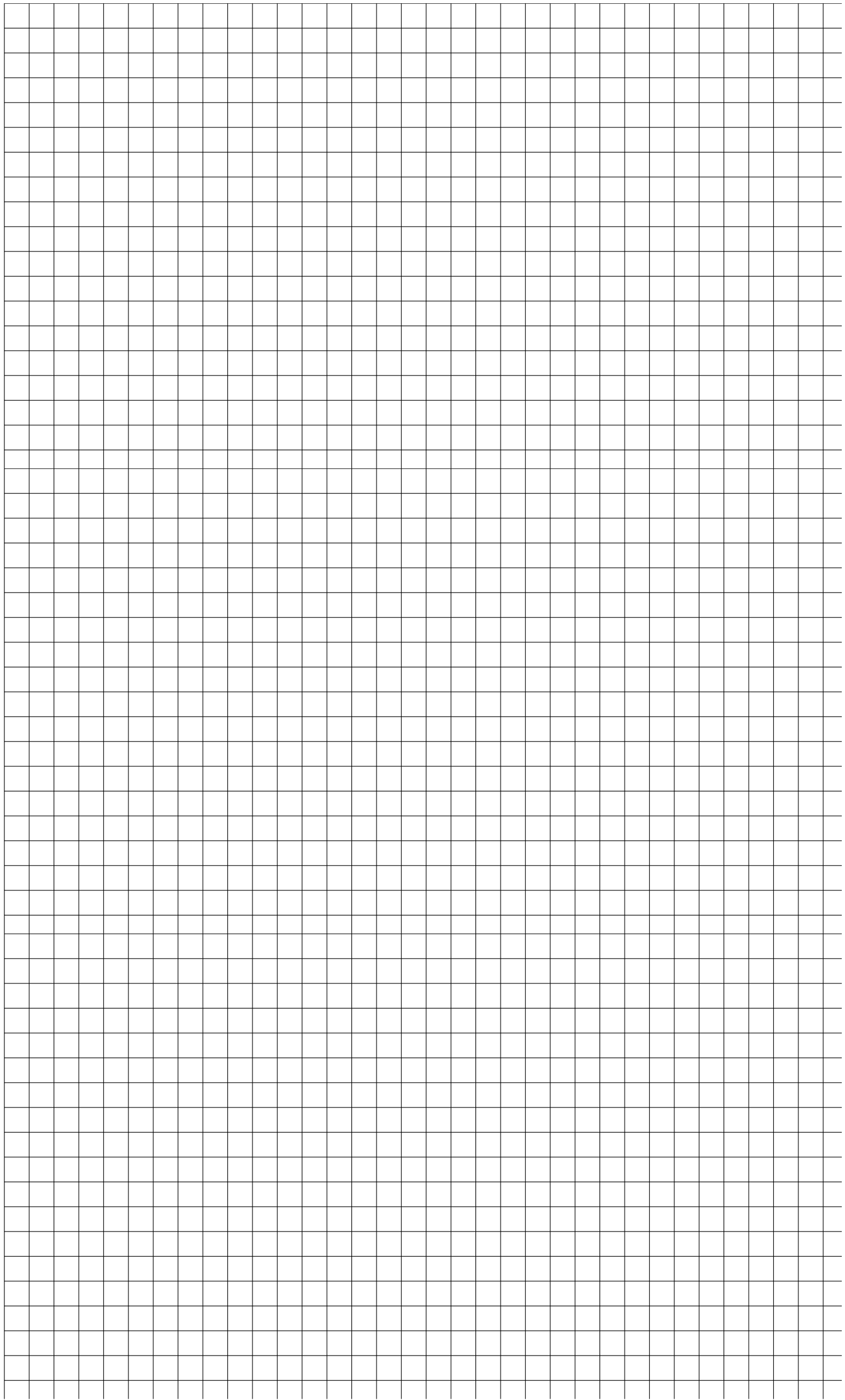


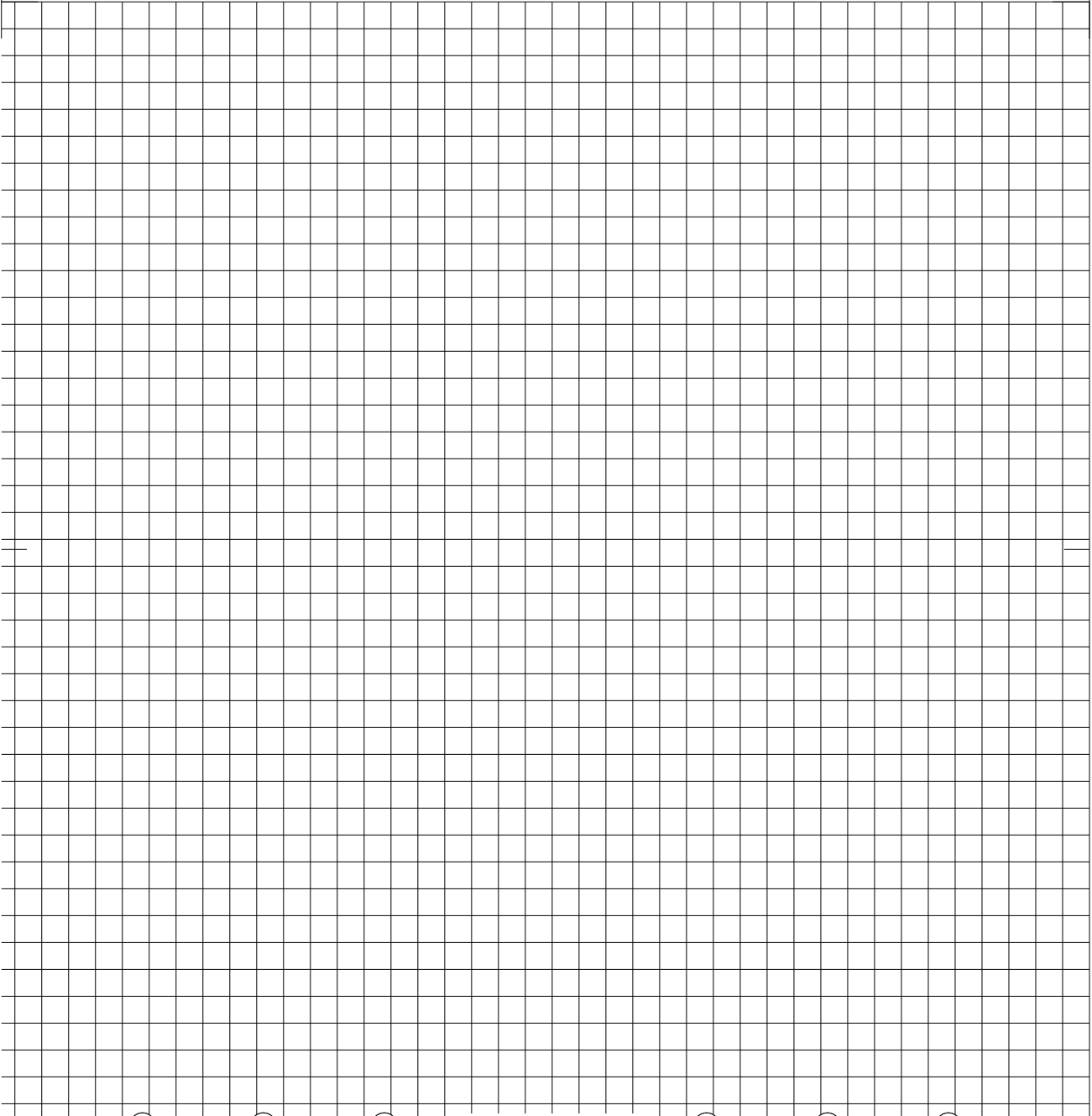


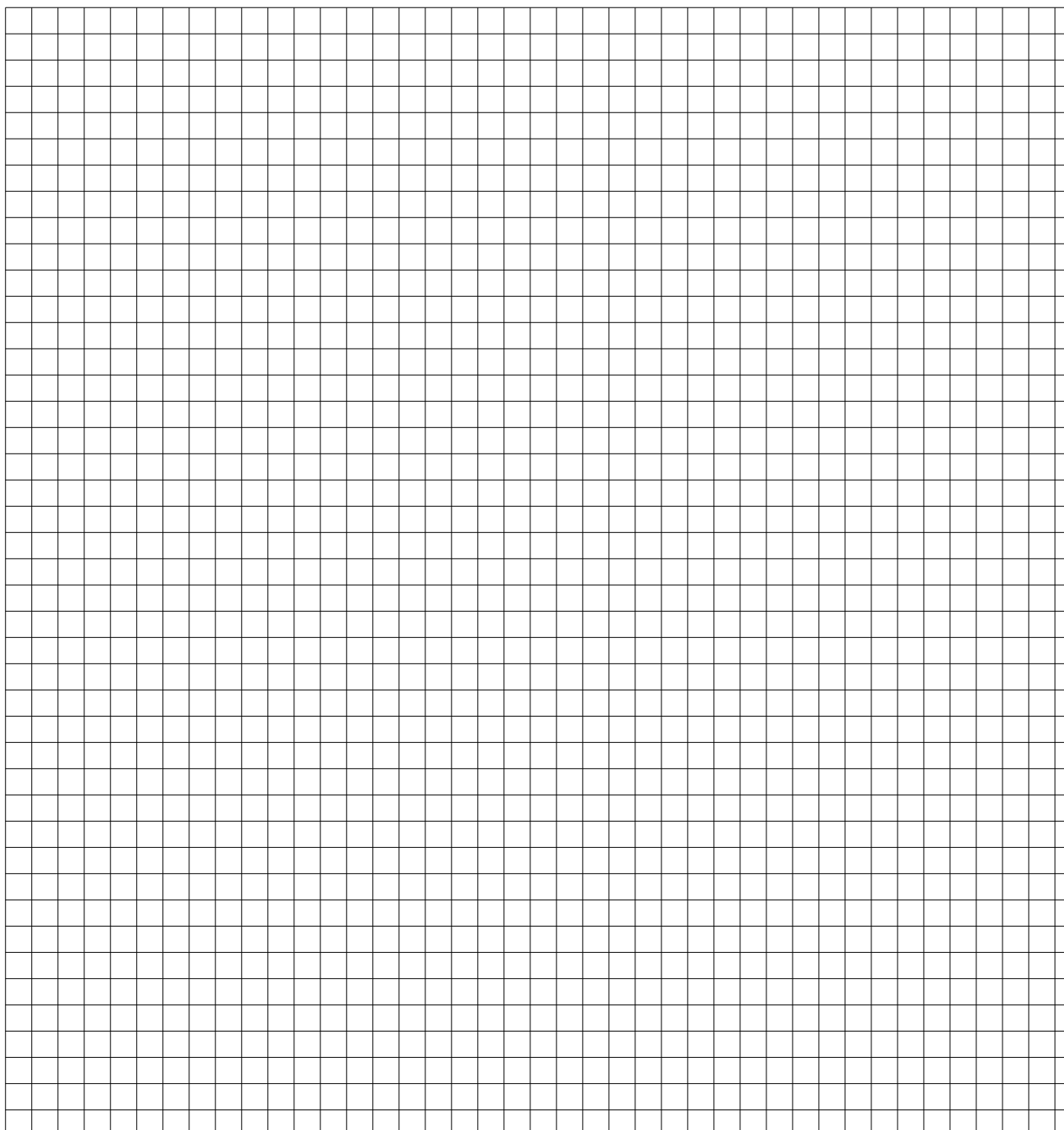


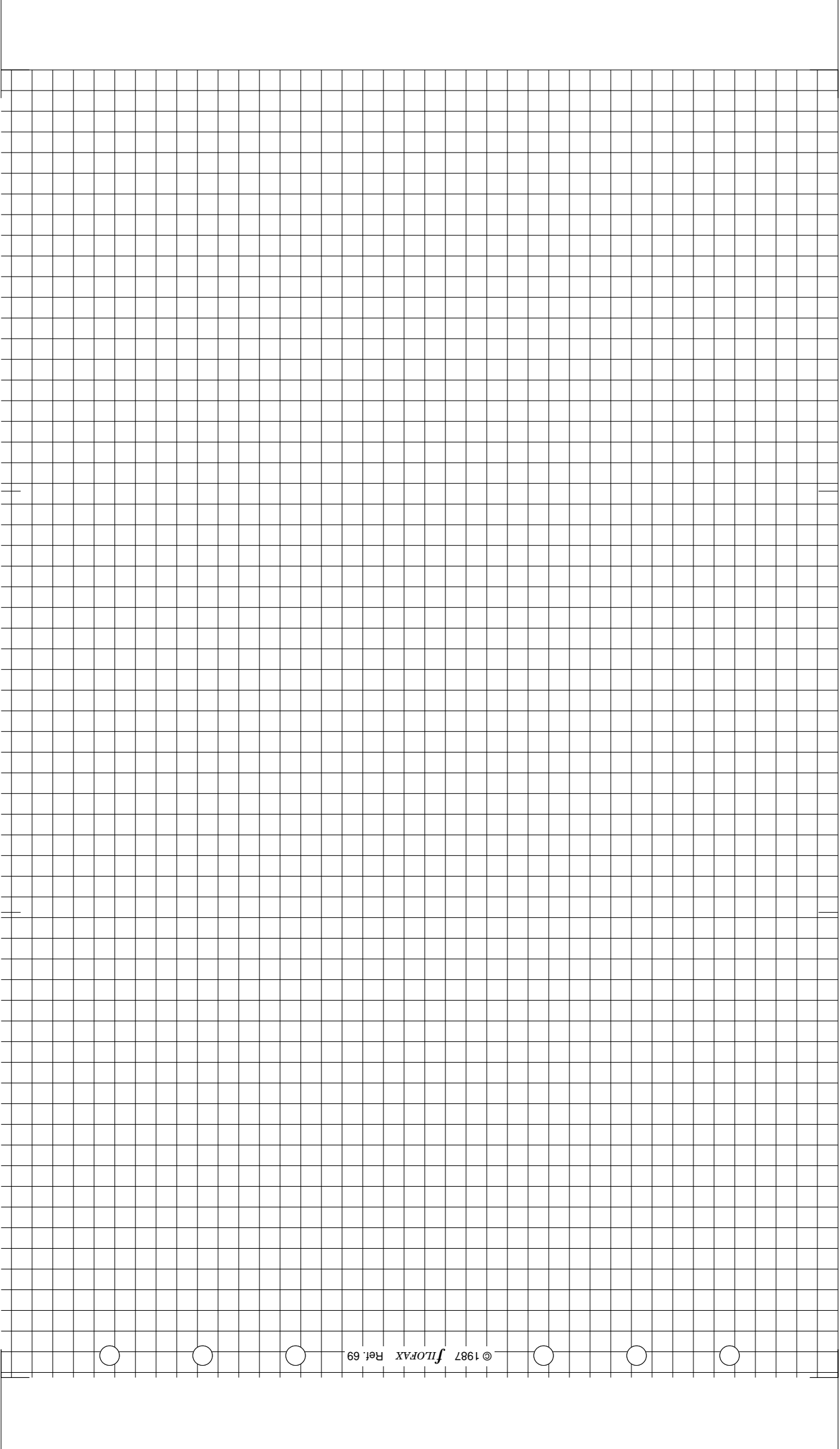


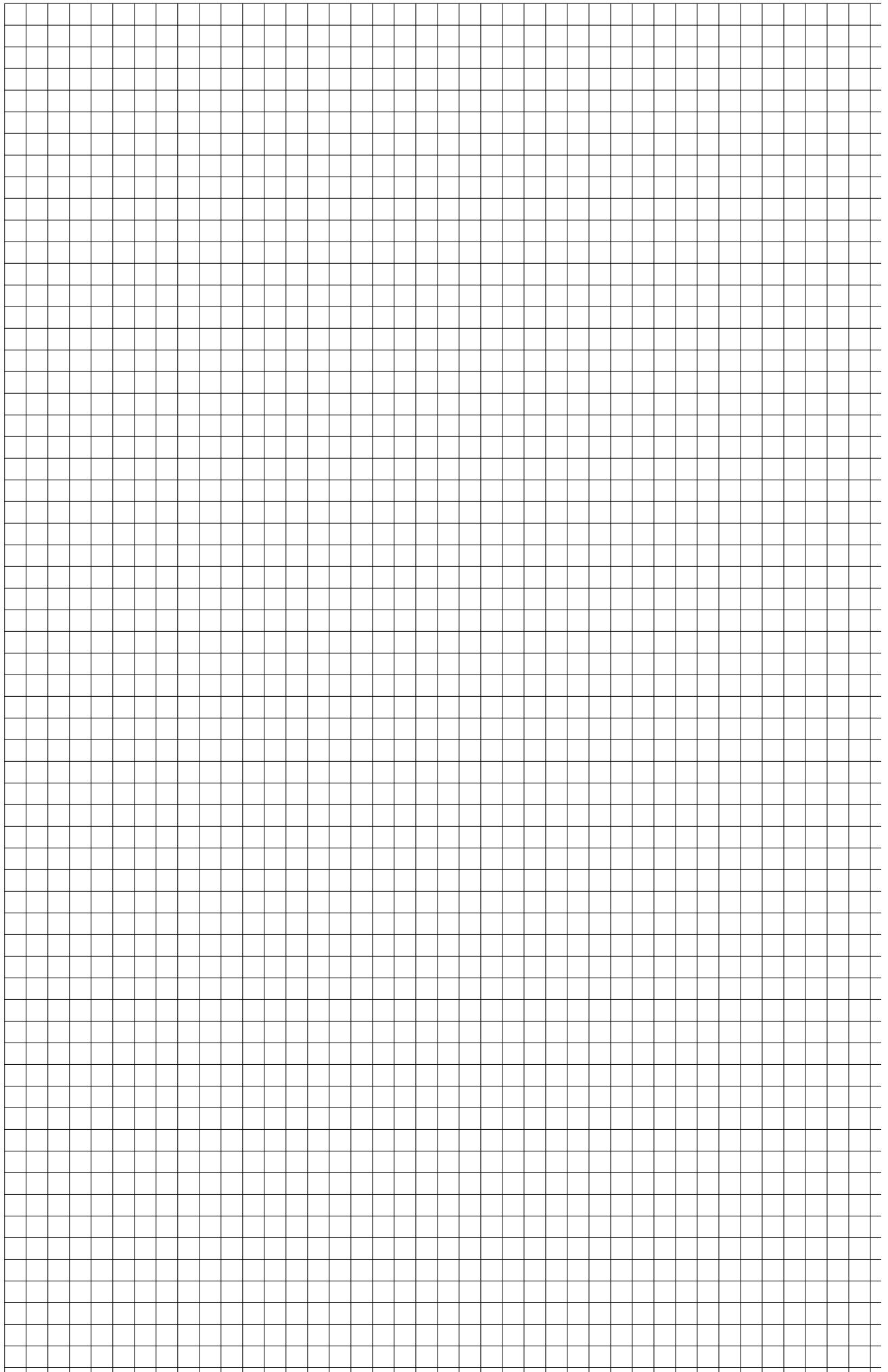


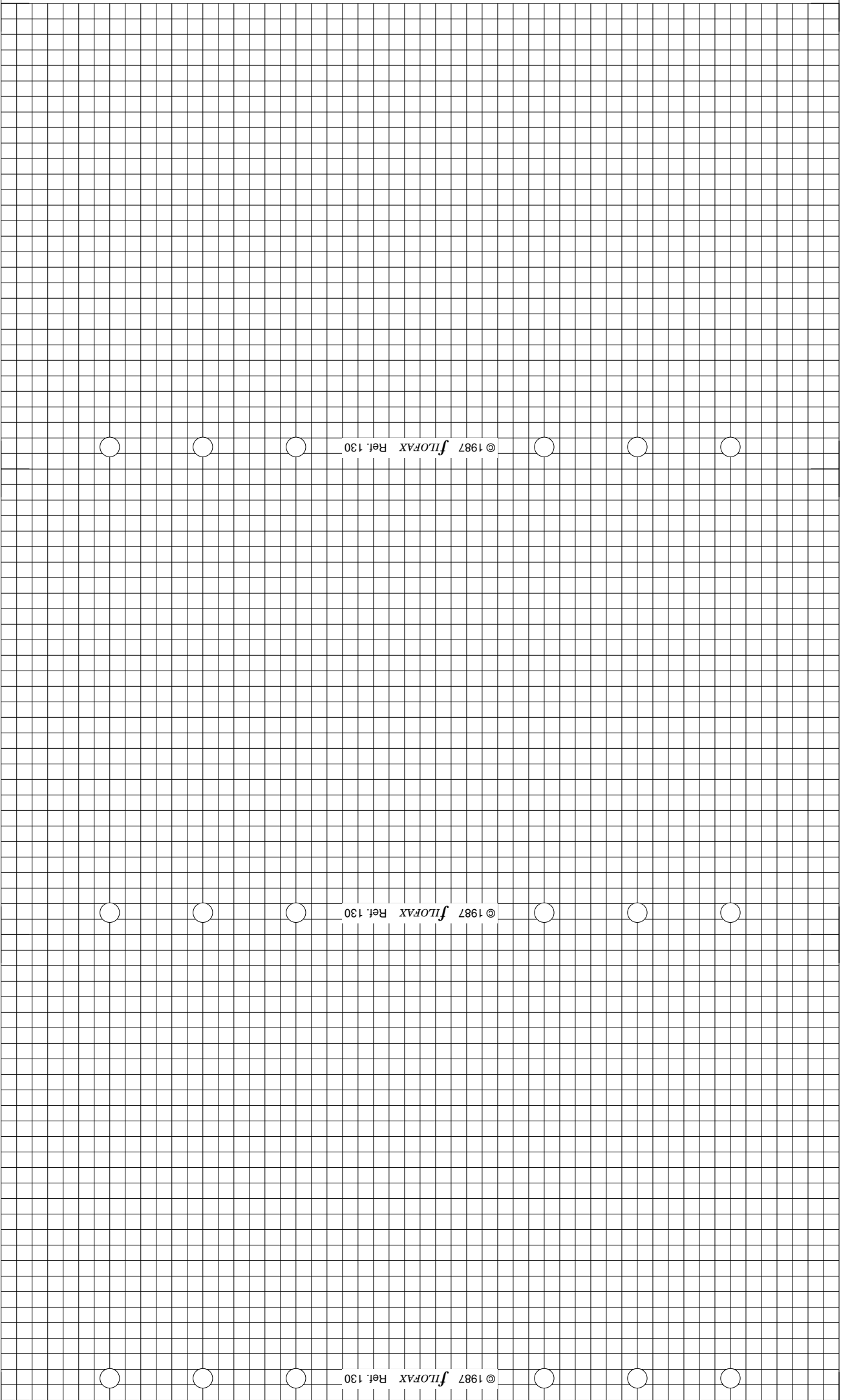


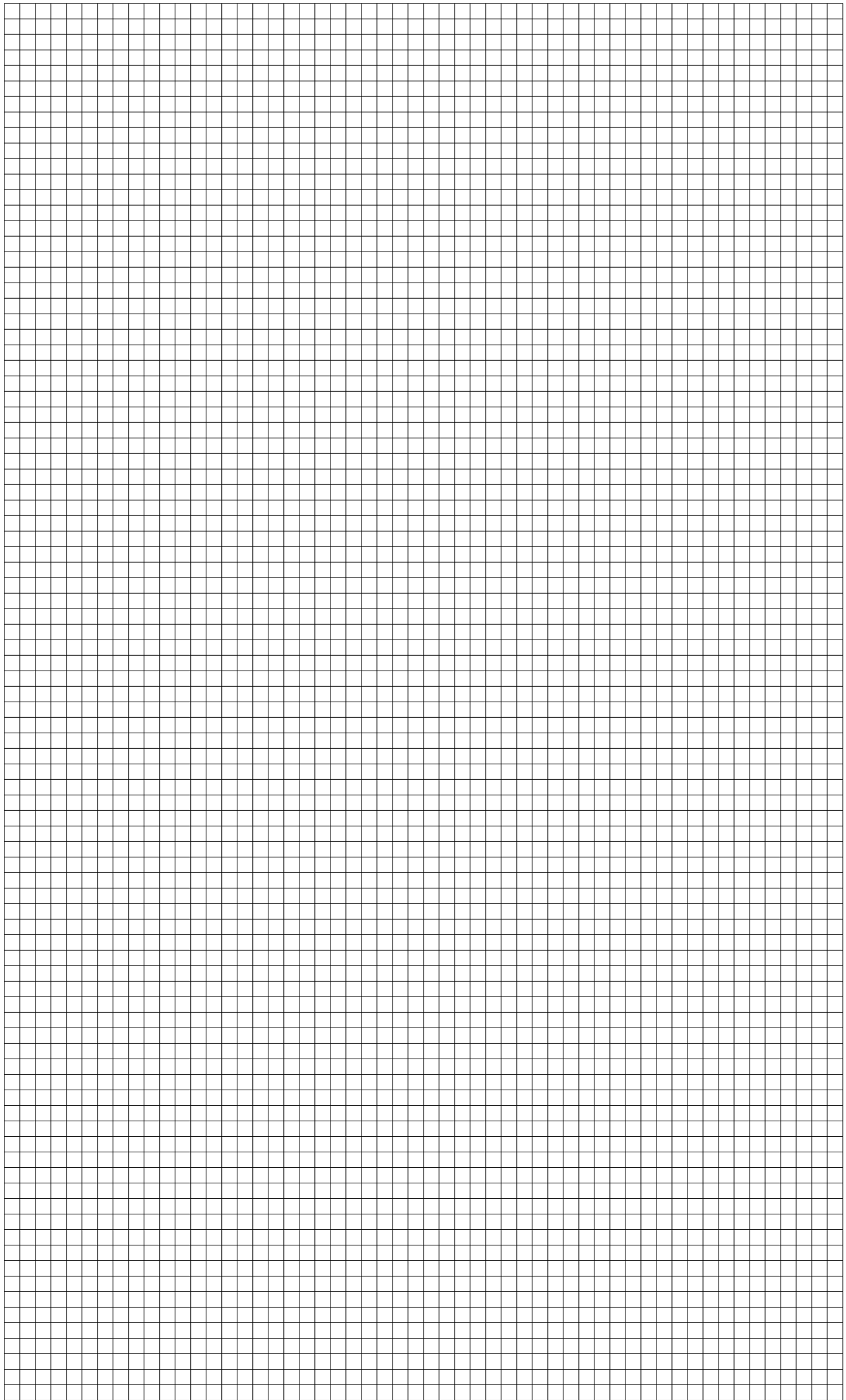


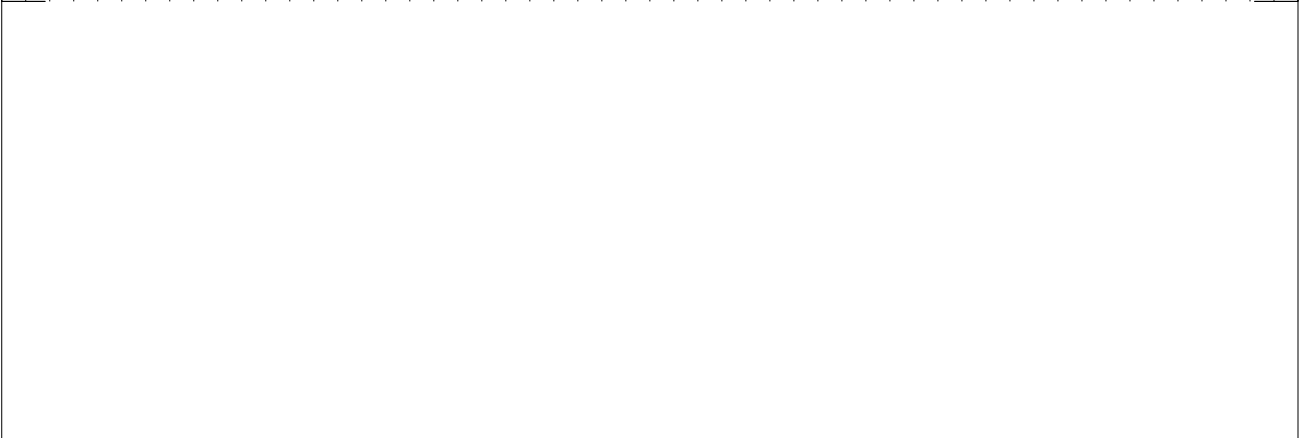
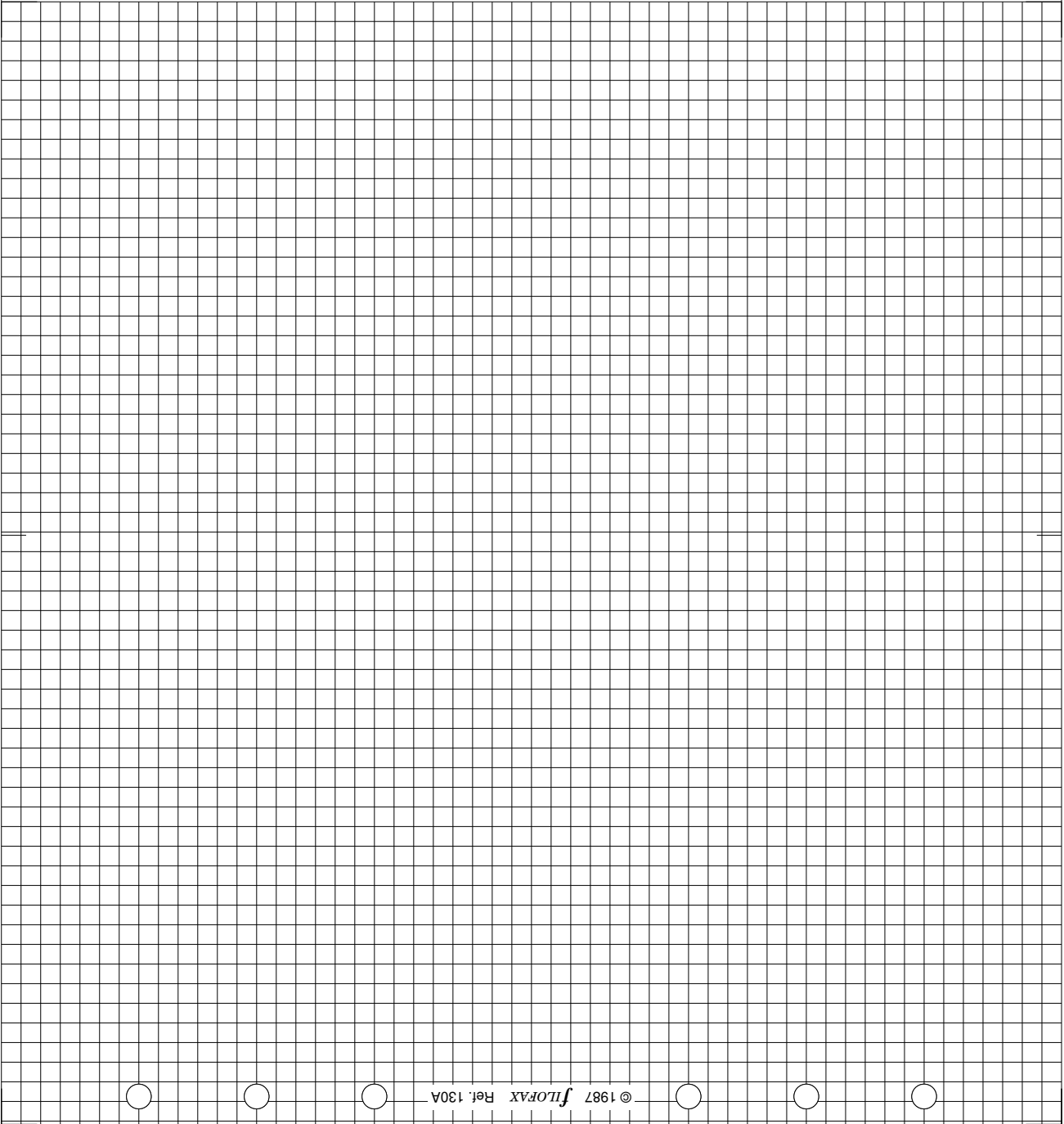


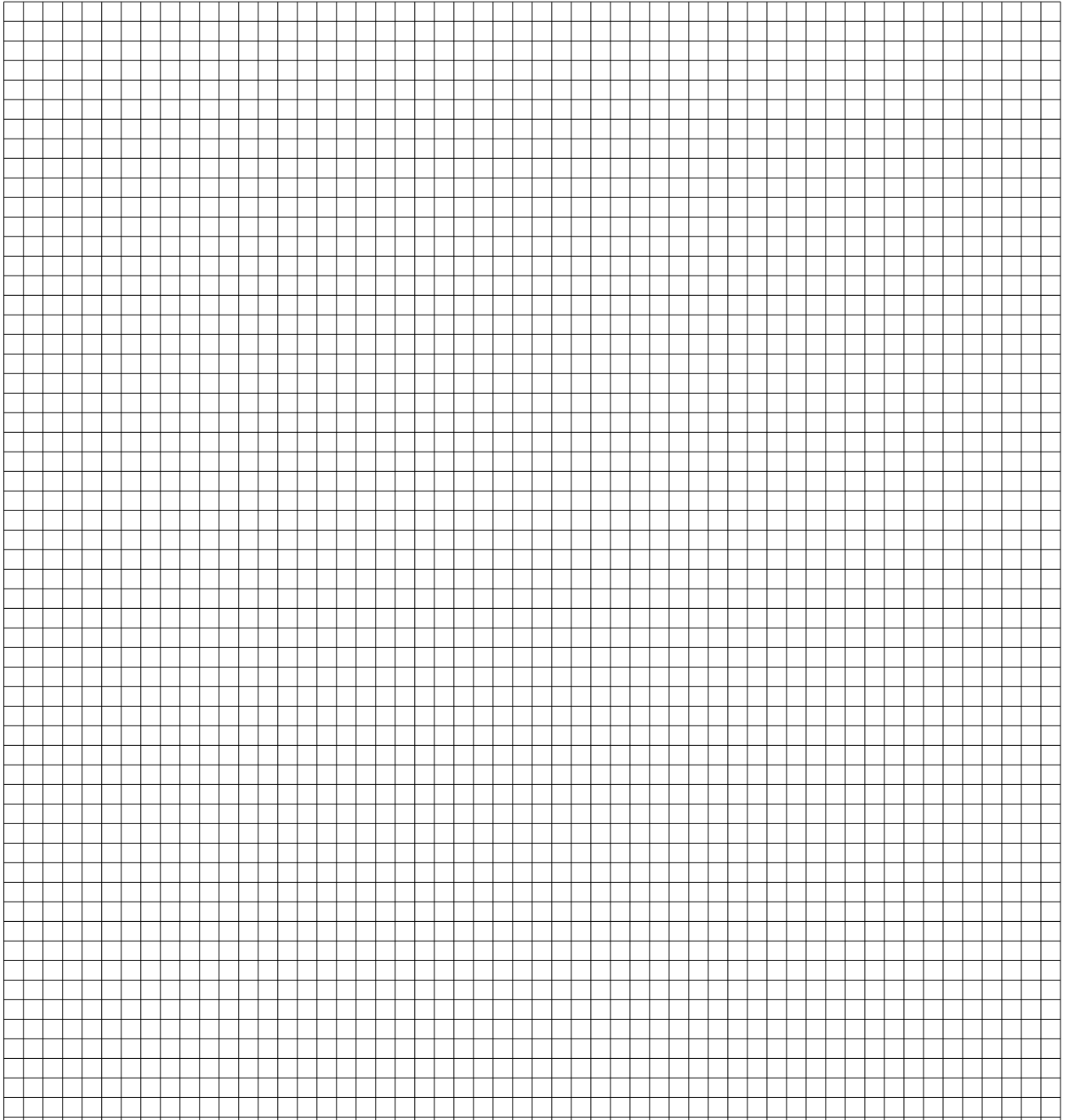


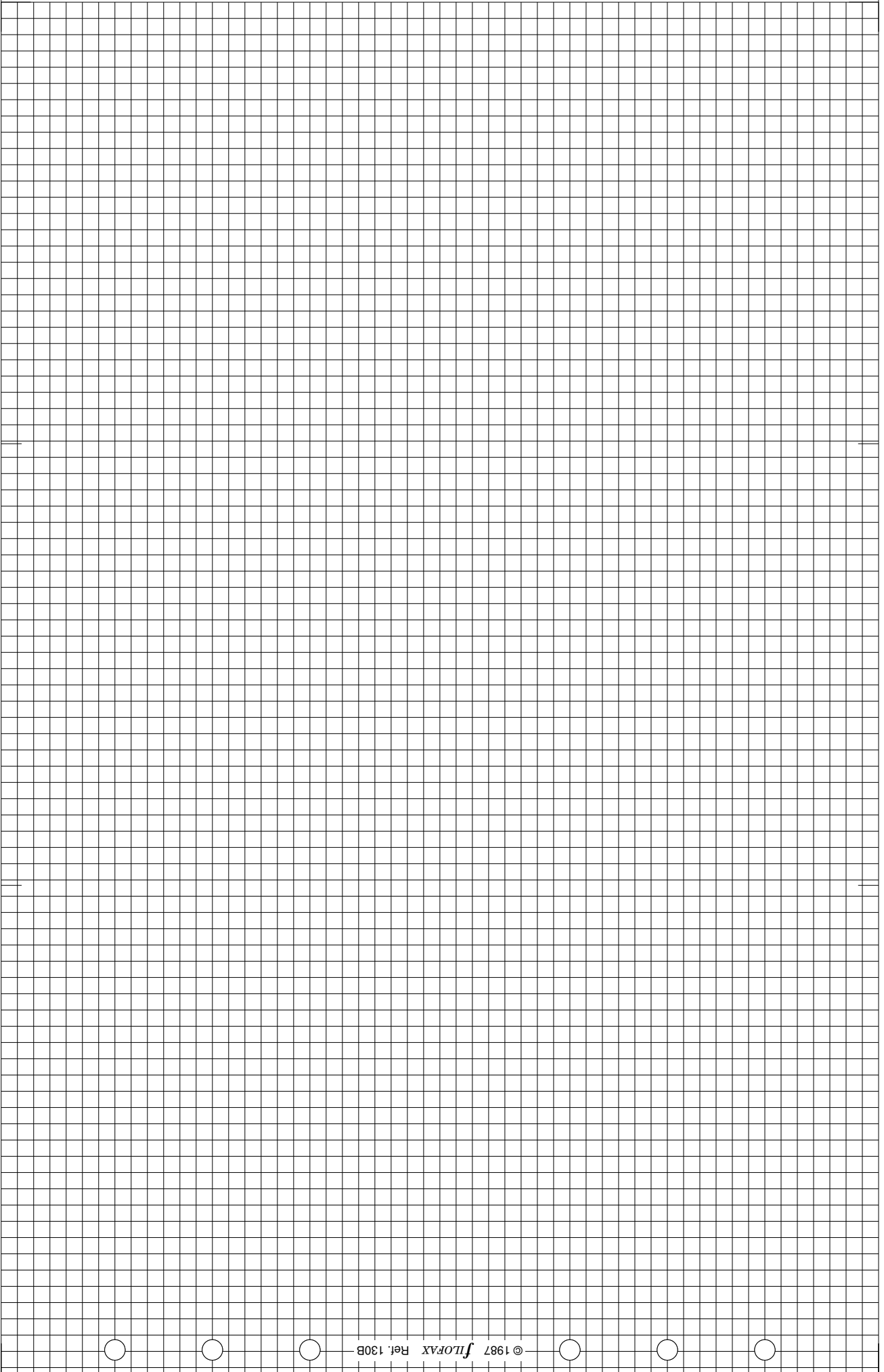


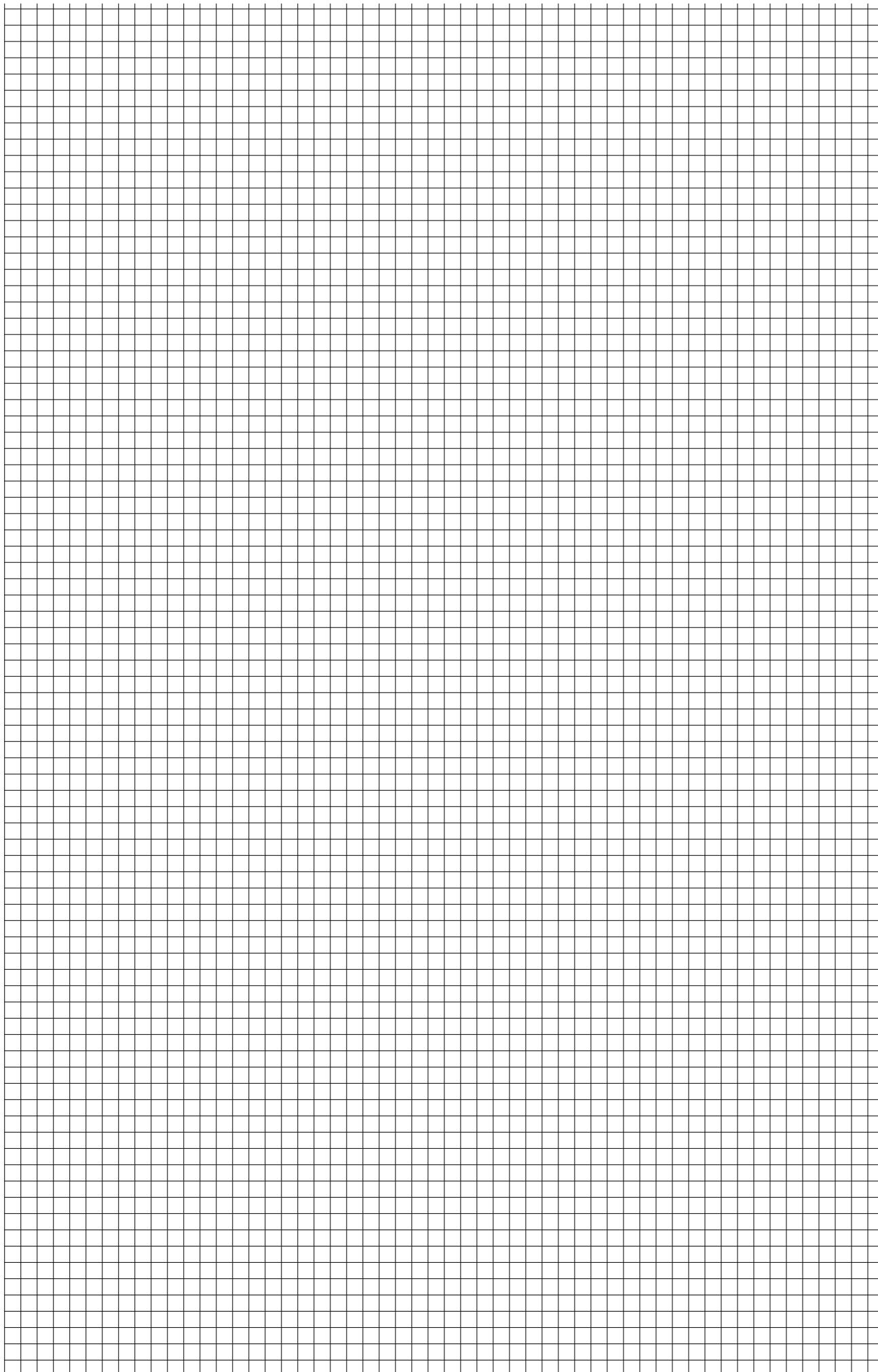


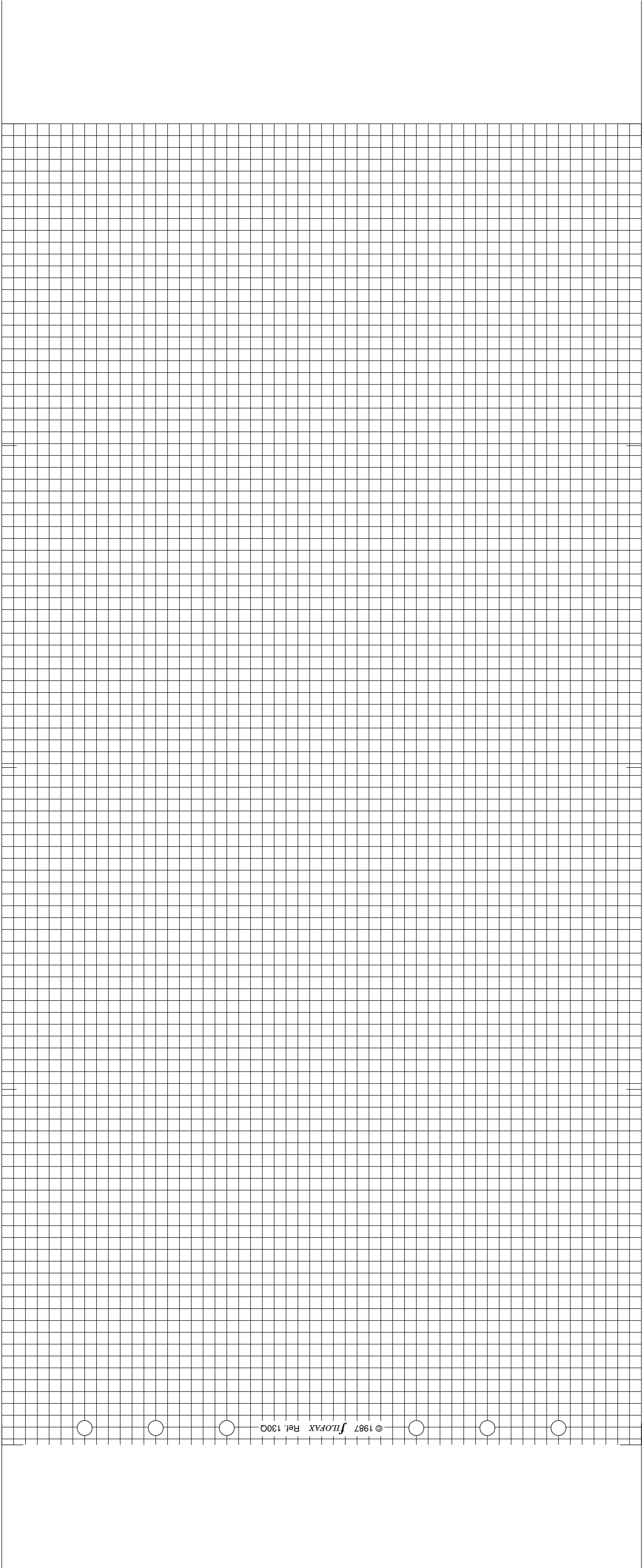


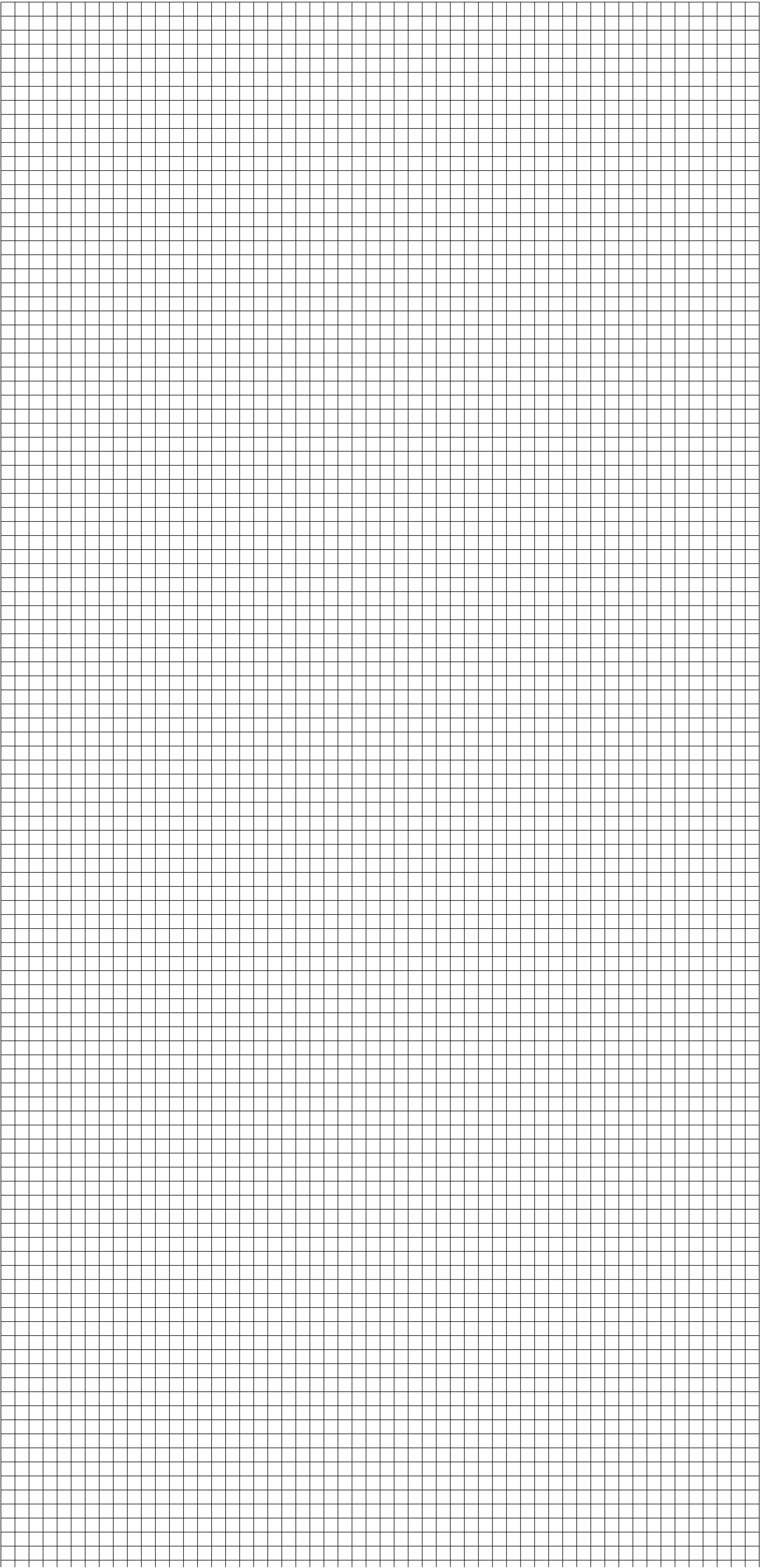


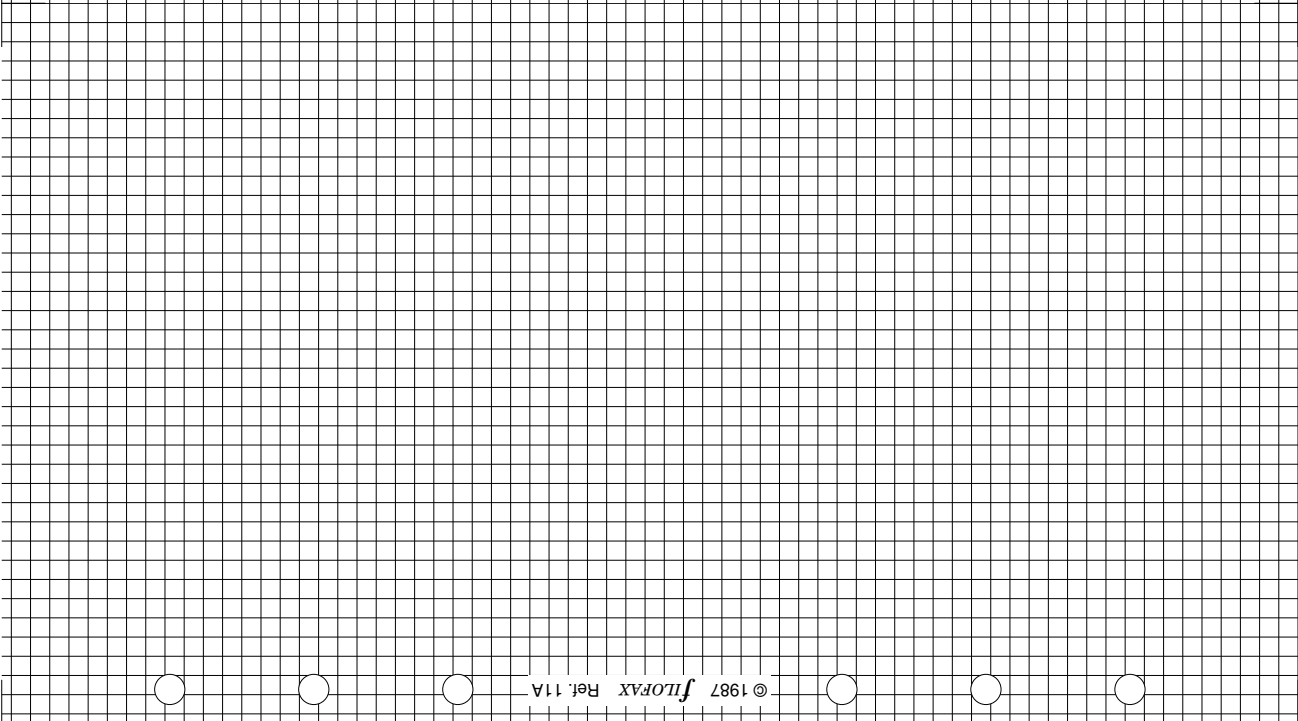
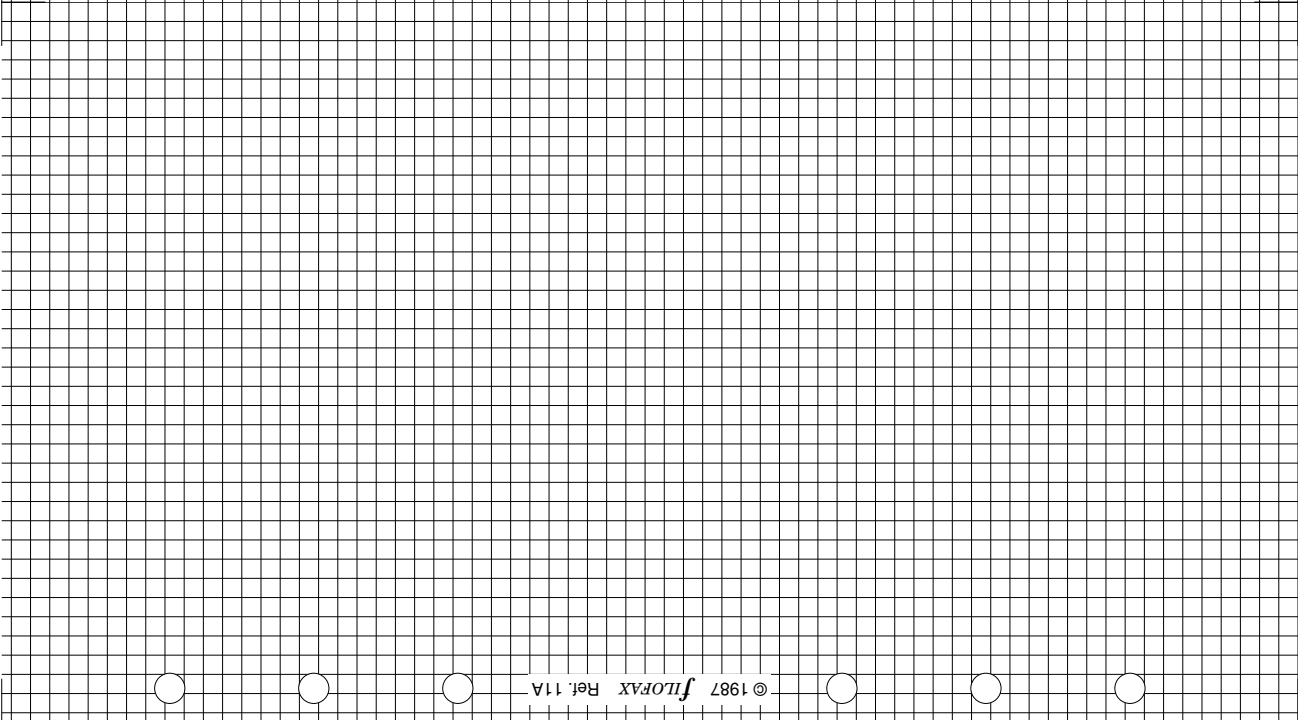
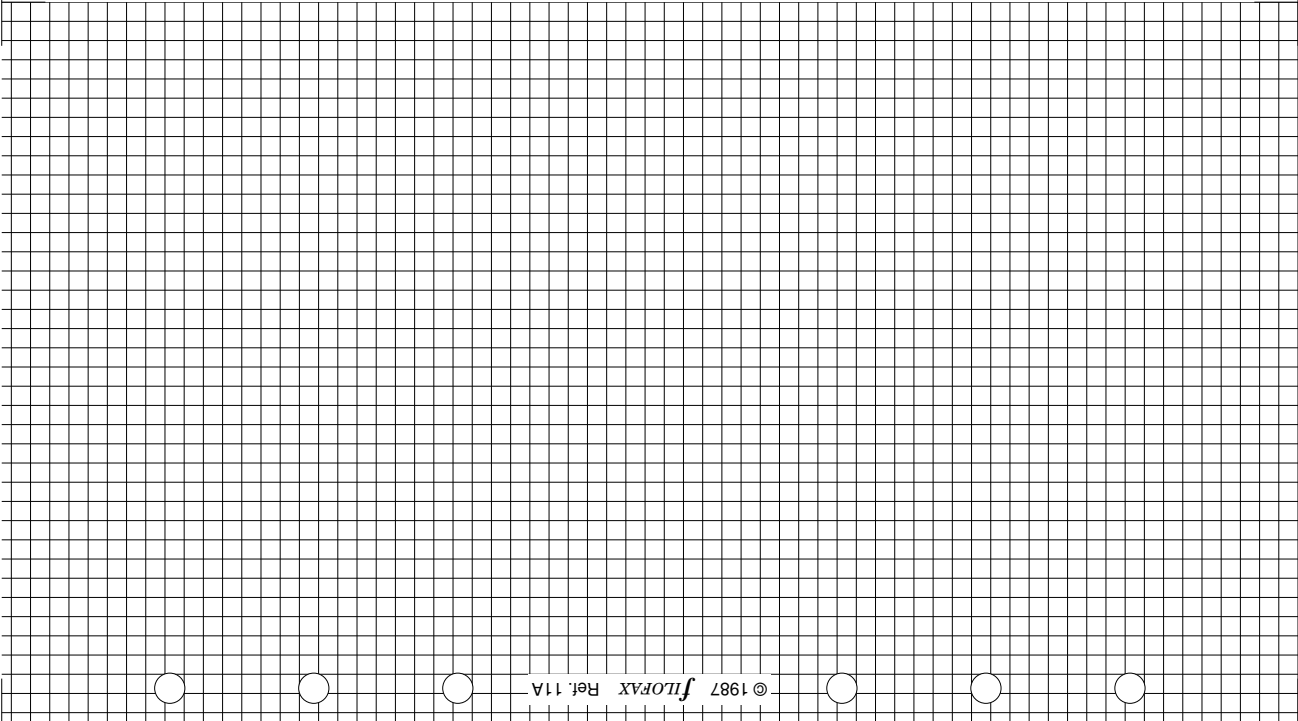


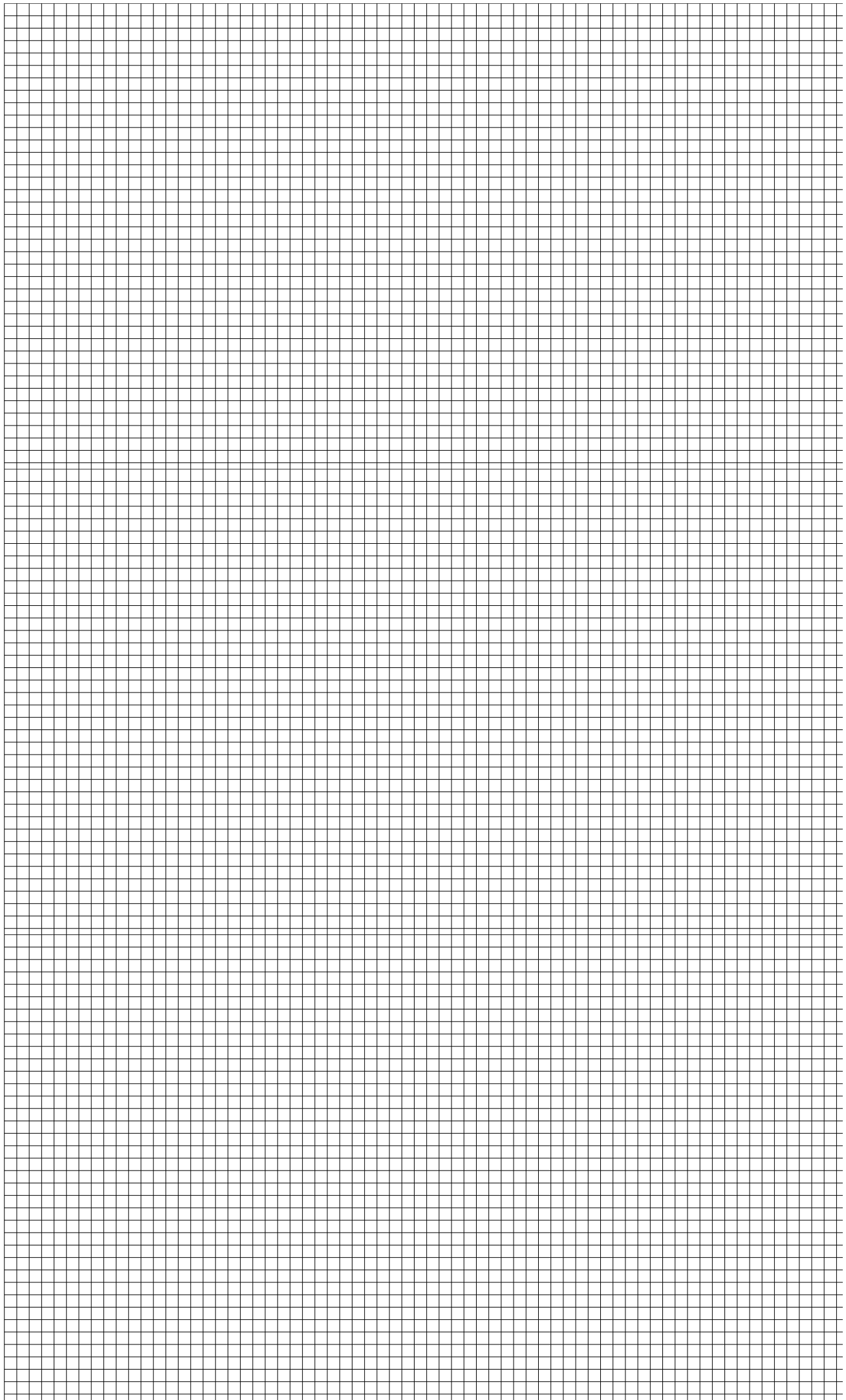


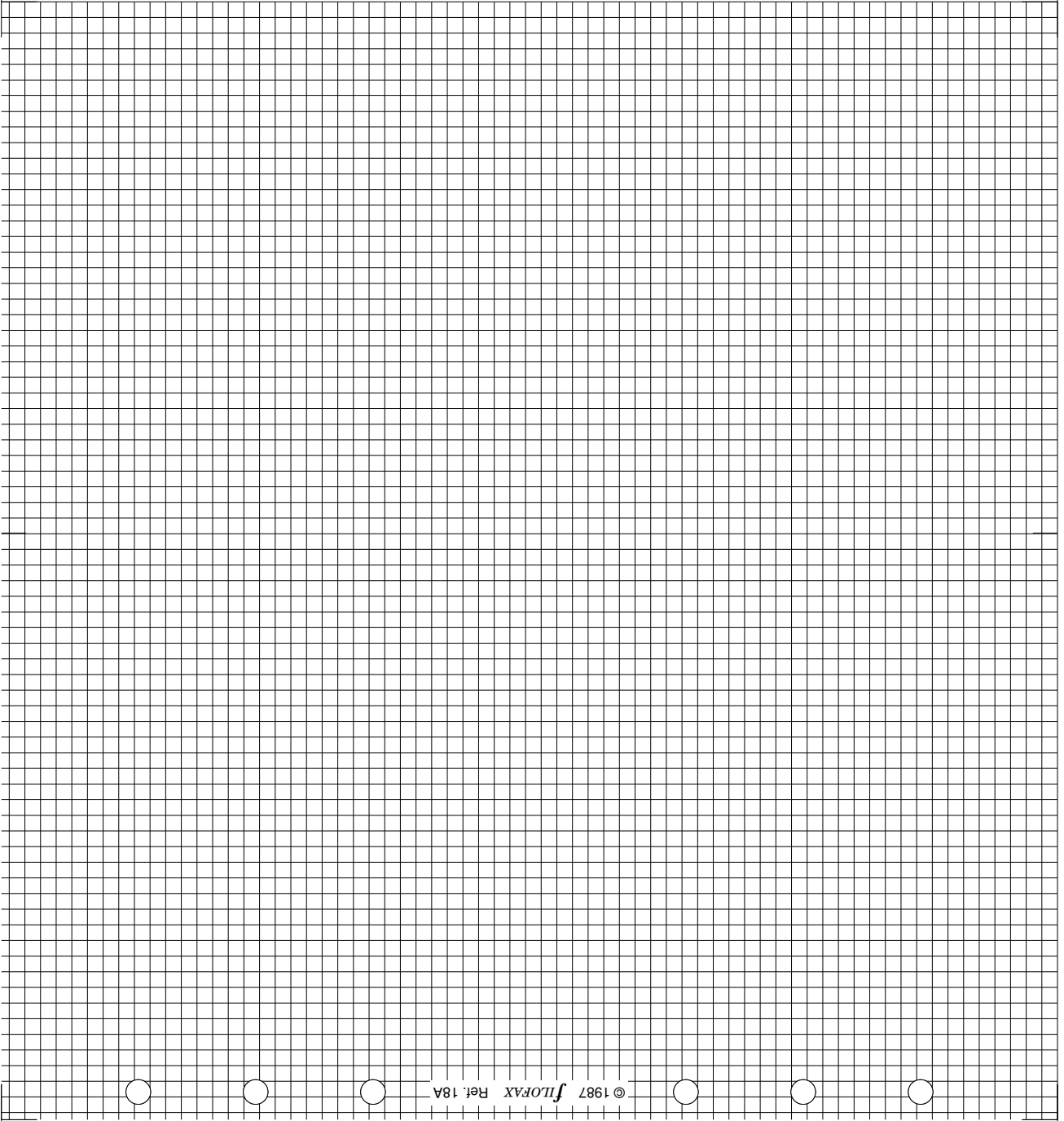




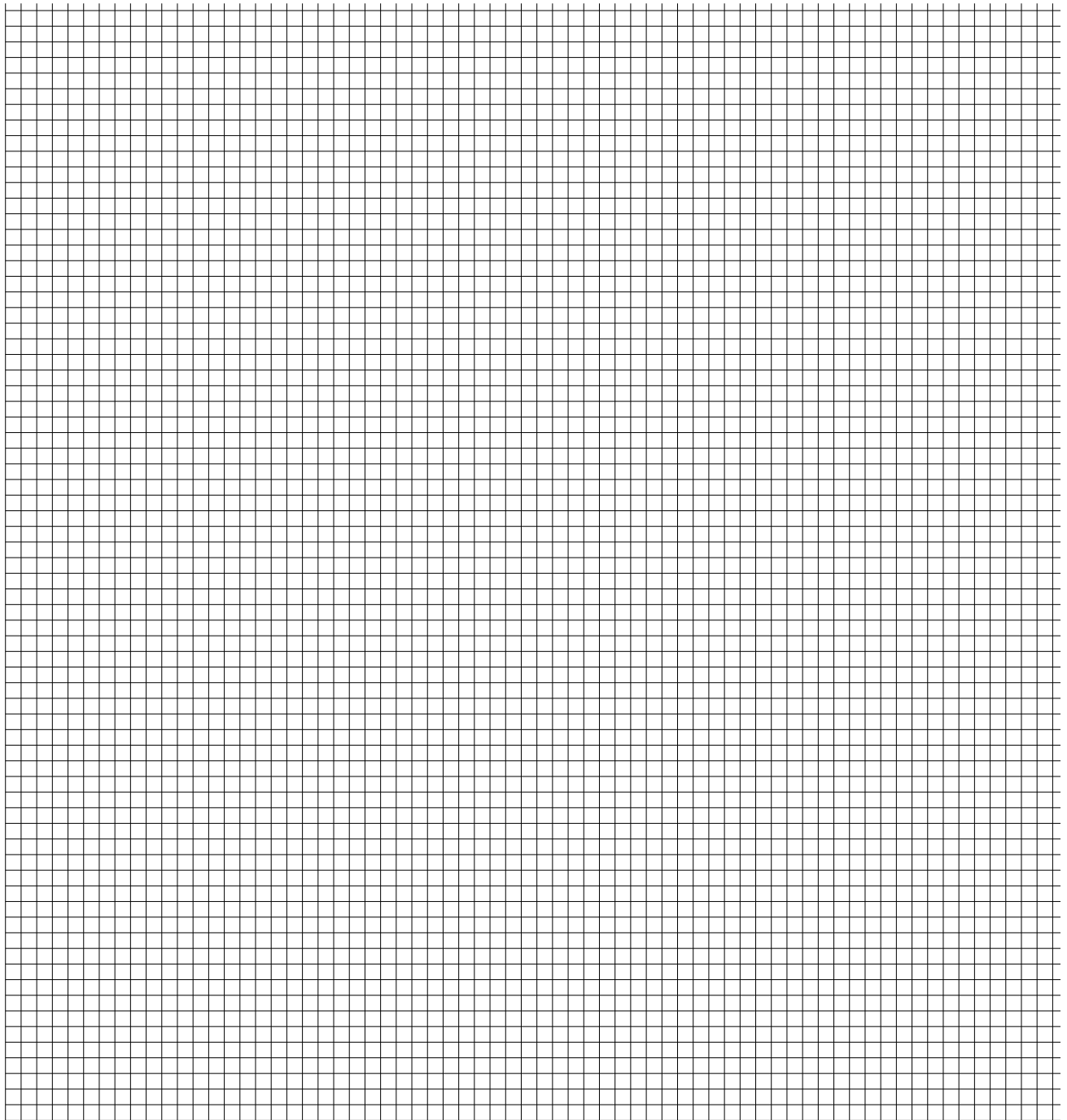




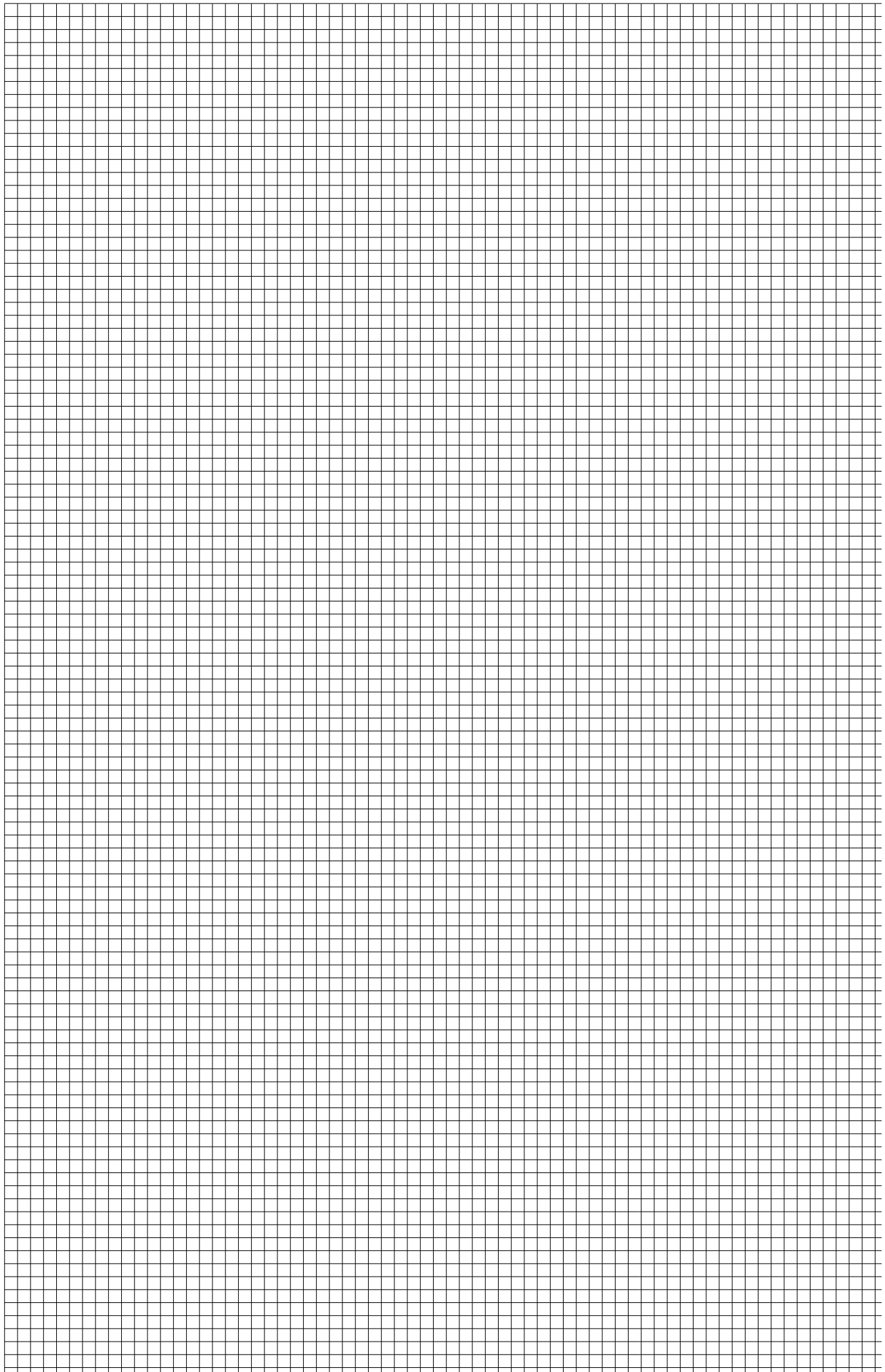




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Monthly Analysis

TOTALS					
DEC					
NOV					
OCT					
SEPT					
AUG					
JULY					
JUNE					
MAY					
APRIL					
MAR					
FEB					
JAN					

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Monthly Analysis

TOTALS					
DEC					
NOV					
OCT					
SEPT					
AUG					
JULY					
JUNE					
MAY					
APRIL					
MAR					
FEB					
JAN					

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Monthly Analysis

TOTALS					
DEC					
NOV					
OCT					
SEPT					
AUG					
JULY					
JUNE					
MAY					
APRIL					
MAR					
FEB					
JAN					

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Monthly Analysis

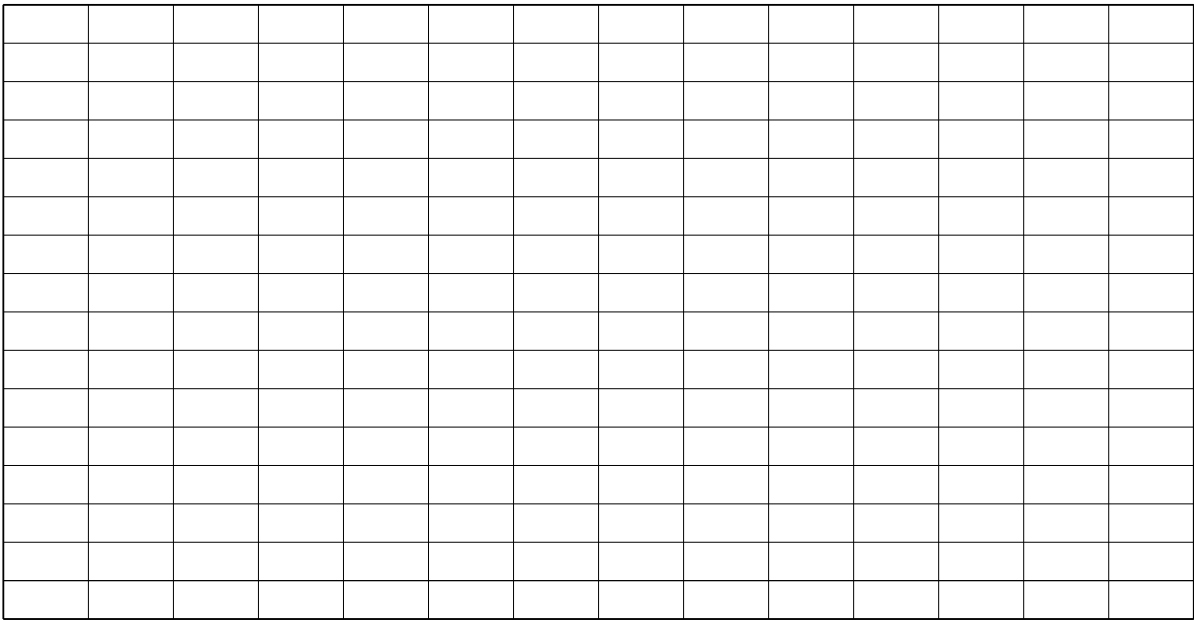
TOTALS					
DEC					
NOV					
OCT					
SEPT					
AUG					
JULY					
JUNE					
MAY					
APRIL					
MAR					
FEB					
JAN					

Monthly Analysis

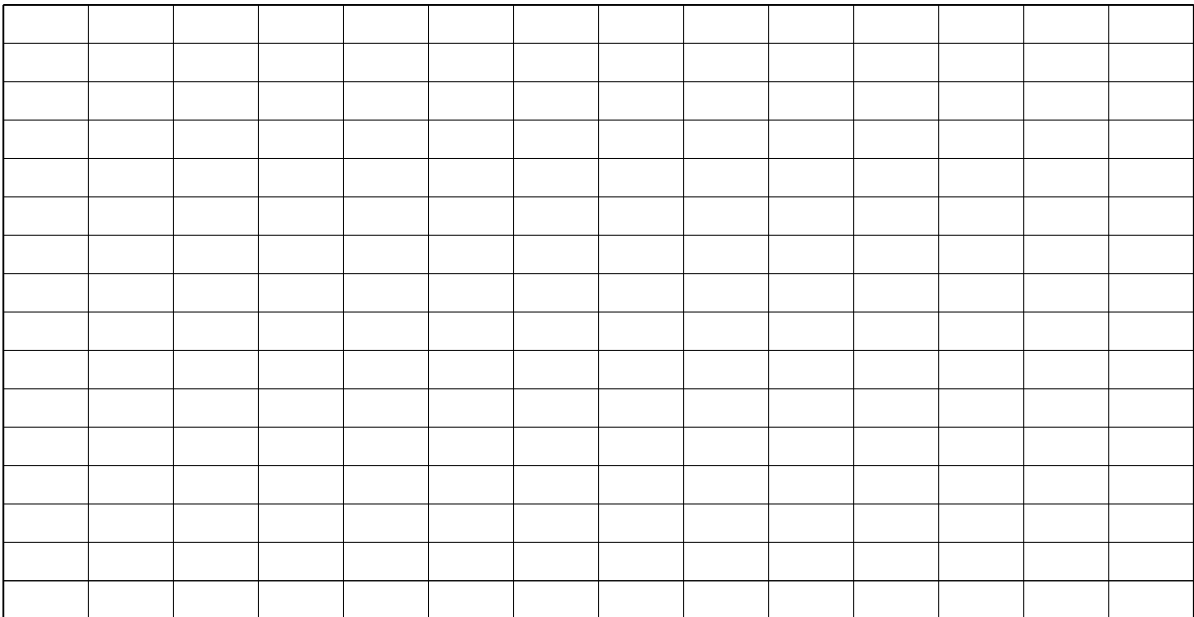
TOTALS					
DEC					
NOV					
OCT					
SEPT					
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JULY					
JUNE					
MAY					
APRIL					
MAR					
FEB					
JAN					

Monthly Analysis

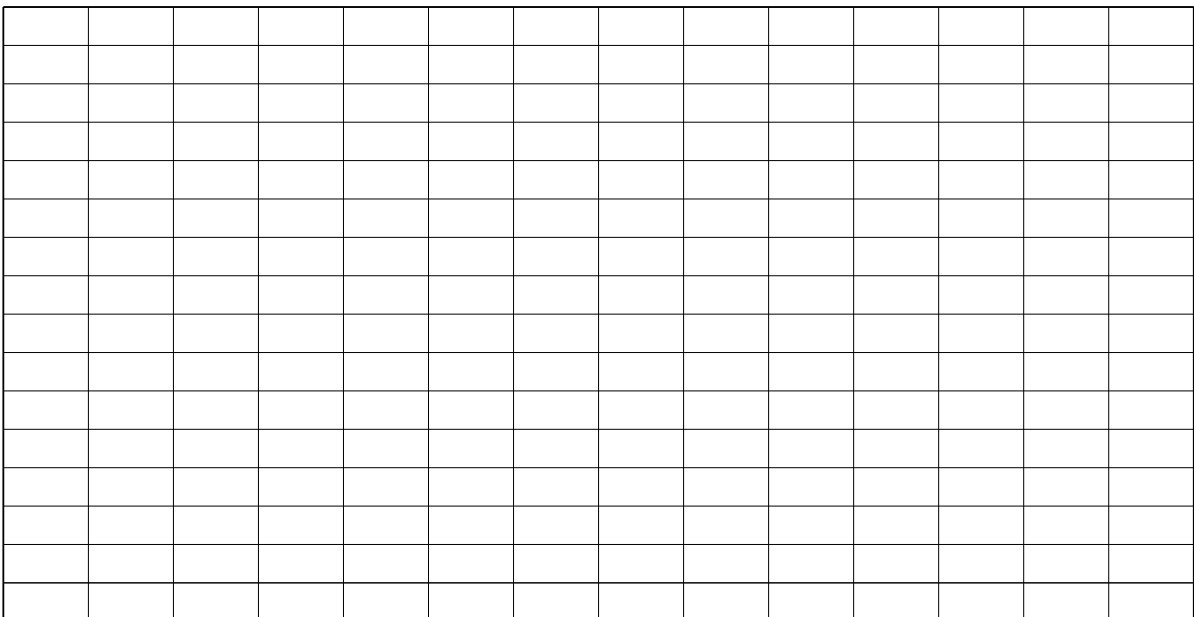
TOTALS					
DEC					
NOV					
OCT					
SEPT					
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JULY					
JUNE					
MAY					
APRIL					
MAR					
FEB					
JAN					



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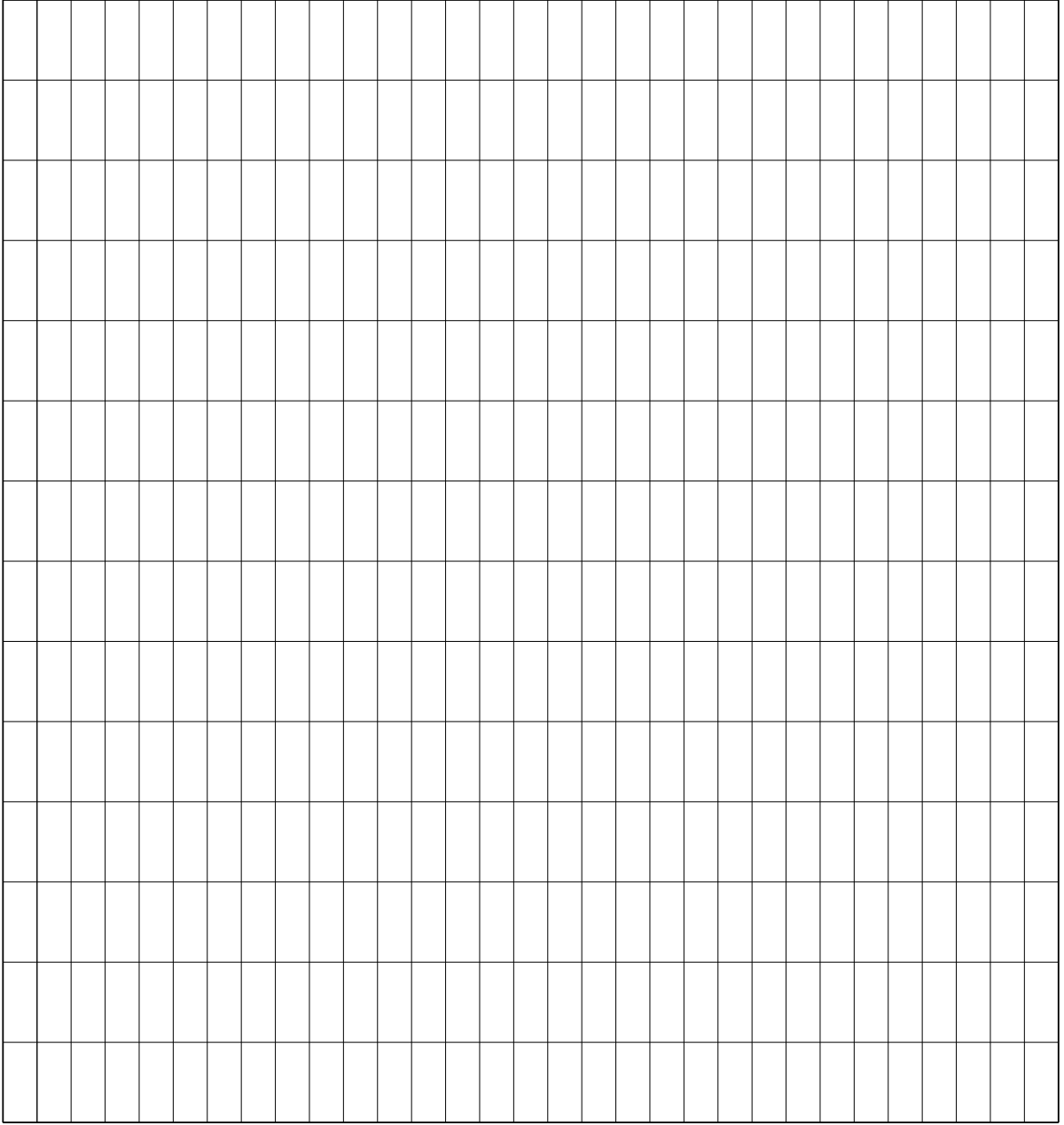


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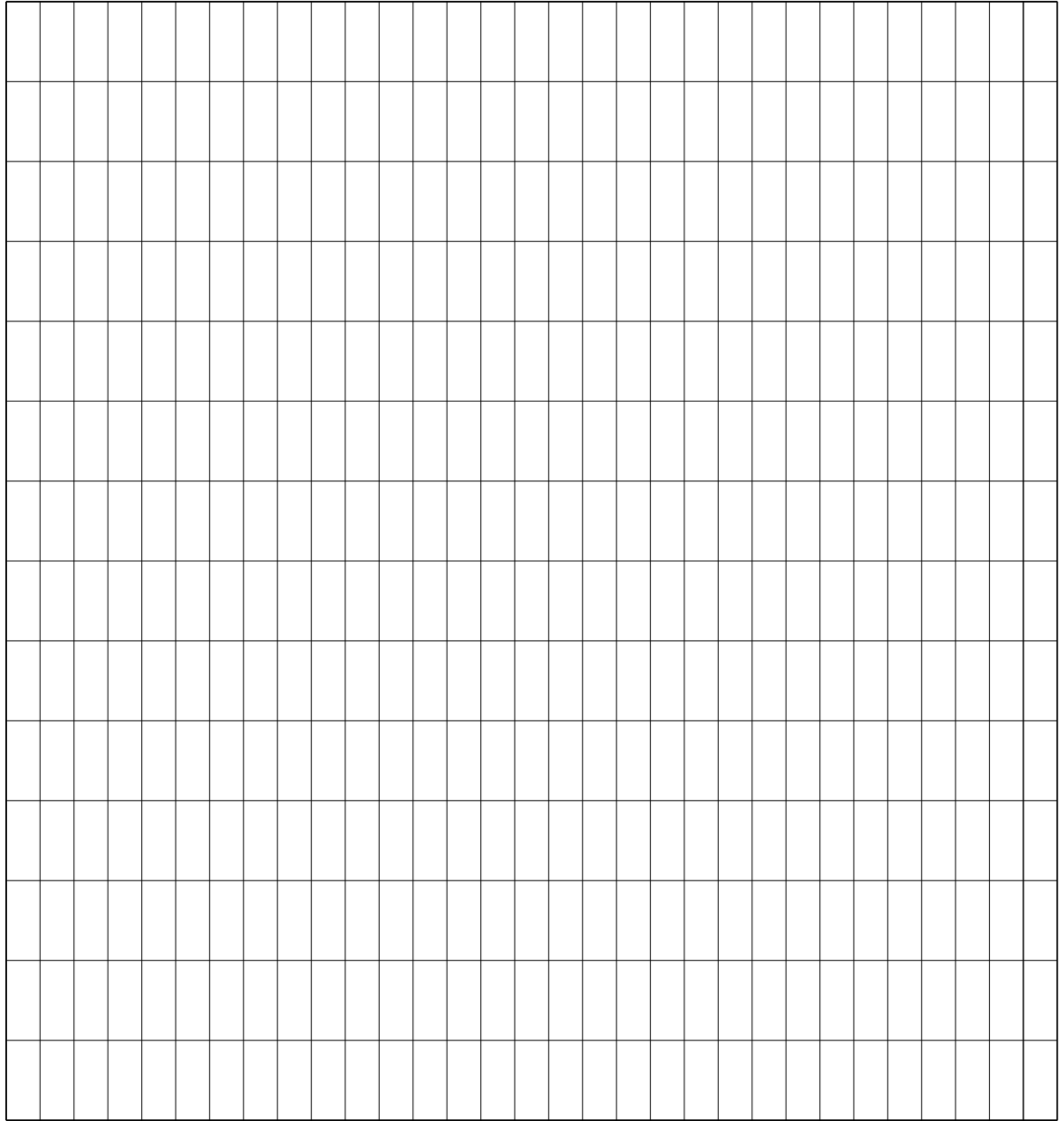
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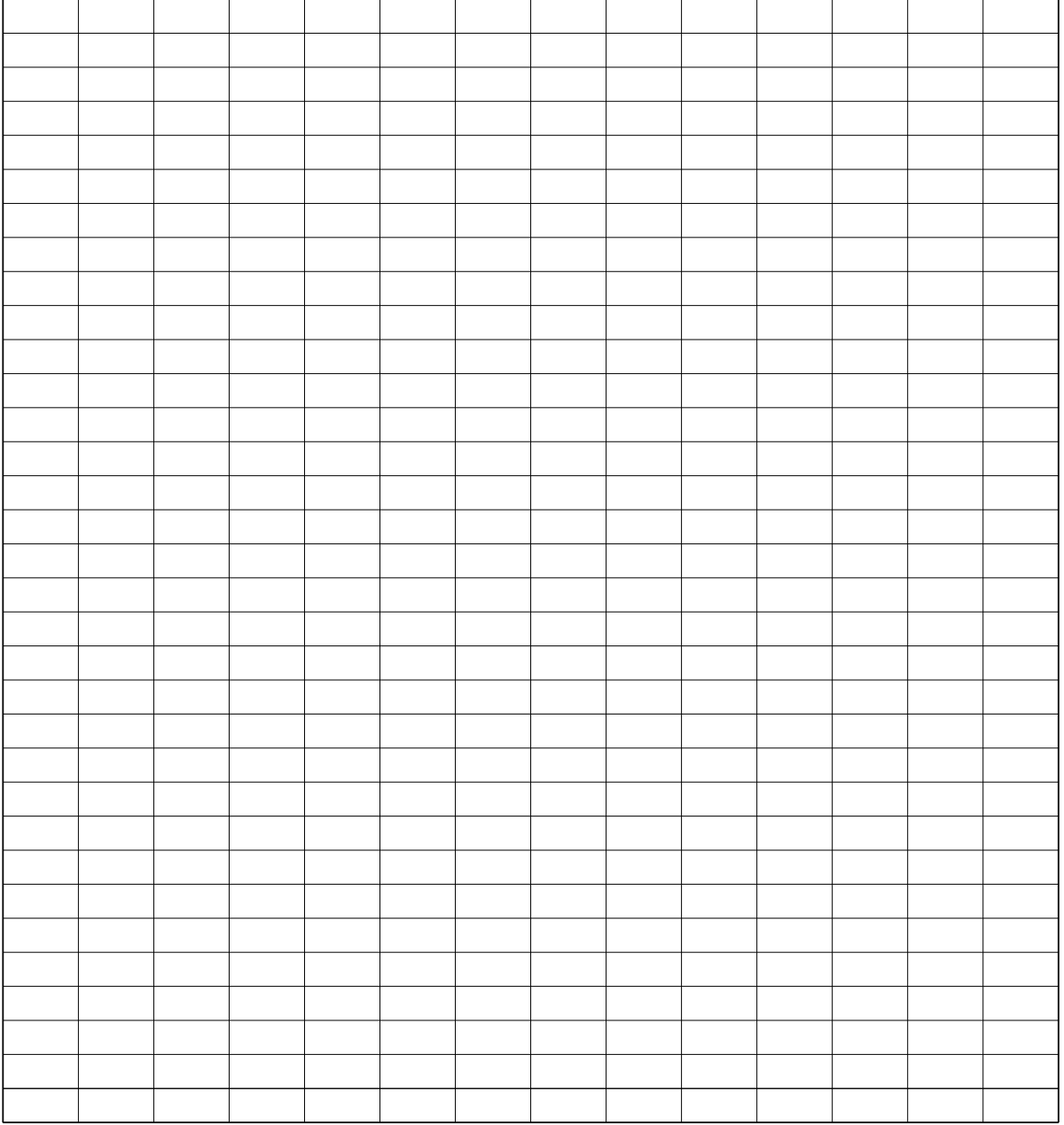




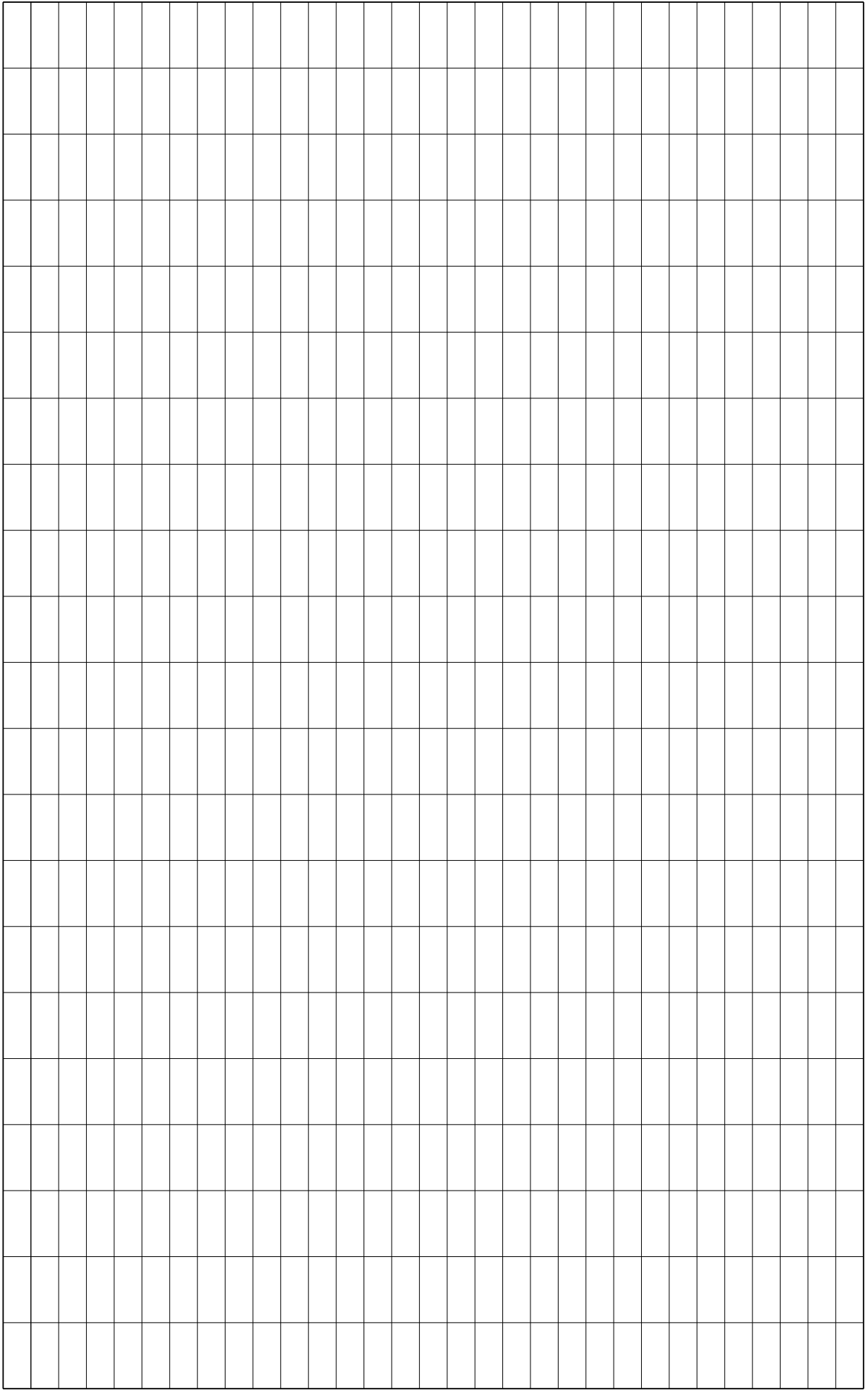
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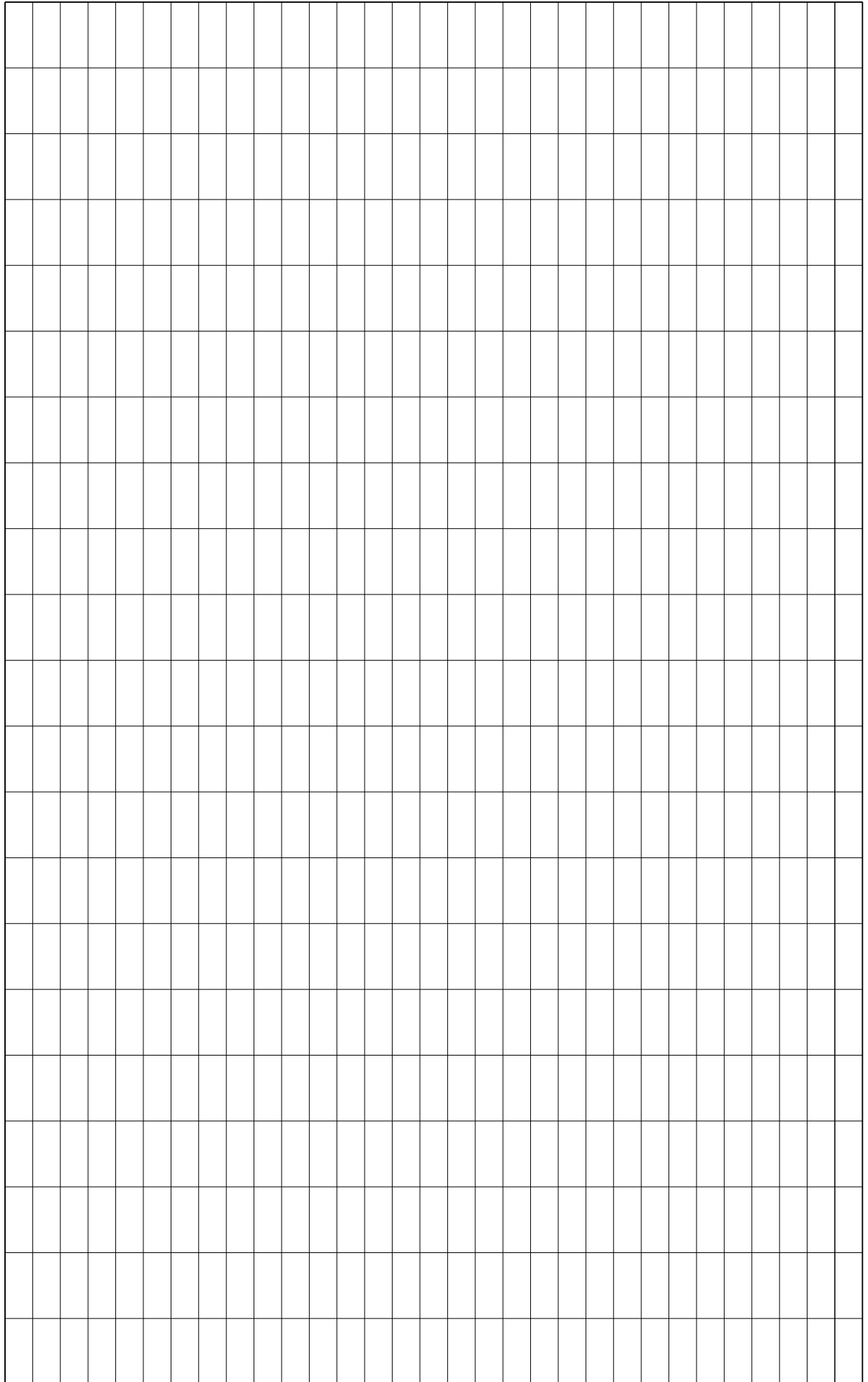


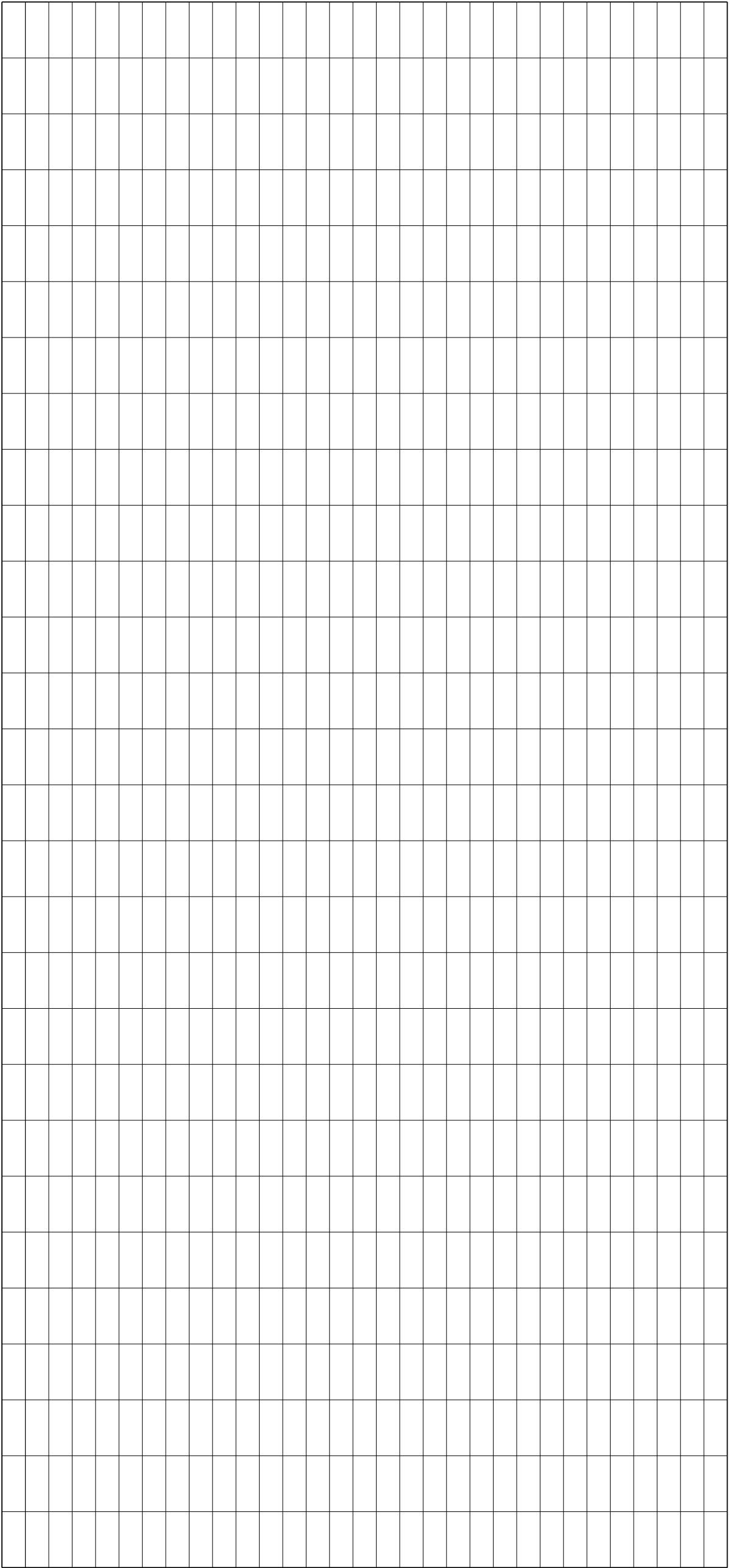




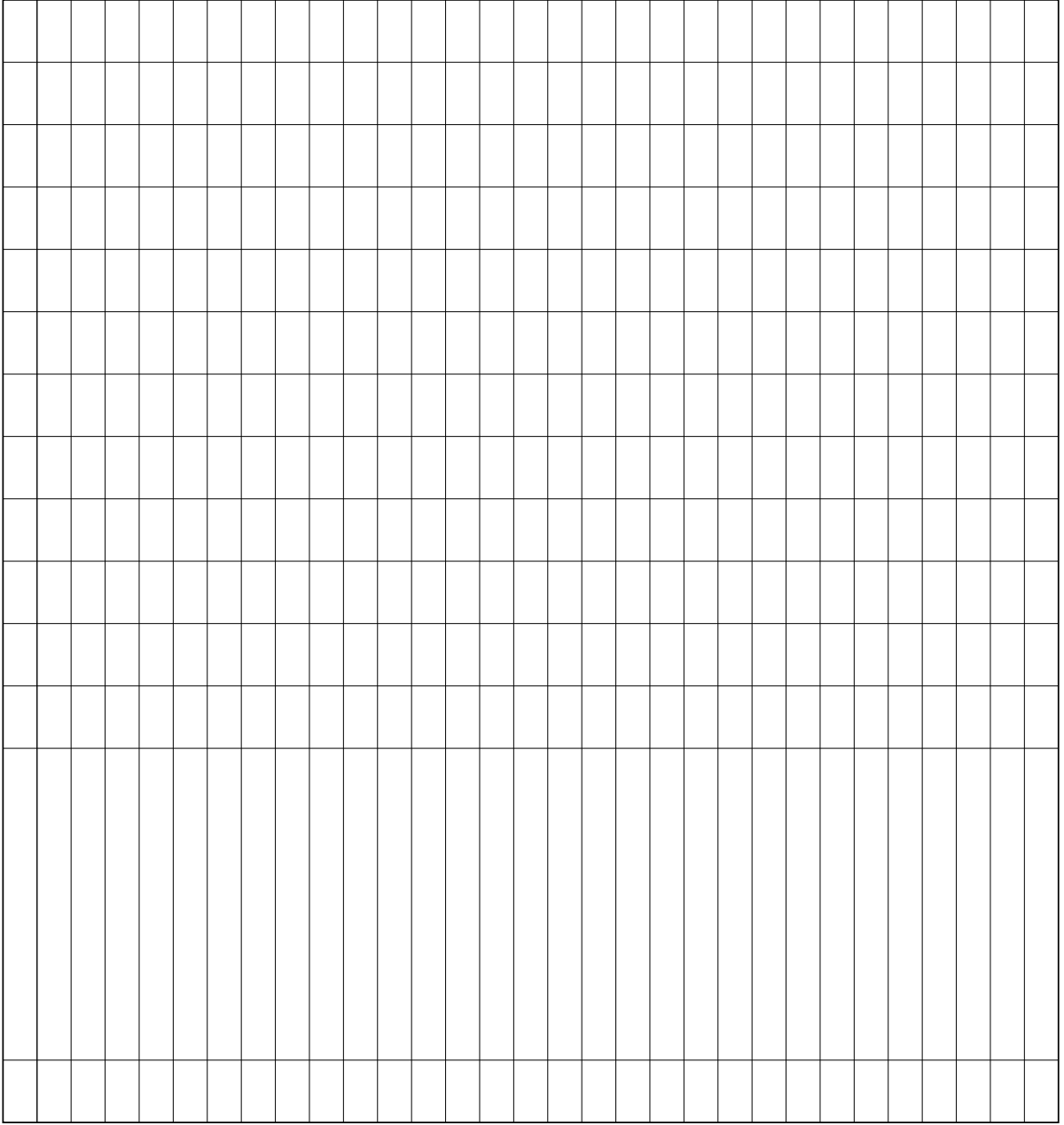
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Six Month Analysis

	January	February	March	April	May	June
1						
2						
3						
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8						
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30						
31						
T						

Six Month Analysis

	January	February	March	April	May	June
1						
2						
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9						
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12						
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19						
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24						
25						
26						
27						
28						
29						
30						
31						
T						

Six Month Analysis

	January	February	March	April	May	June
1						
2						
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27						
28						
29						
30						
31						
T						

Six Month Analysis

	July	August	September	October	November	December
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27						
28						
29						
30						
31						
T						

Six Month Analysis

	July	August	September	October	November	December
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25						
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27						
28						
29						
30						
31						
T						

Six Month Analysis

	July	August	September	October	November	December
1						
2						
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31						
T						

Seven by Seven Analysis

Single Cash Ledger

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Single Cash Ledger

[illegible]

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Single Cash Ledger

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Single Cash Ledger

Single Cash Ledger

Single Cash Ledger

Six Column Cash Analysis

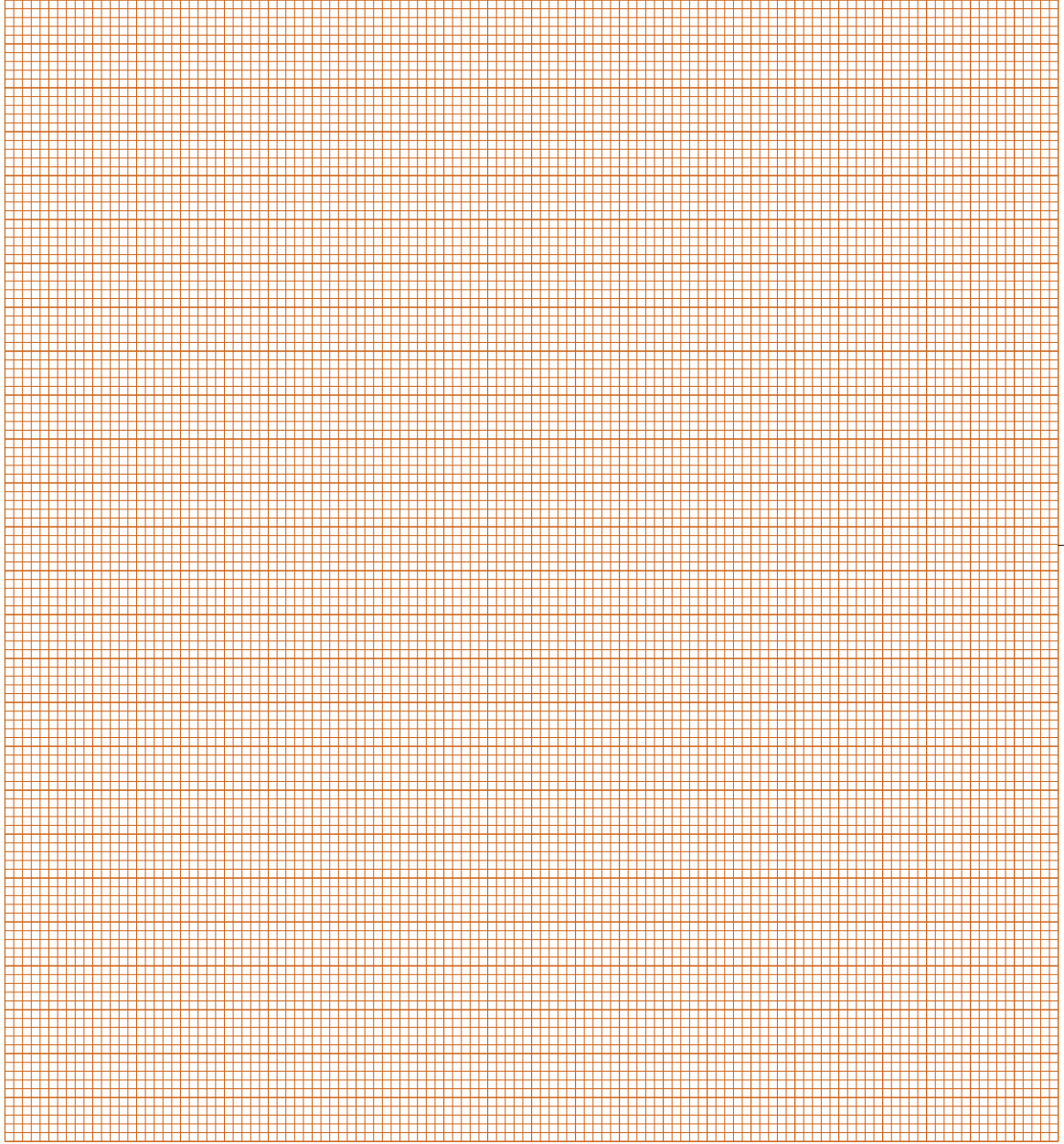
Twelve Column Cash Analysis

Treble Cash Ledger

Petty Cash Ledger

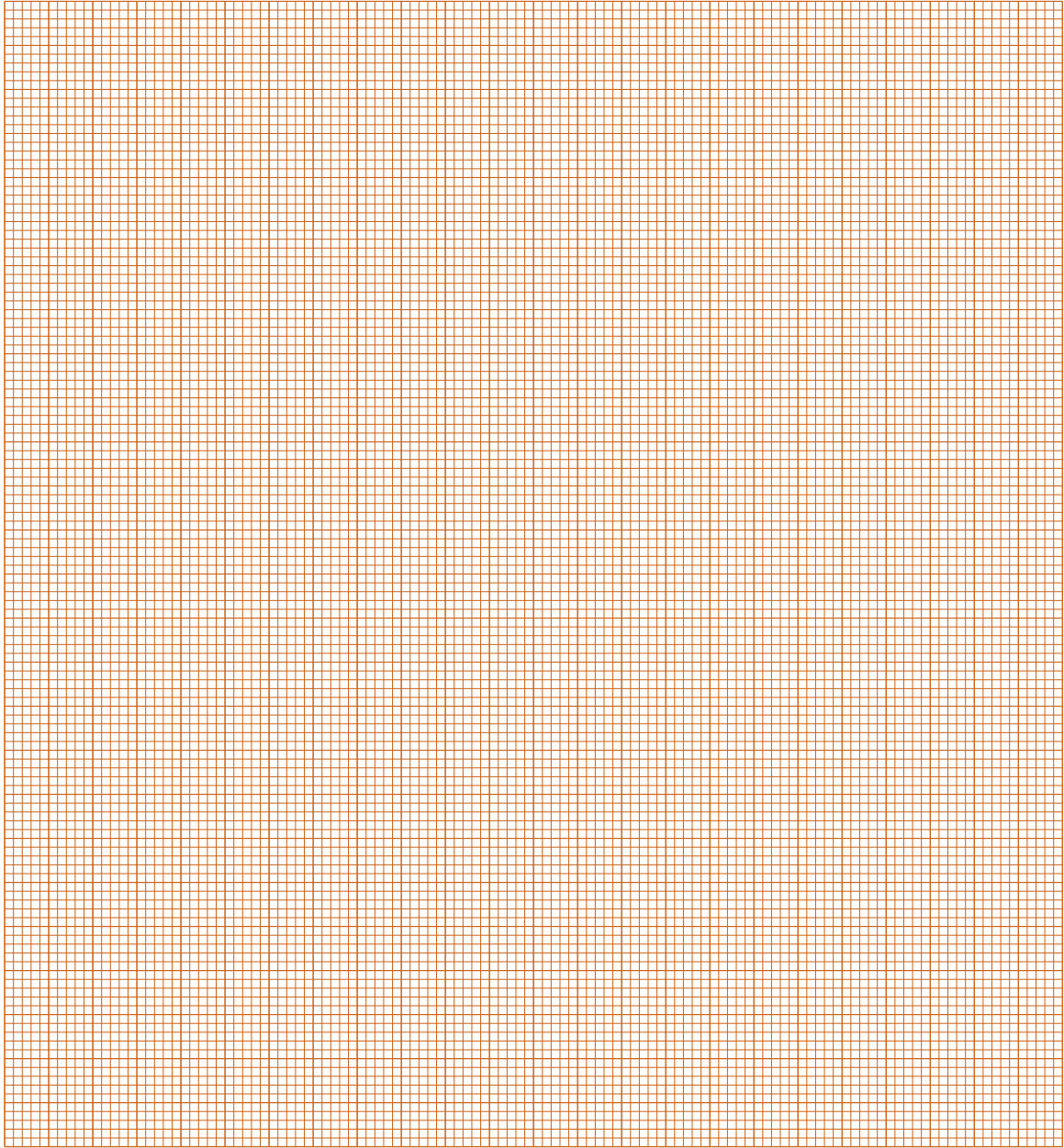
Period from.....to.....

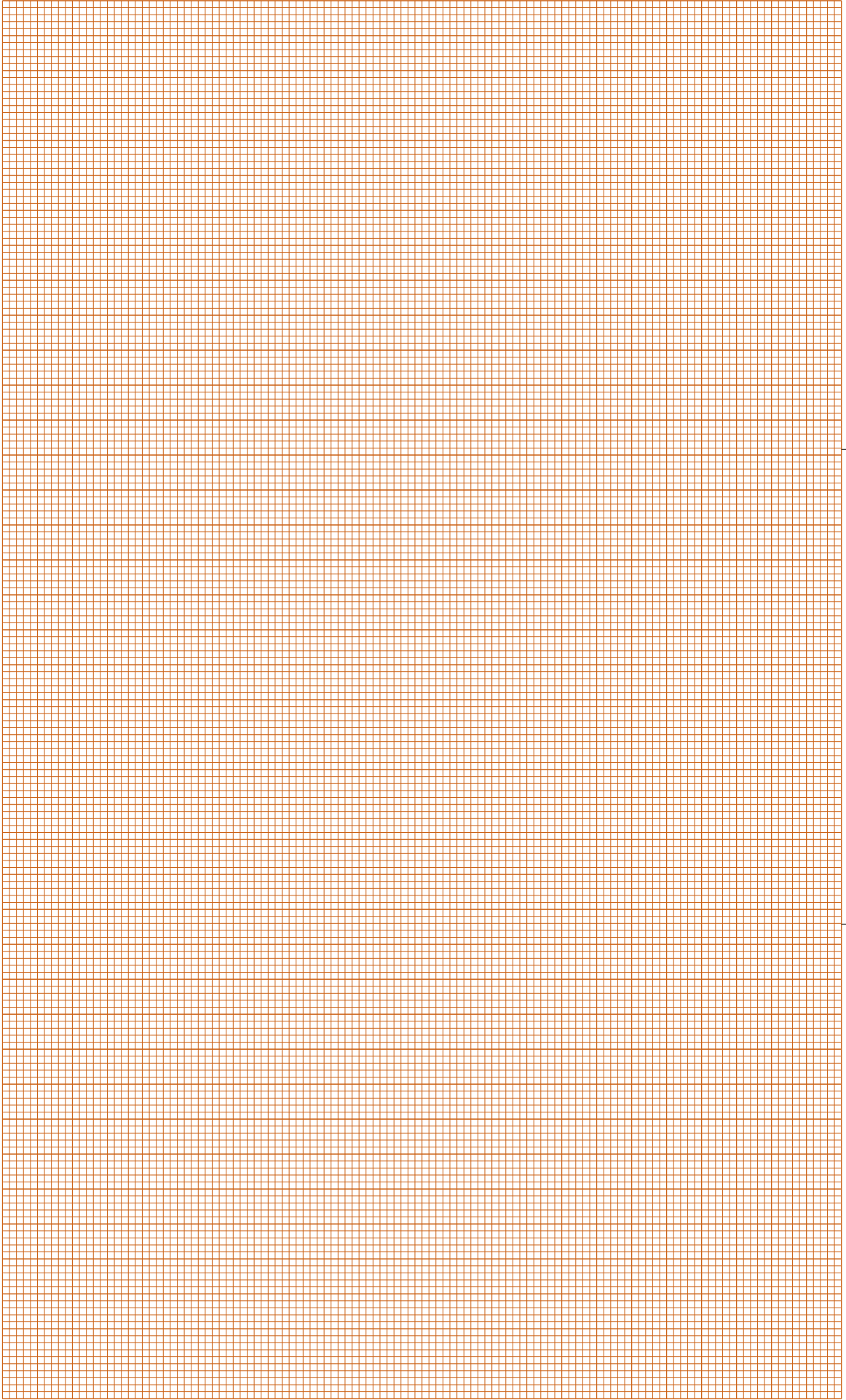
✓ Receipt enclosed

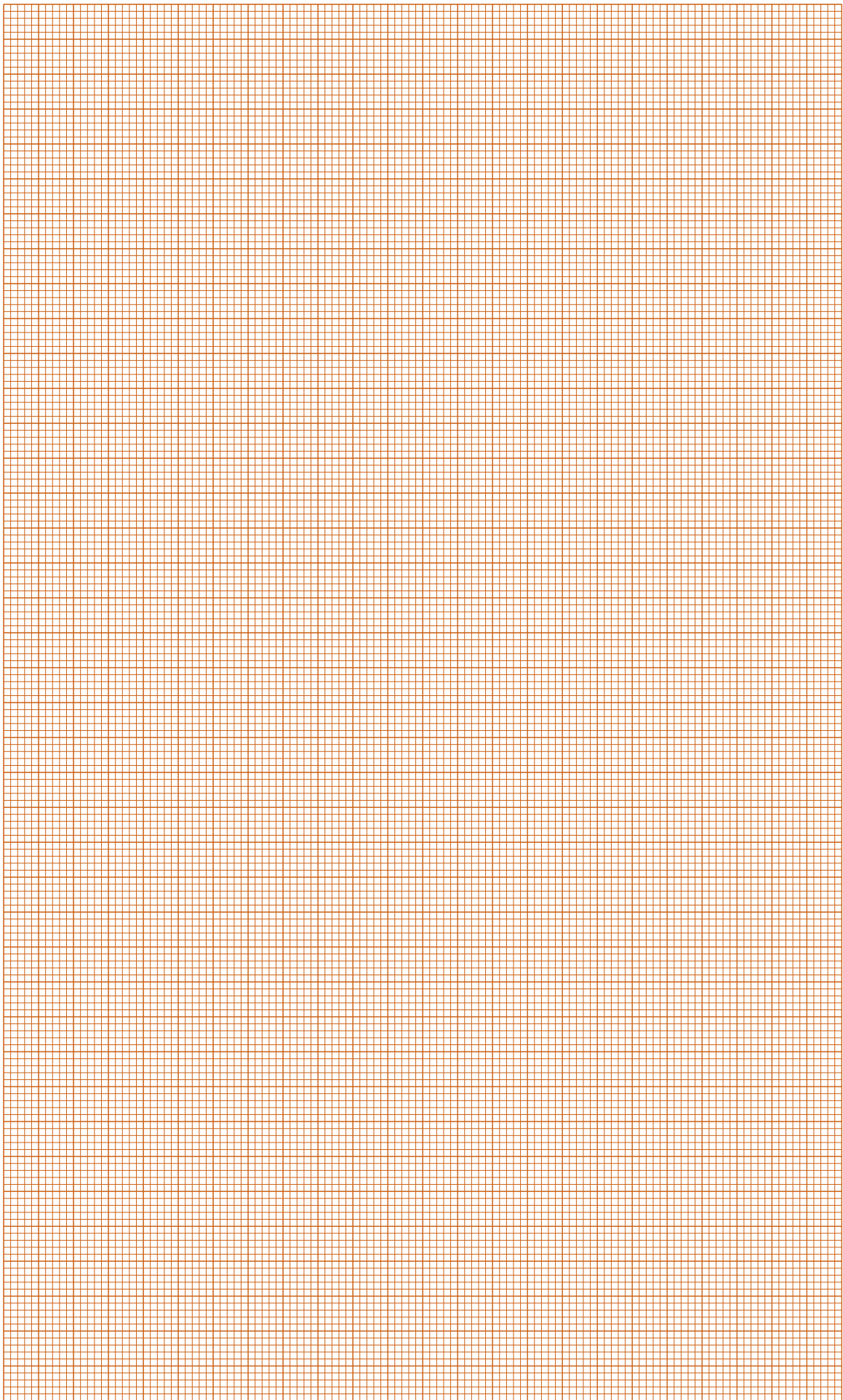


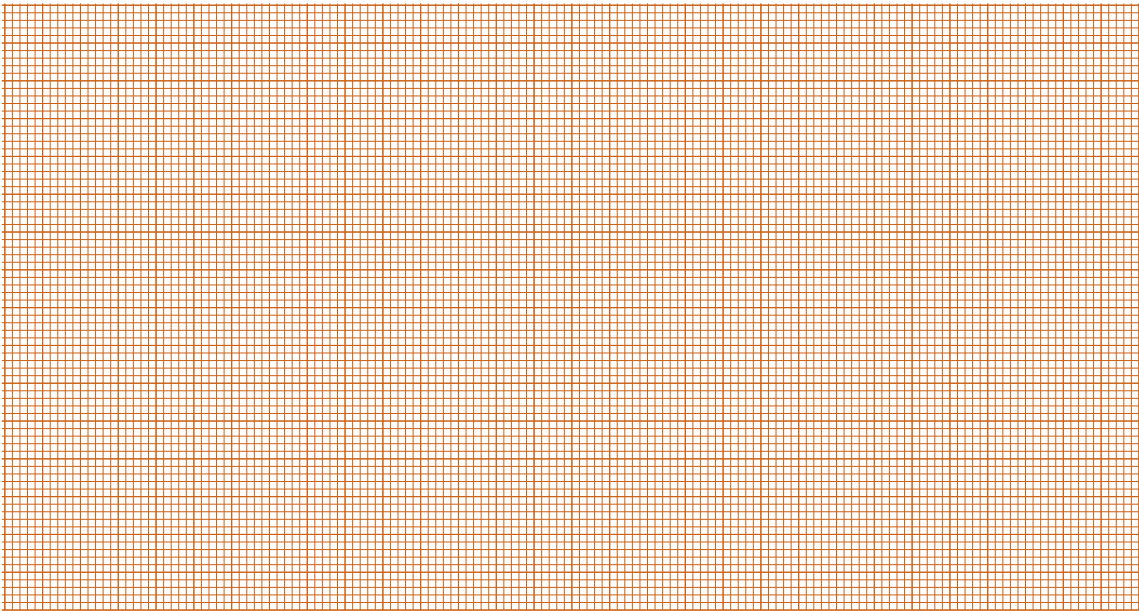
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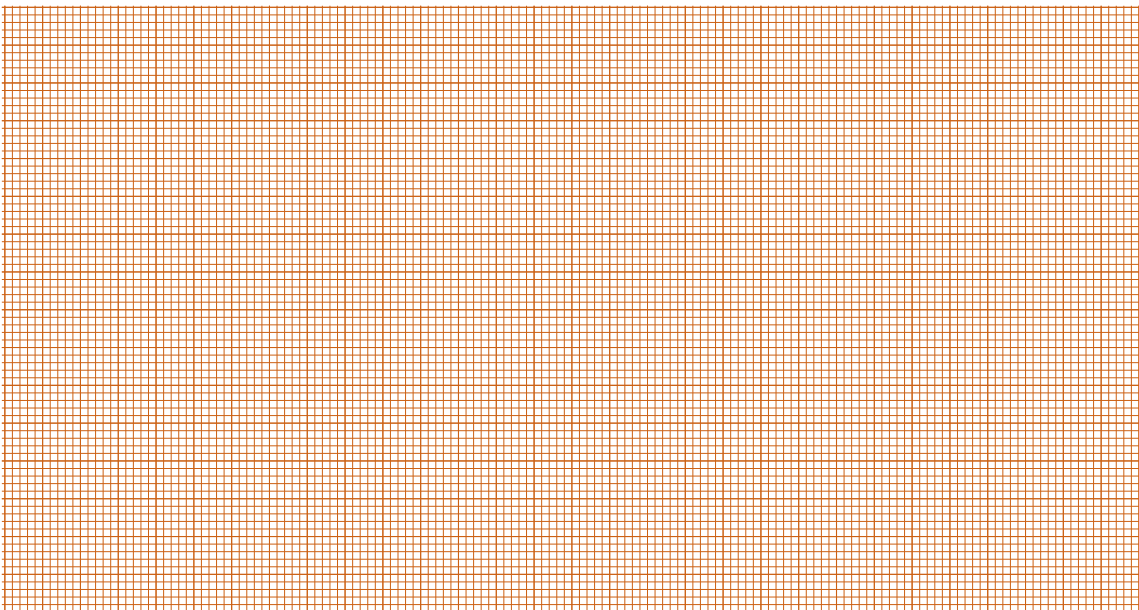




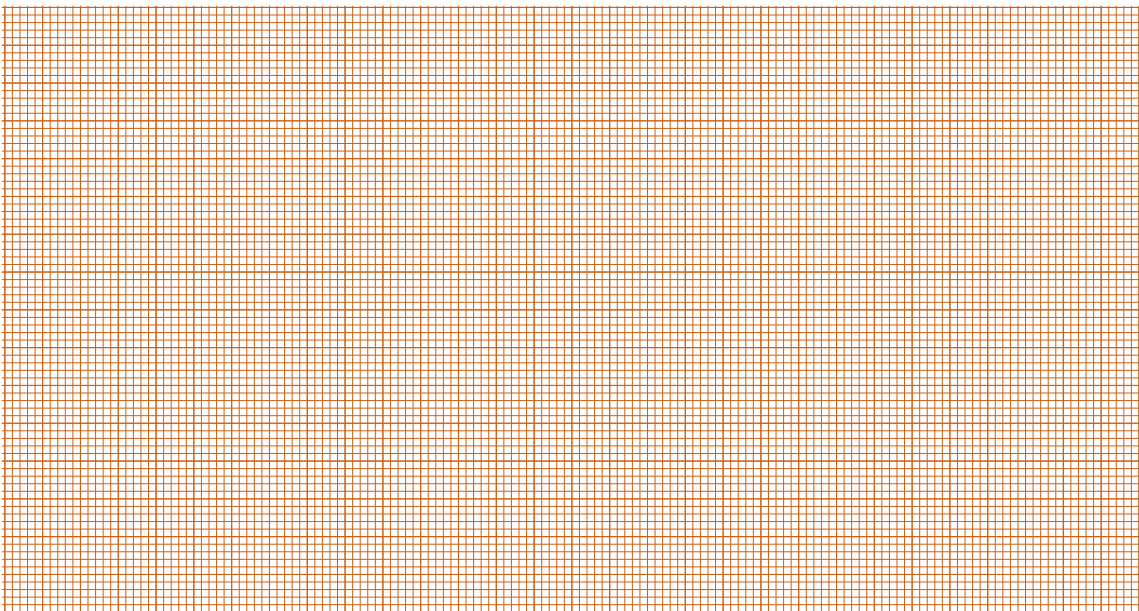




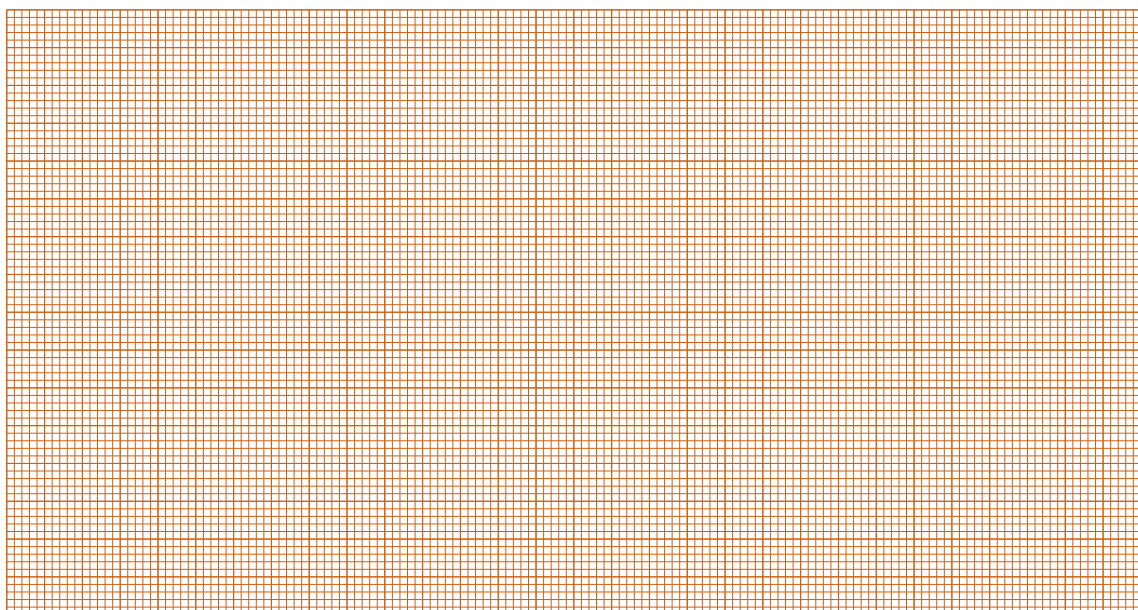
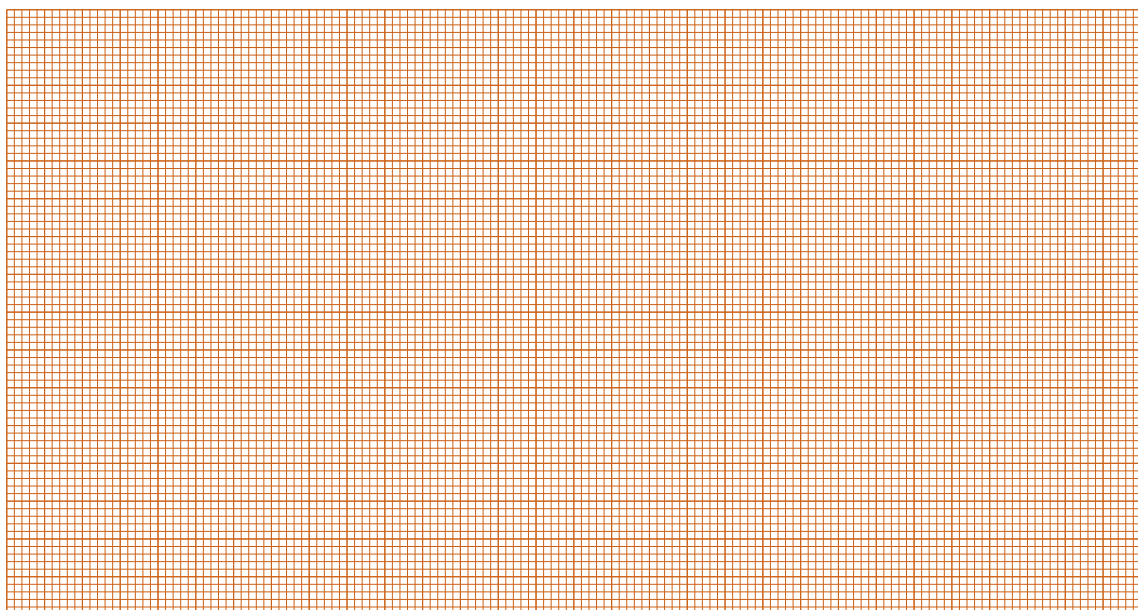
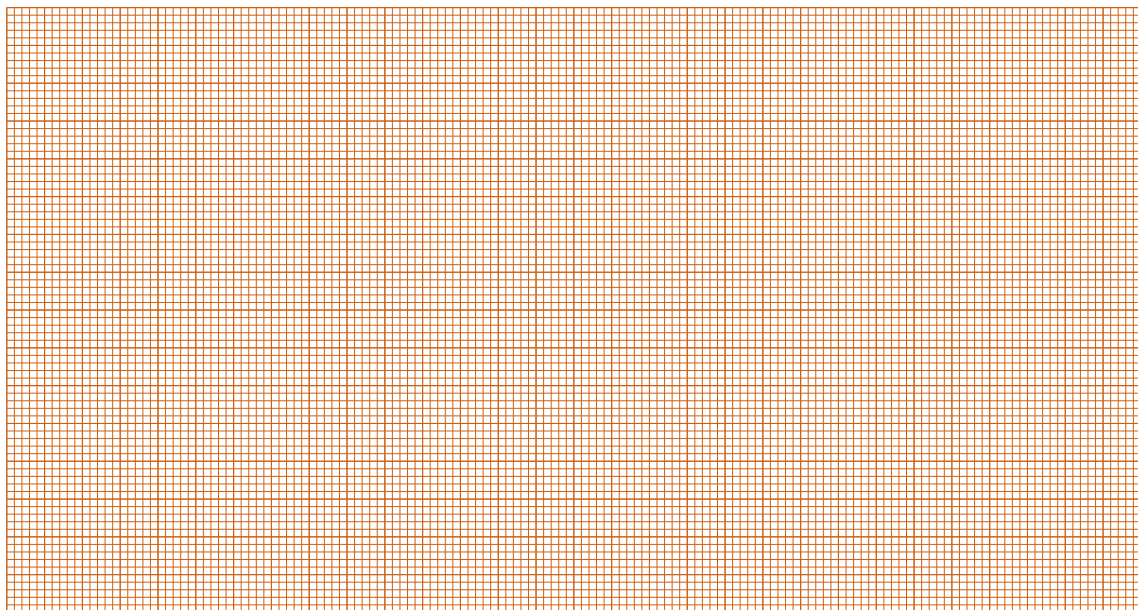
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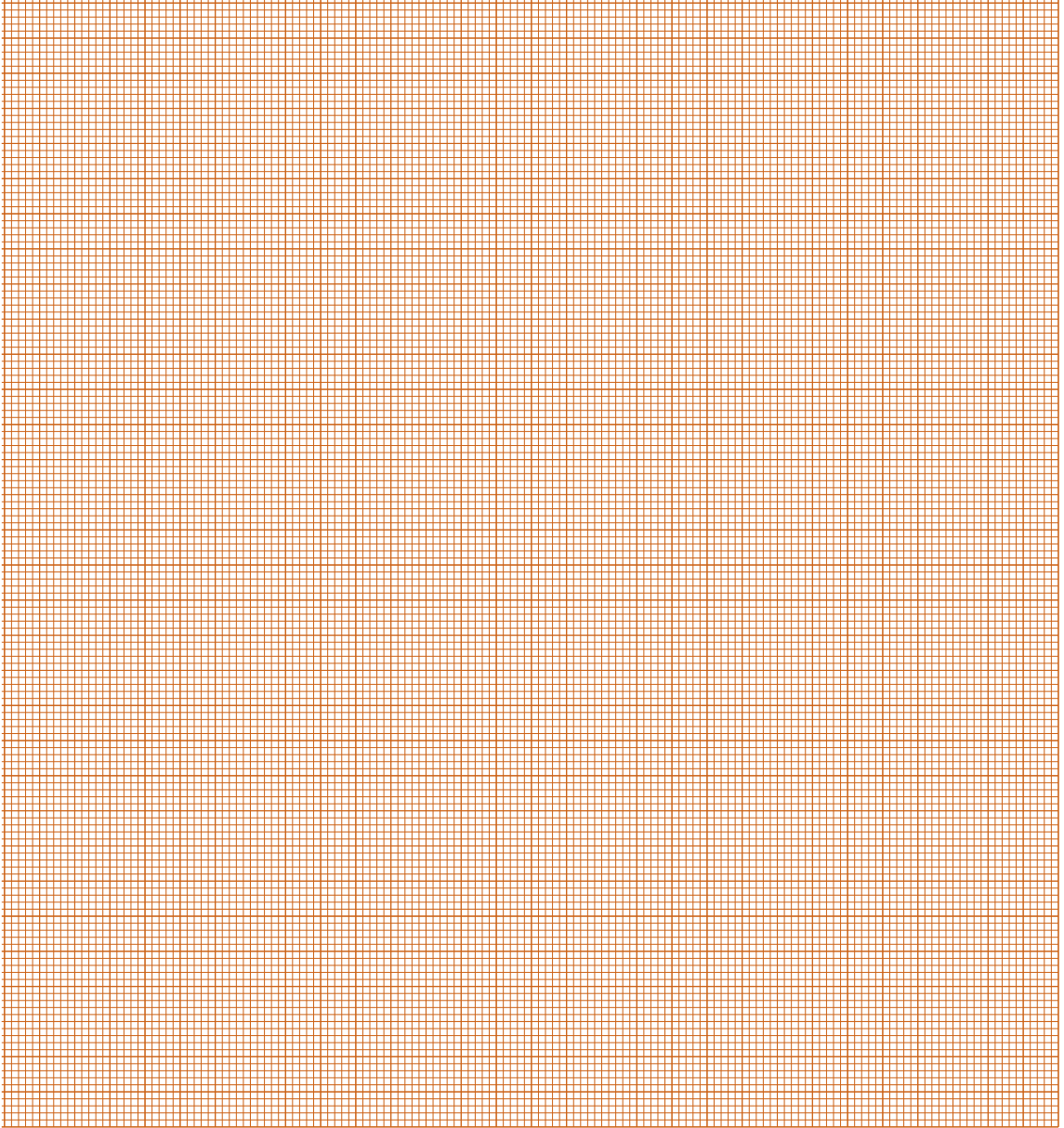


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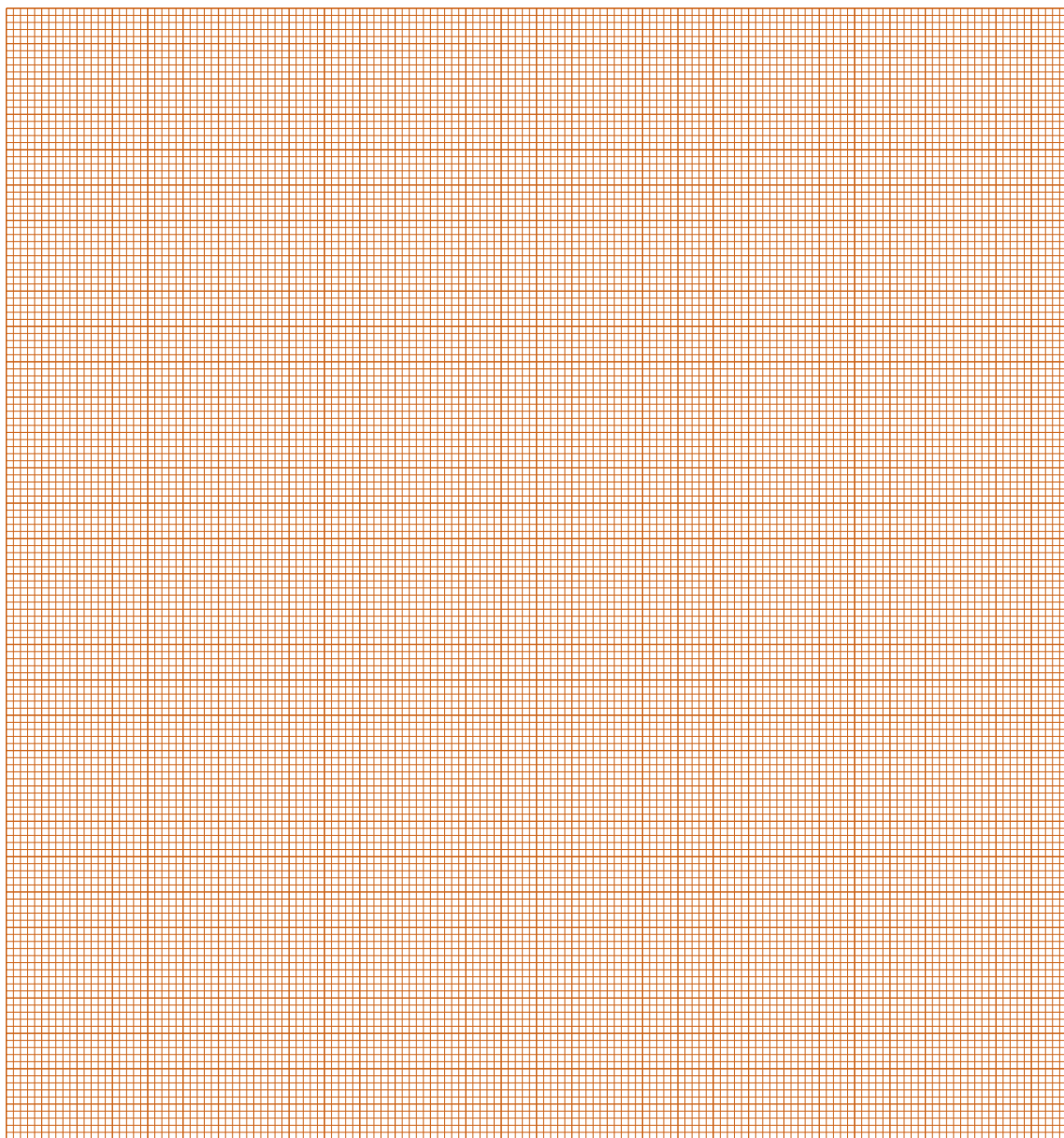
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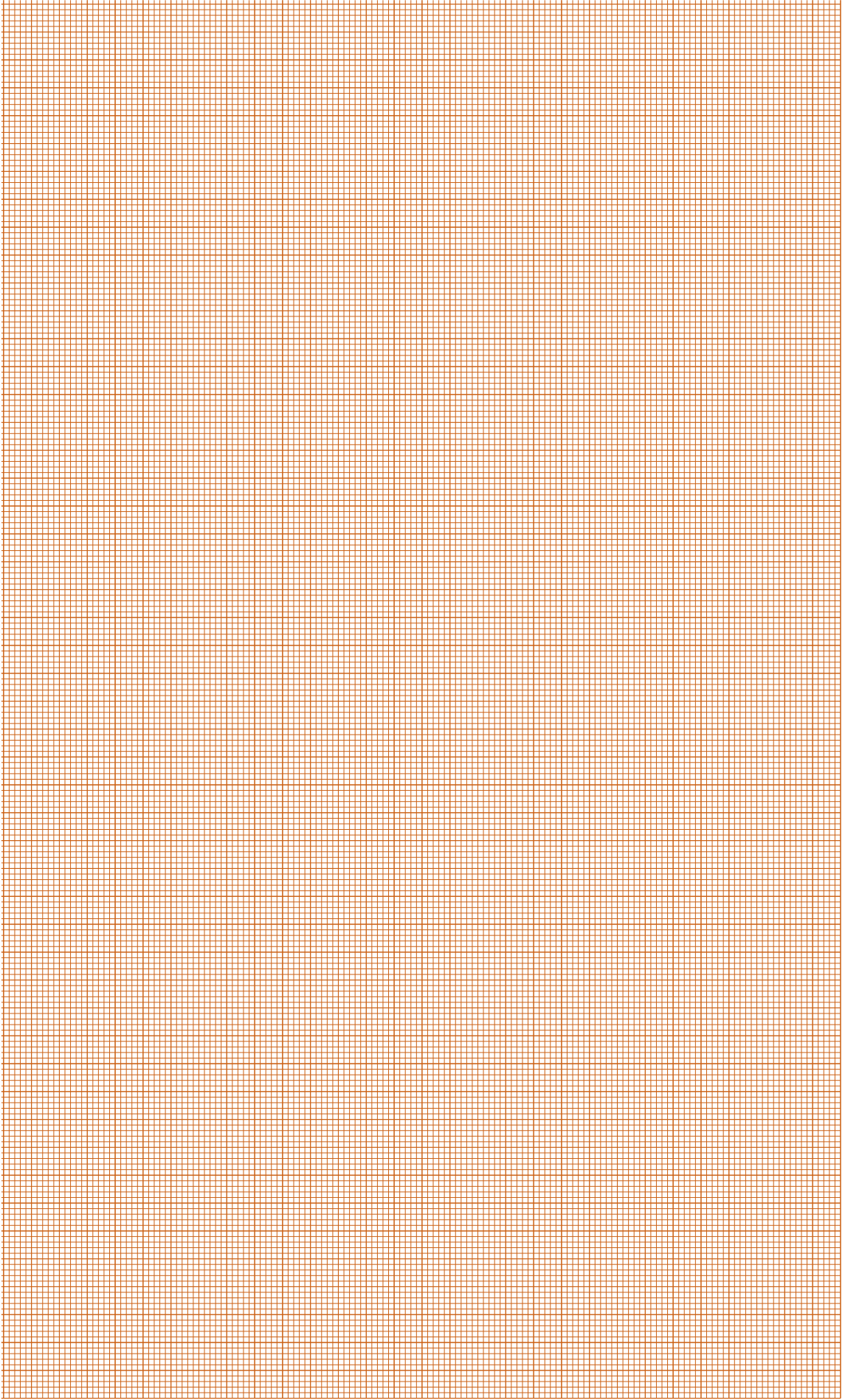


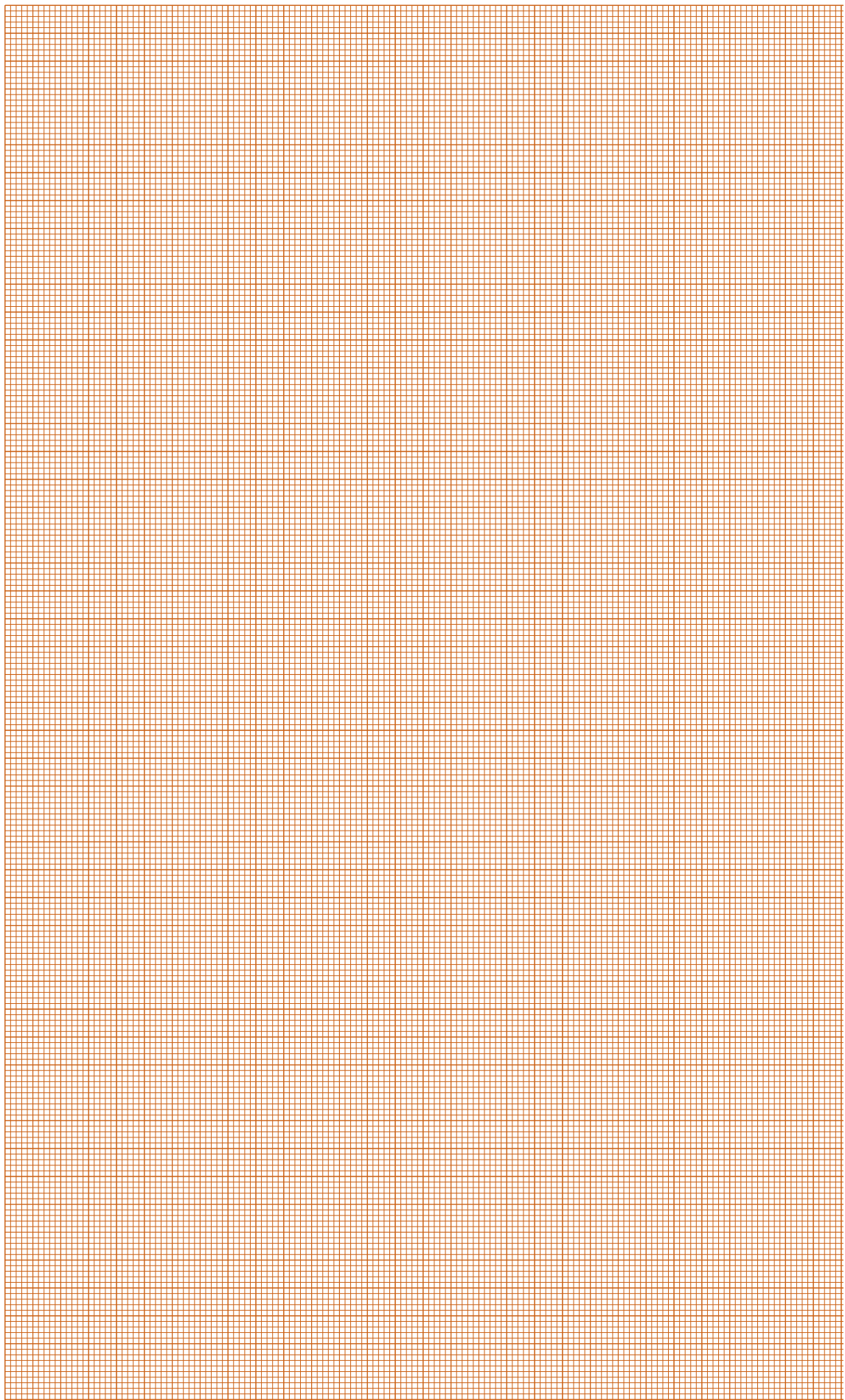


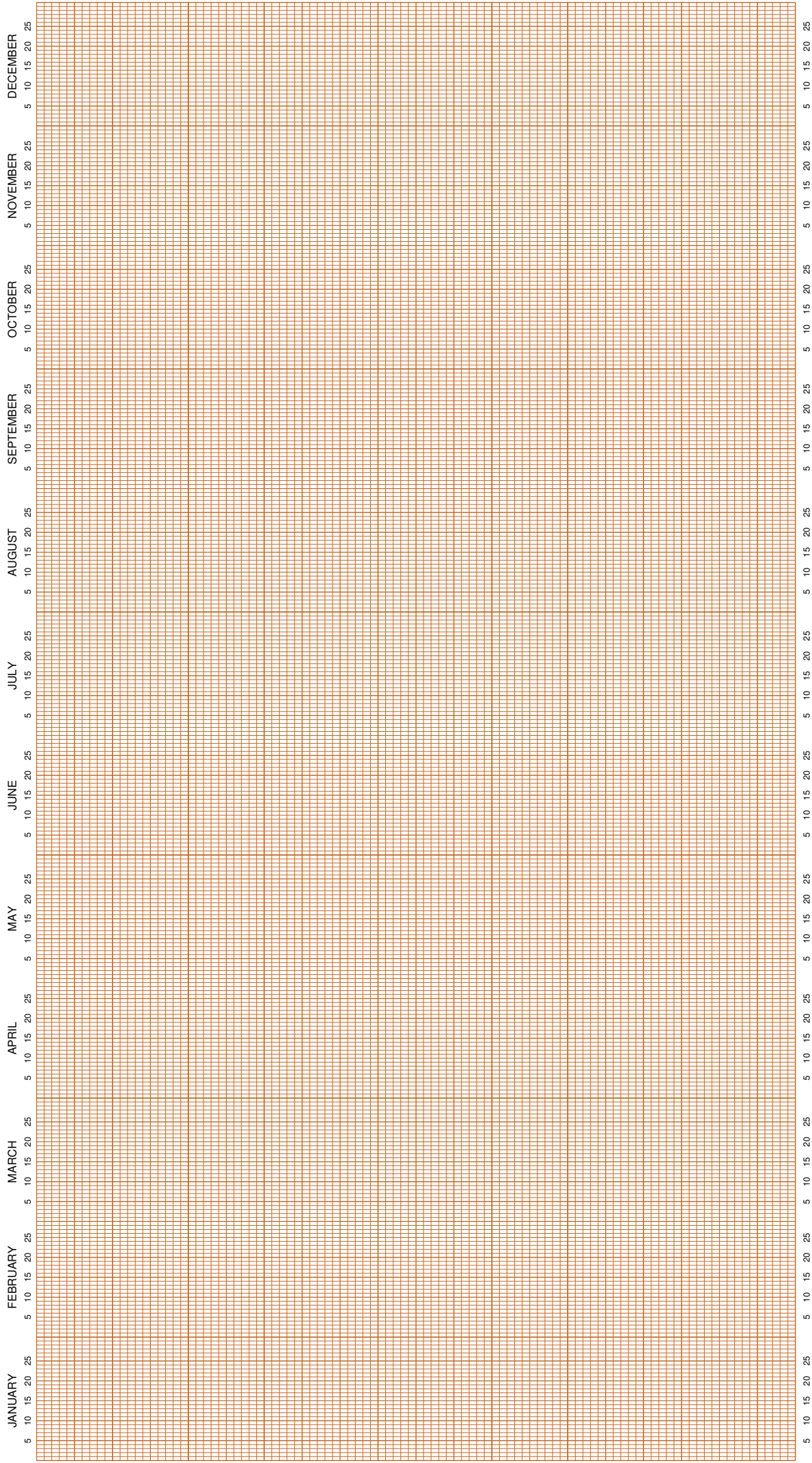
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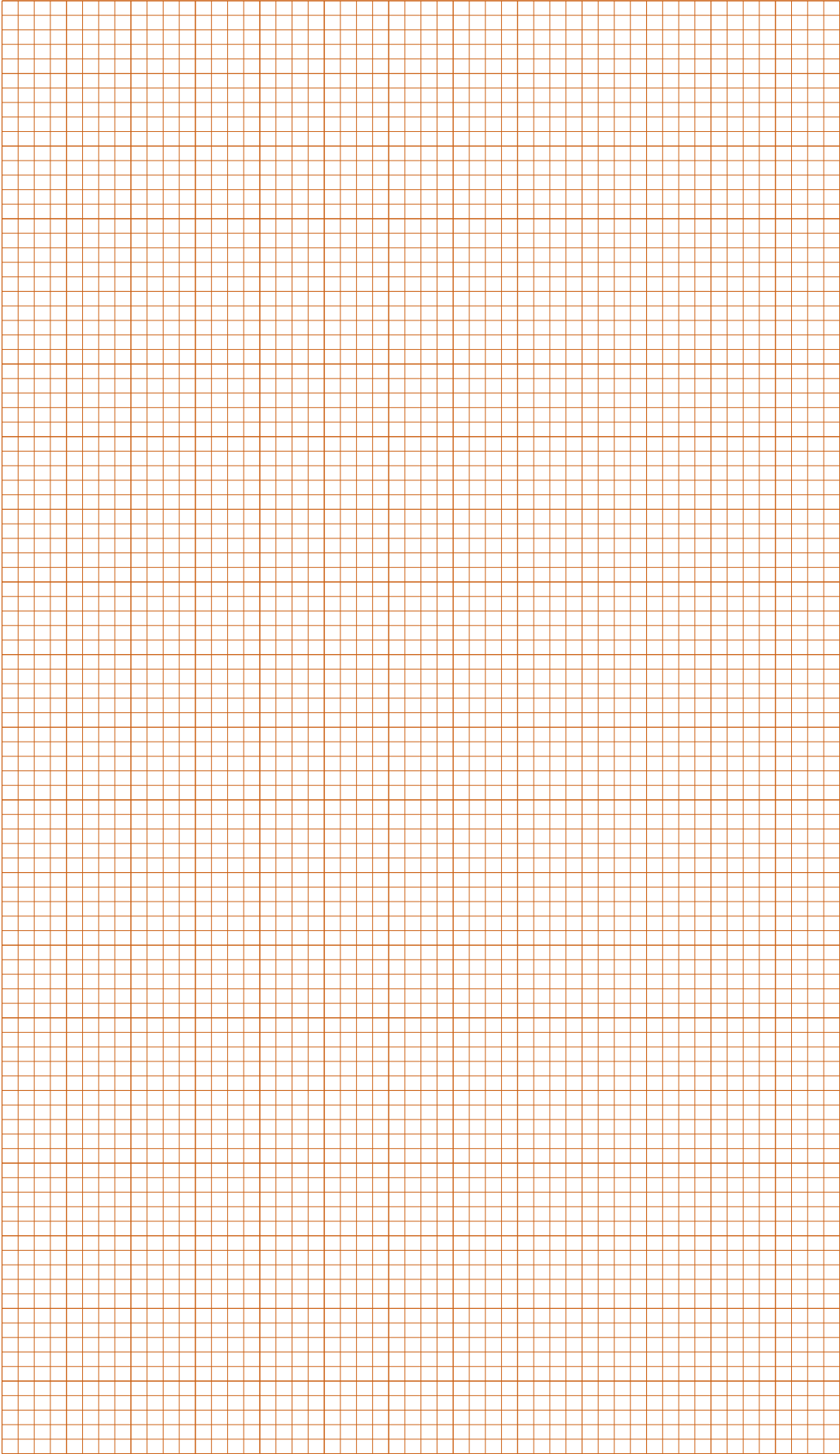


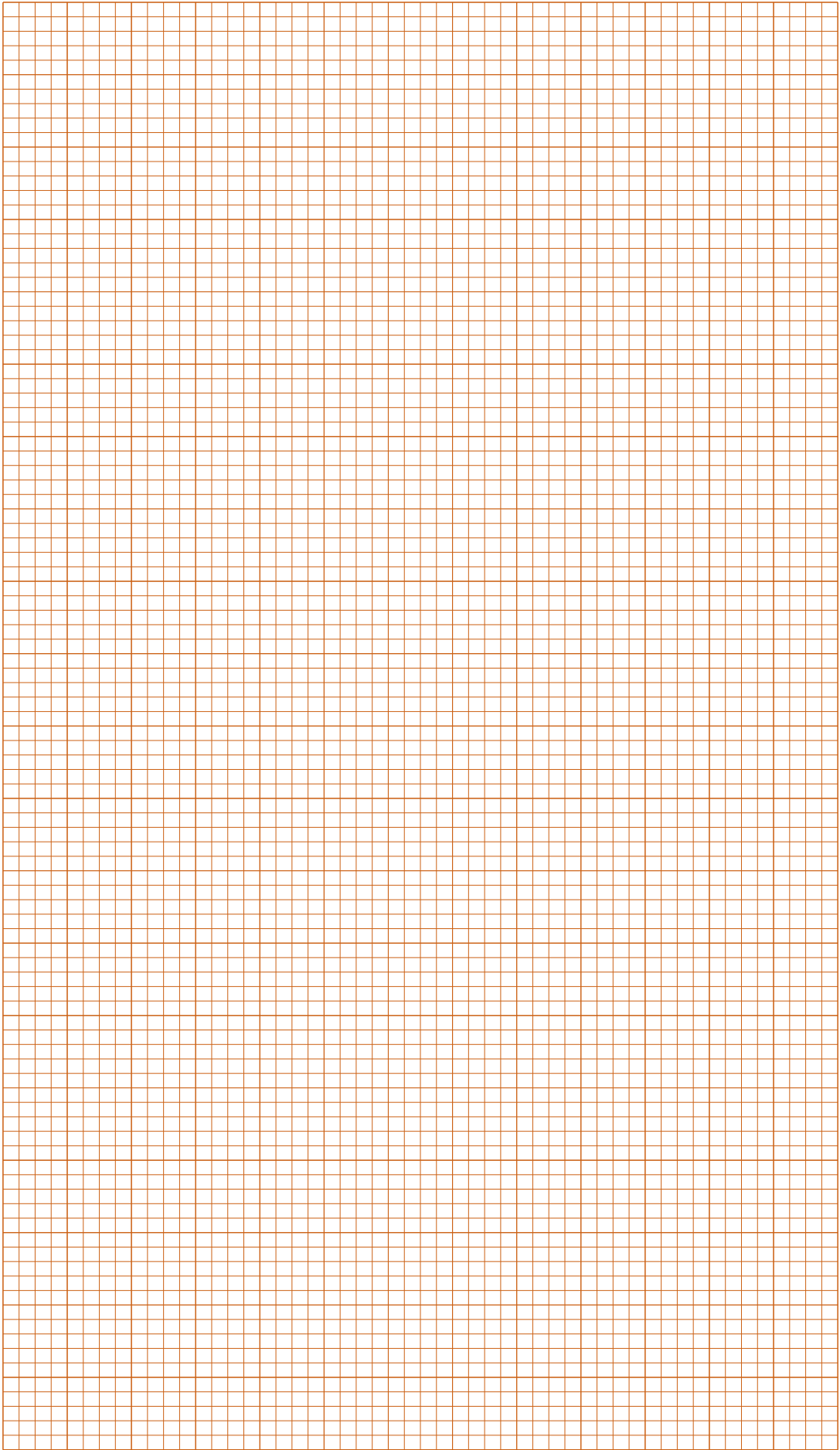


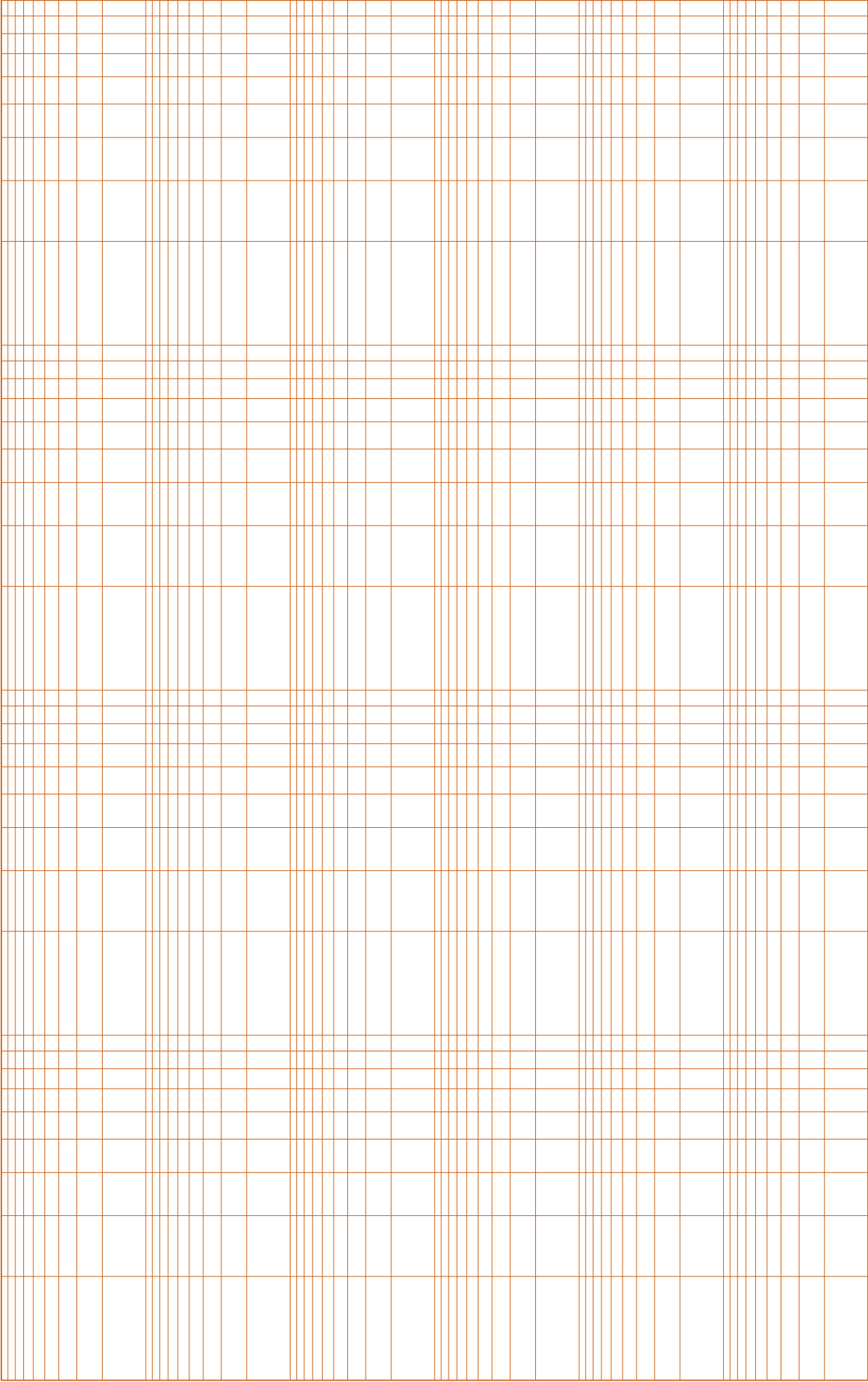


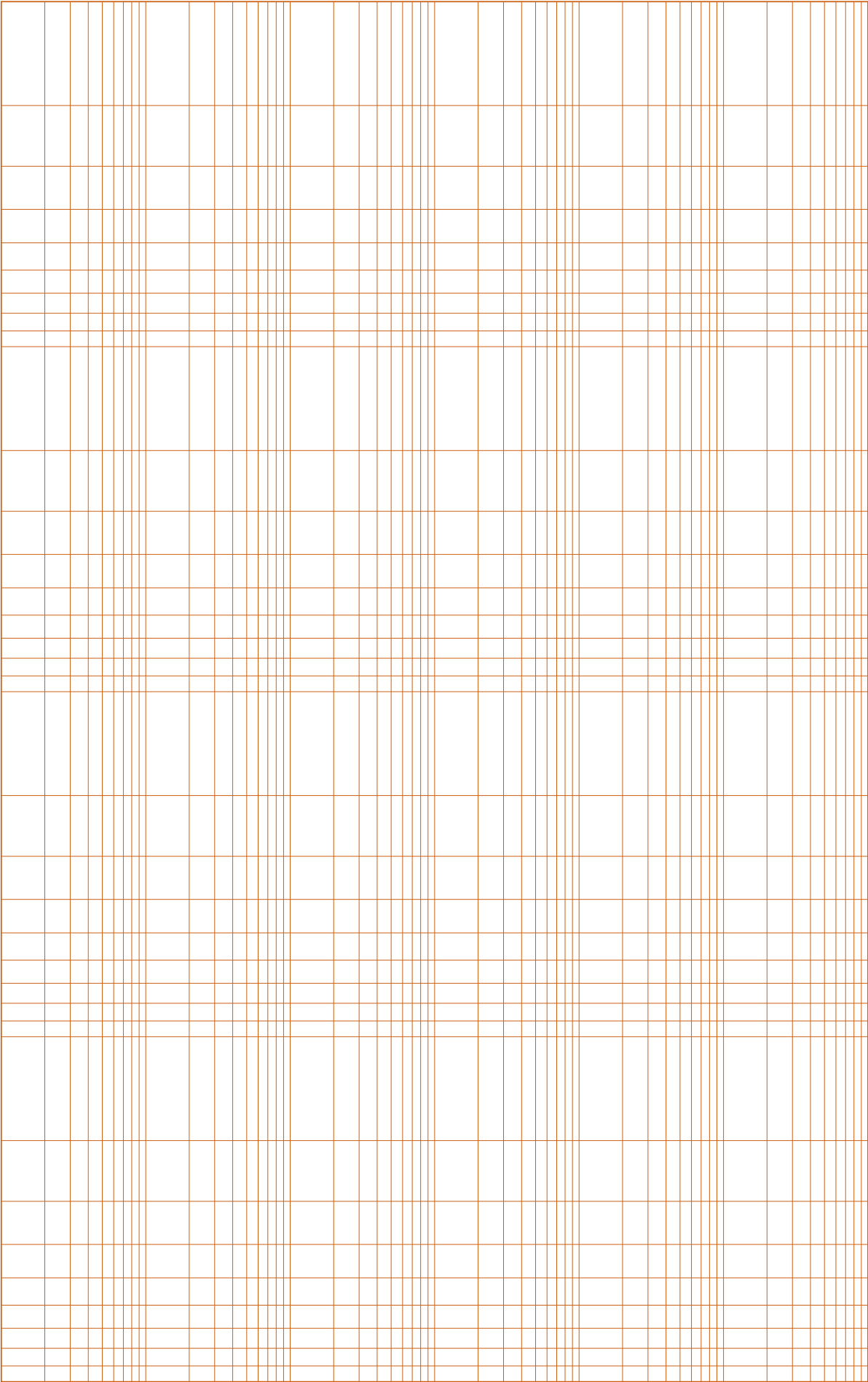


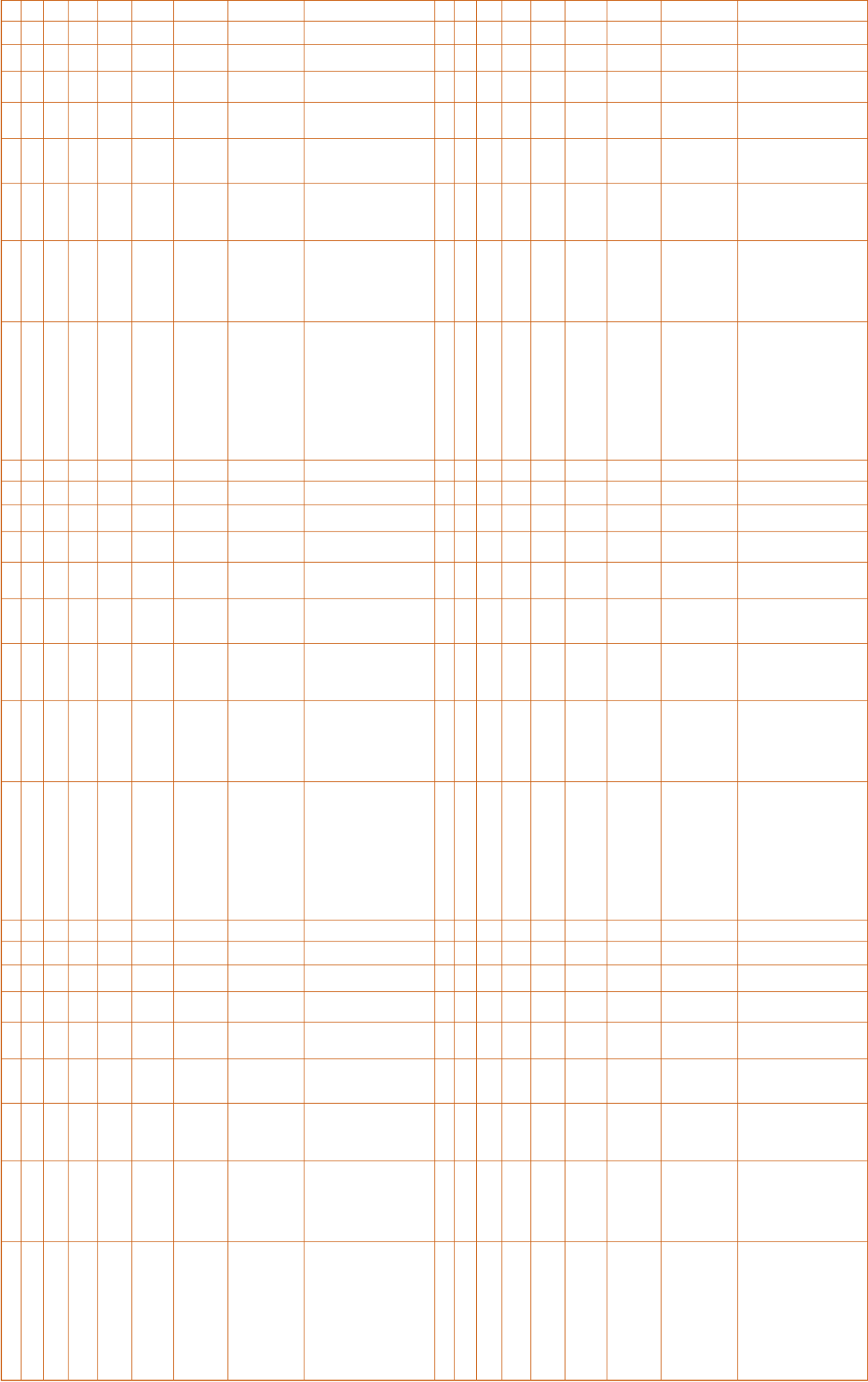


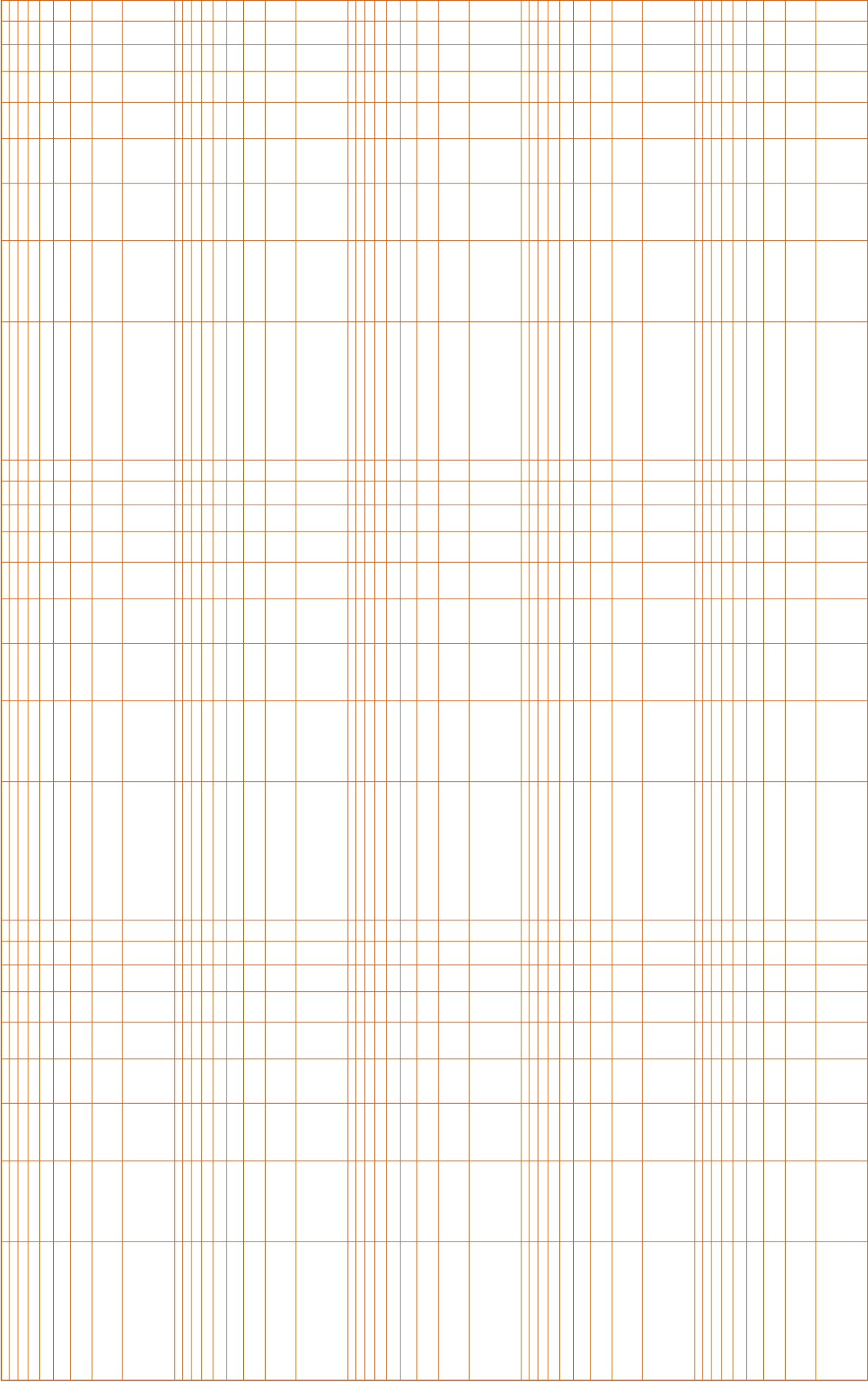


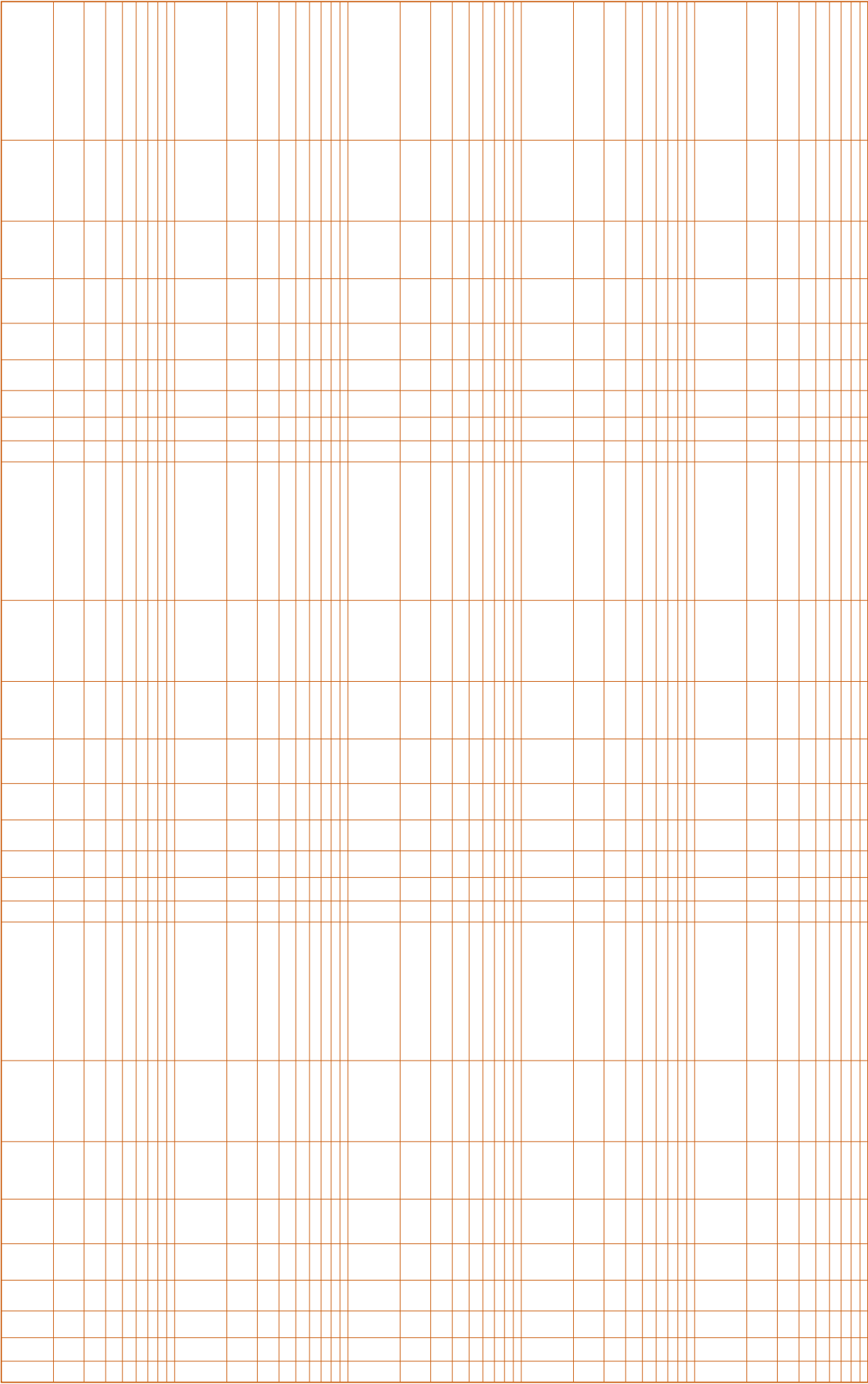






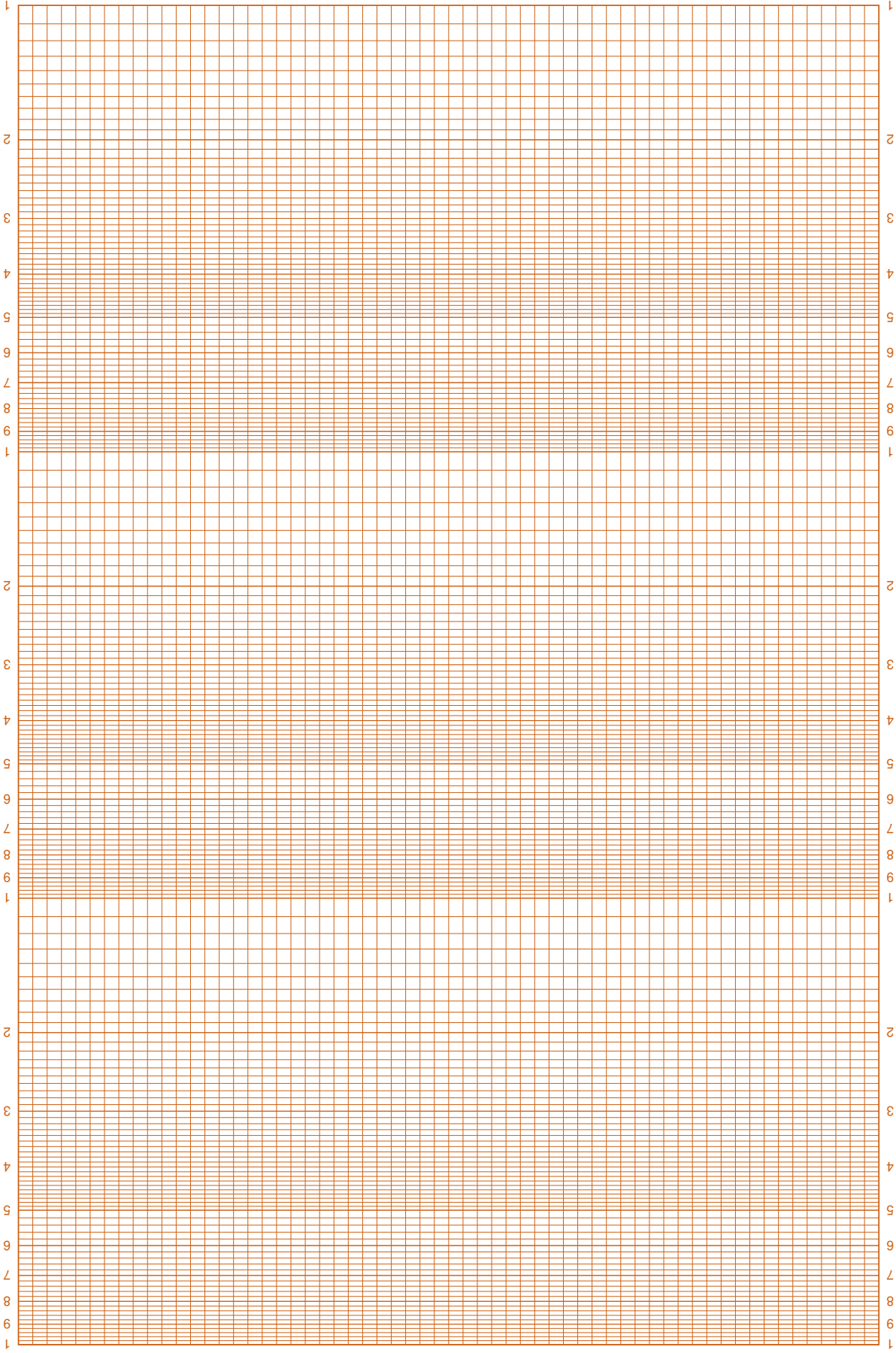


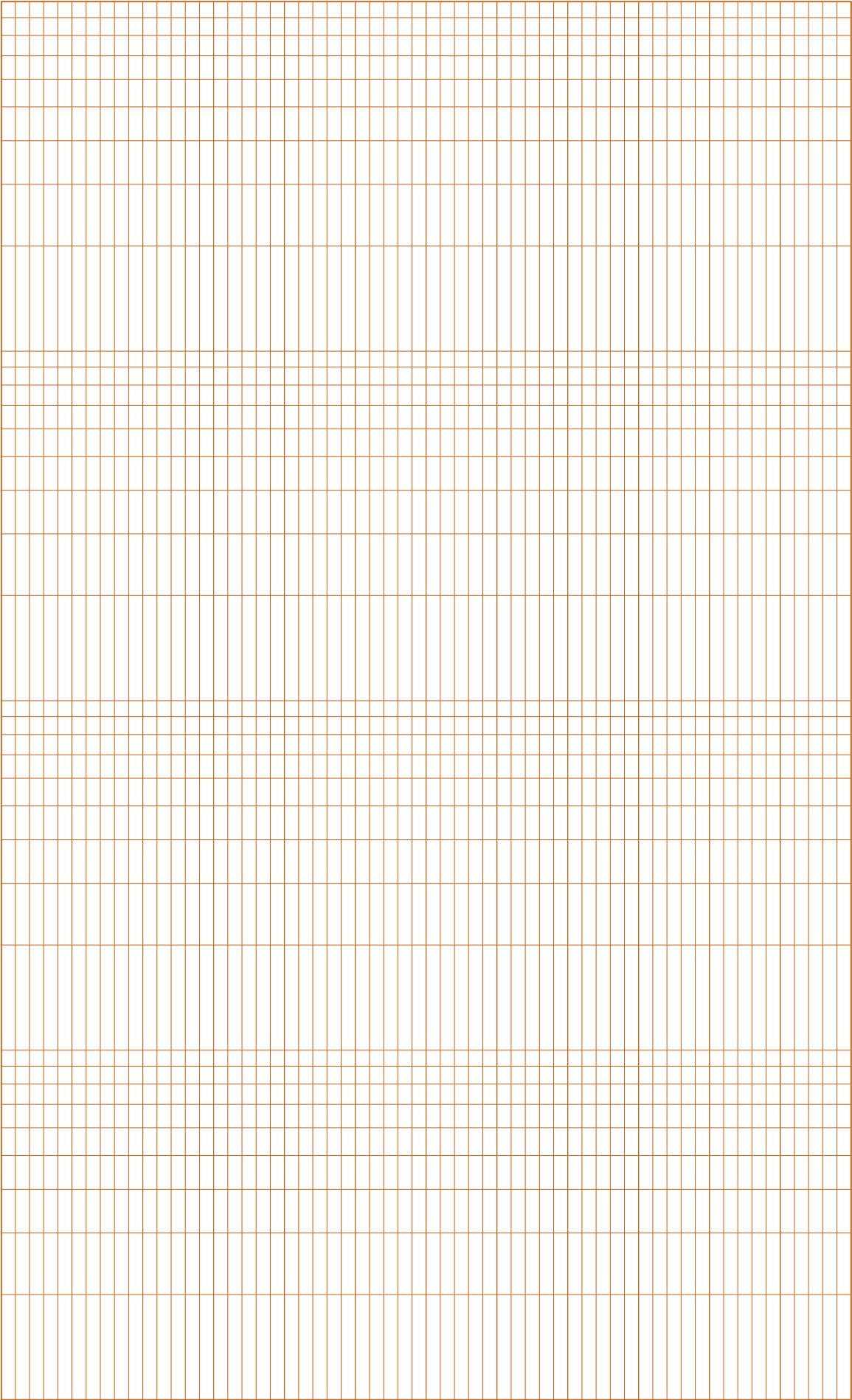


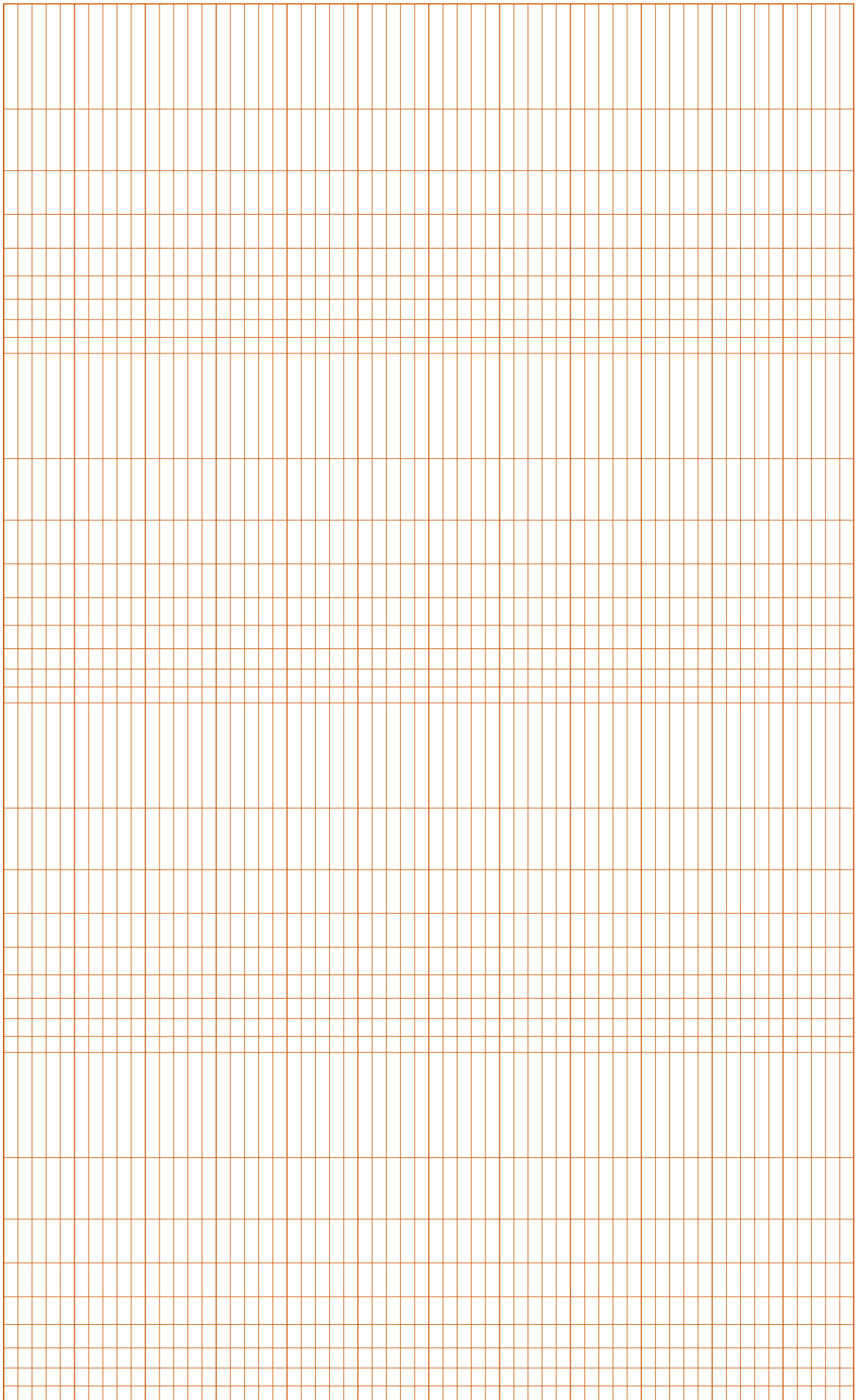


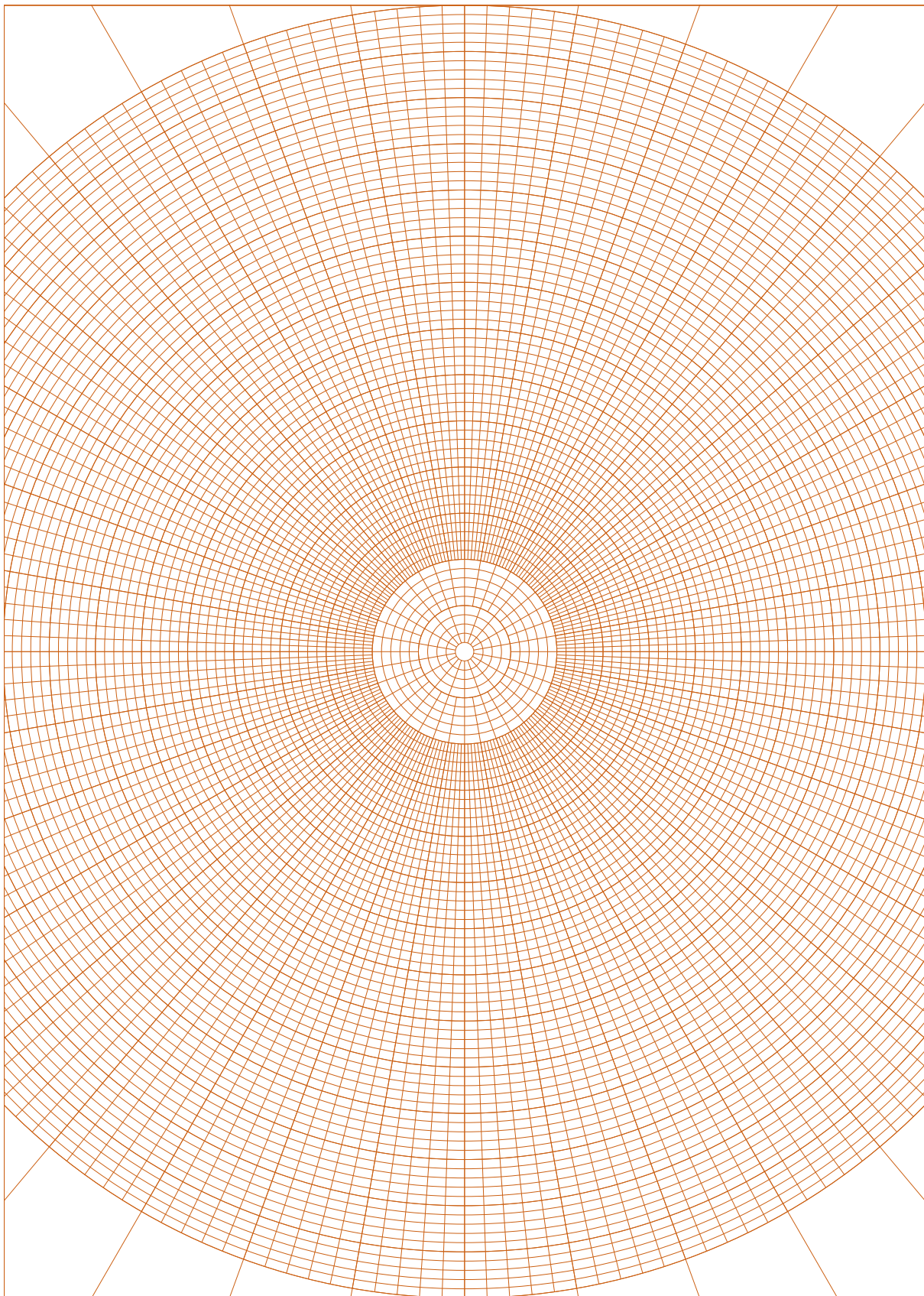
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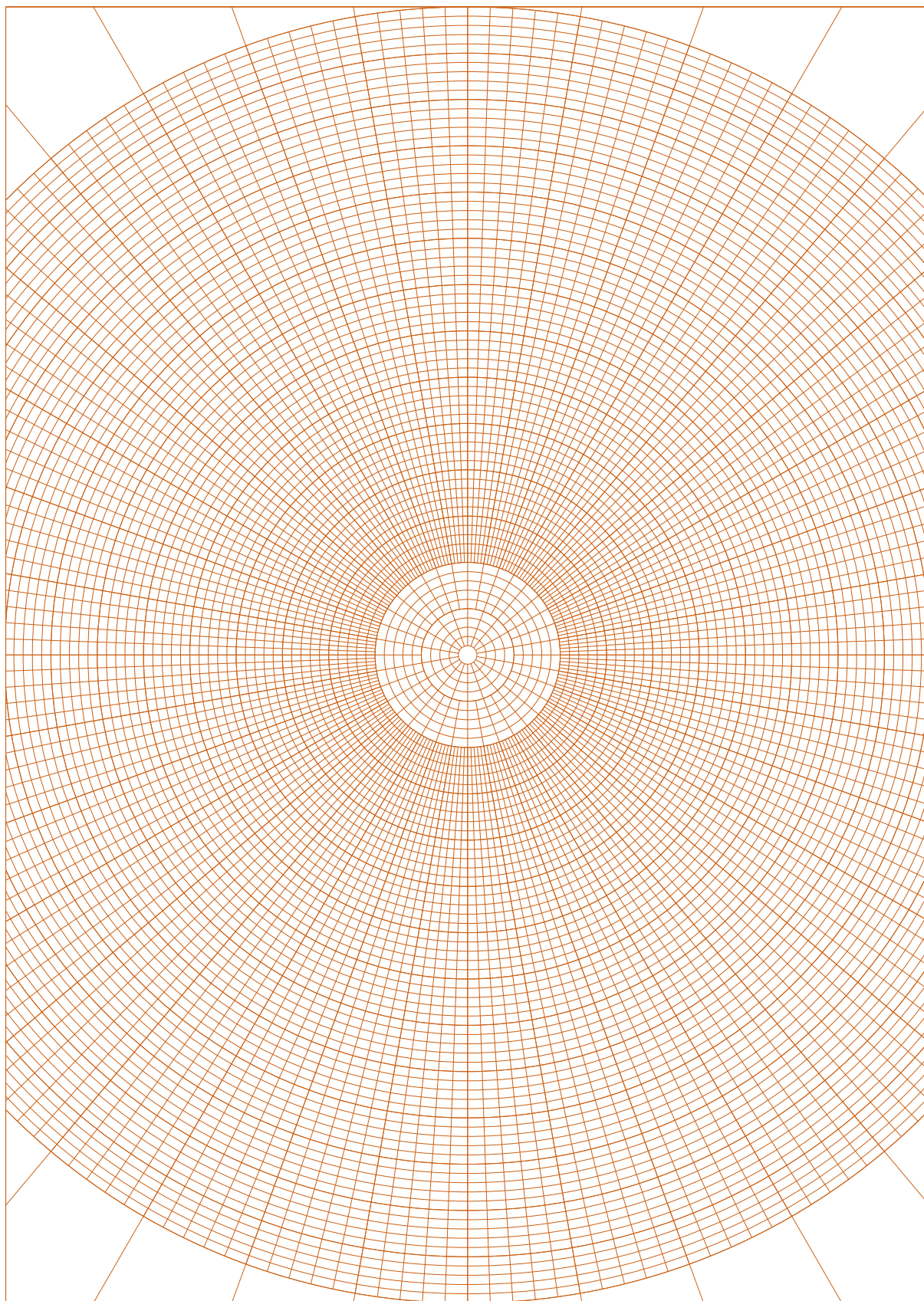
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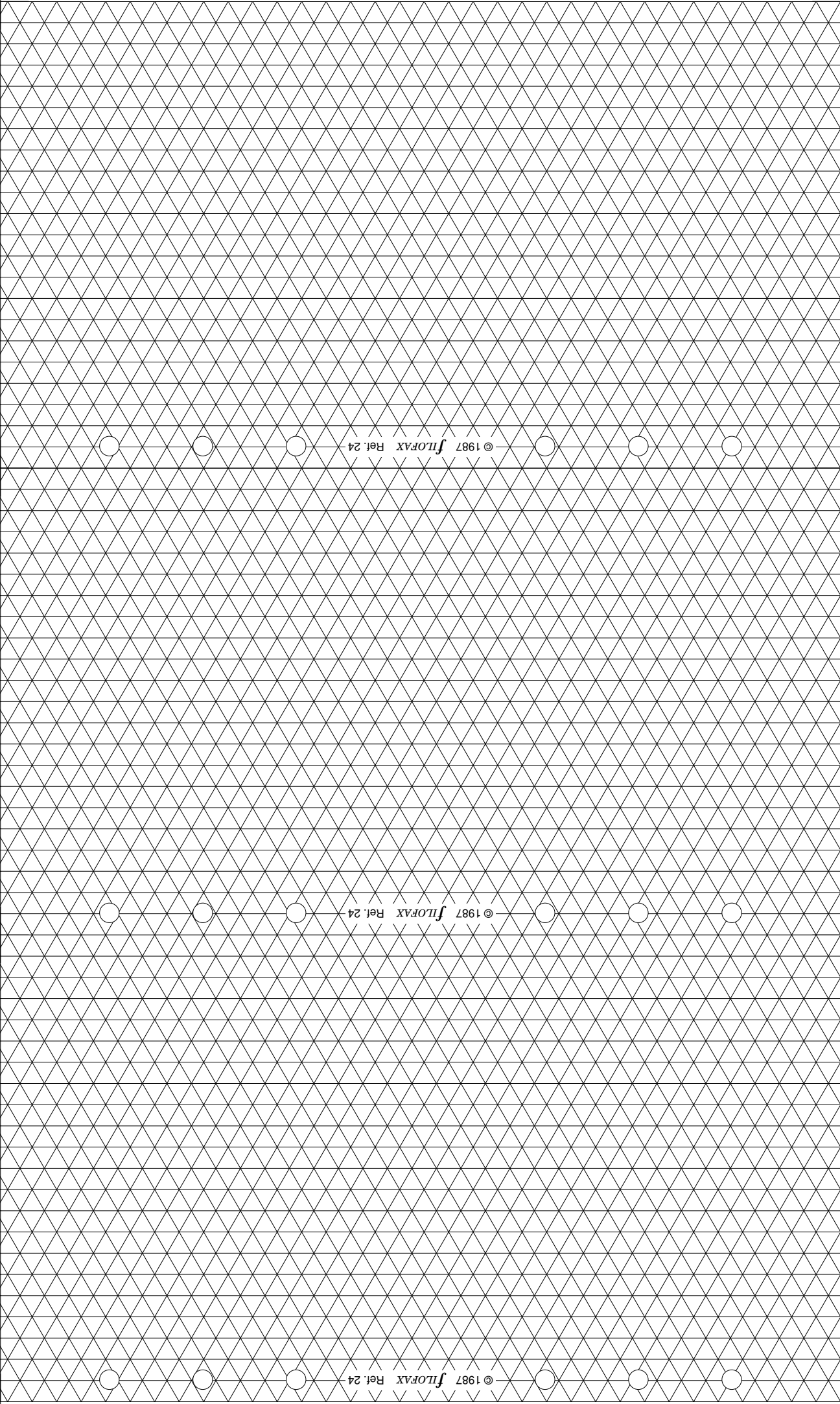


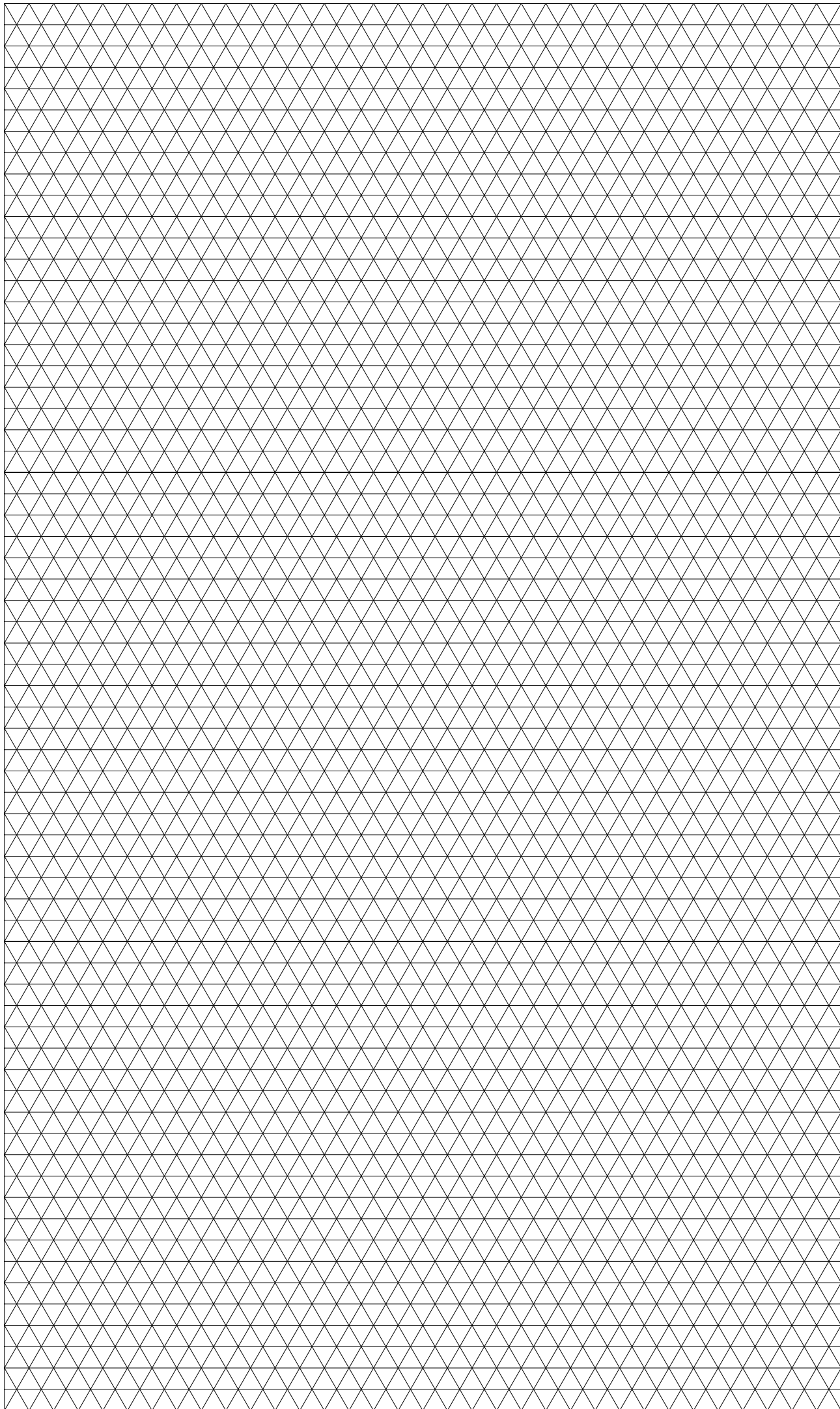


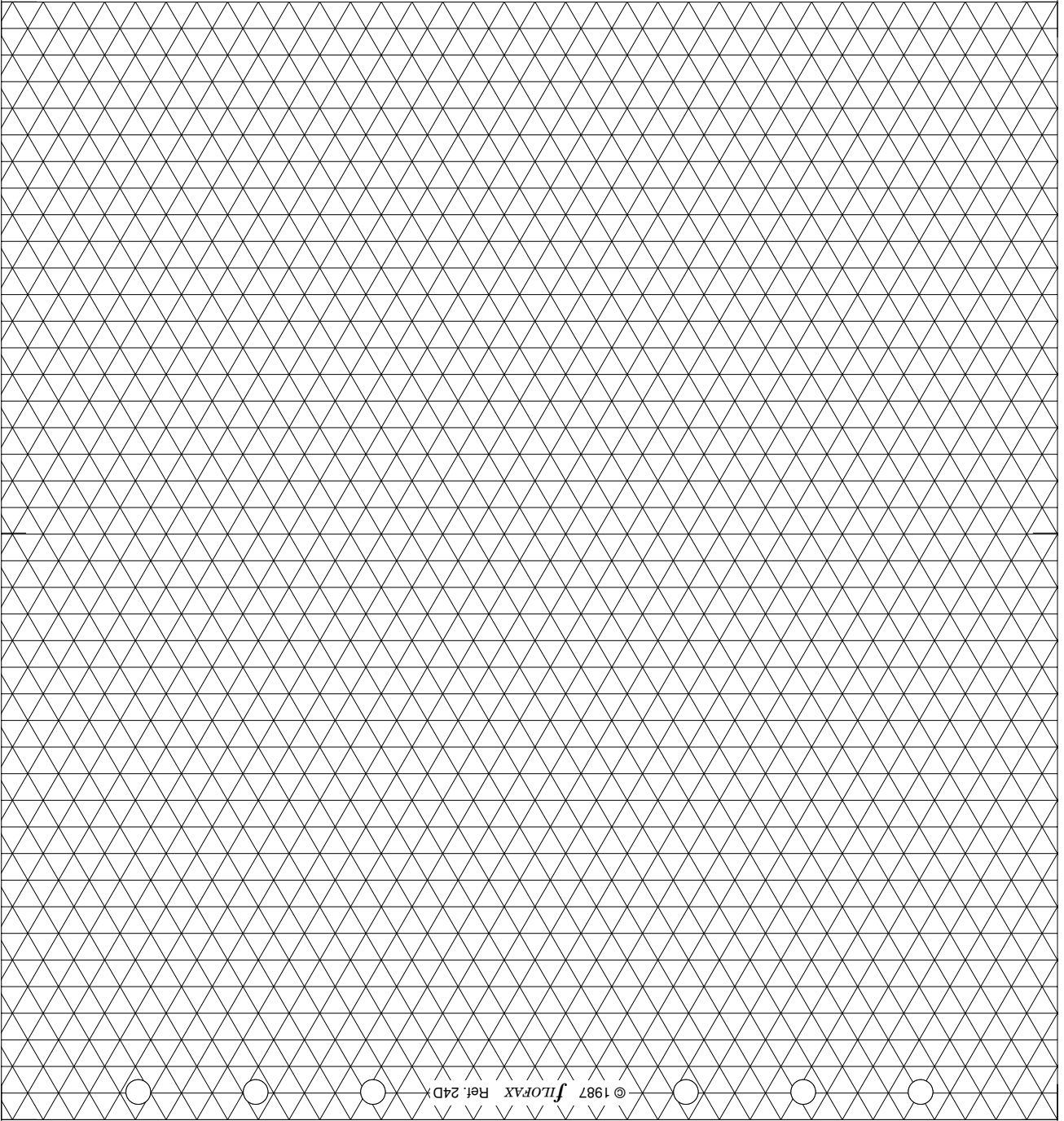


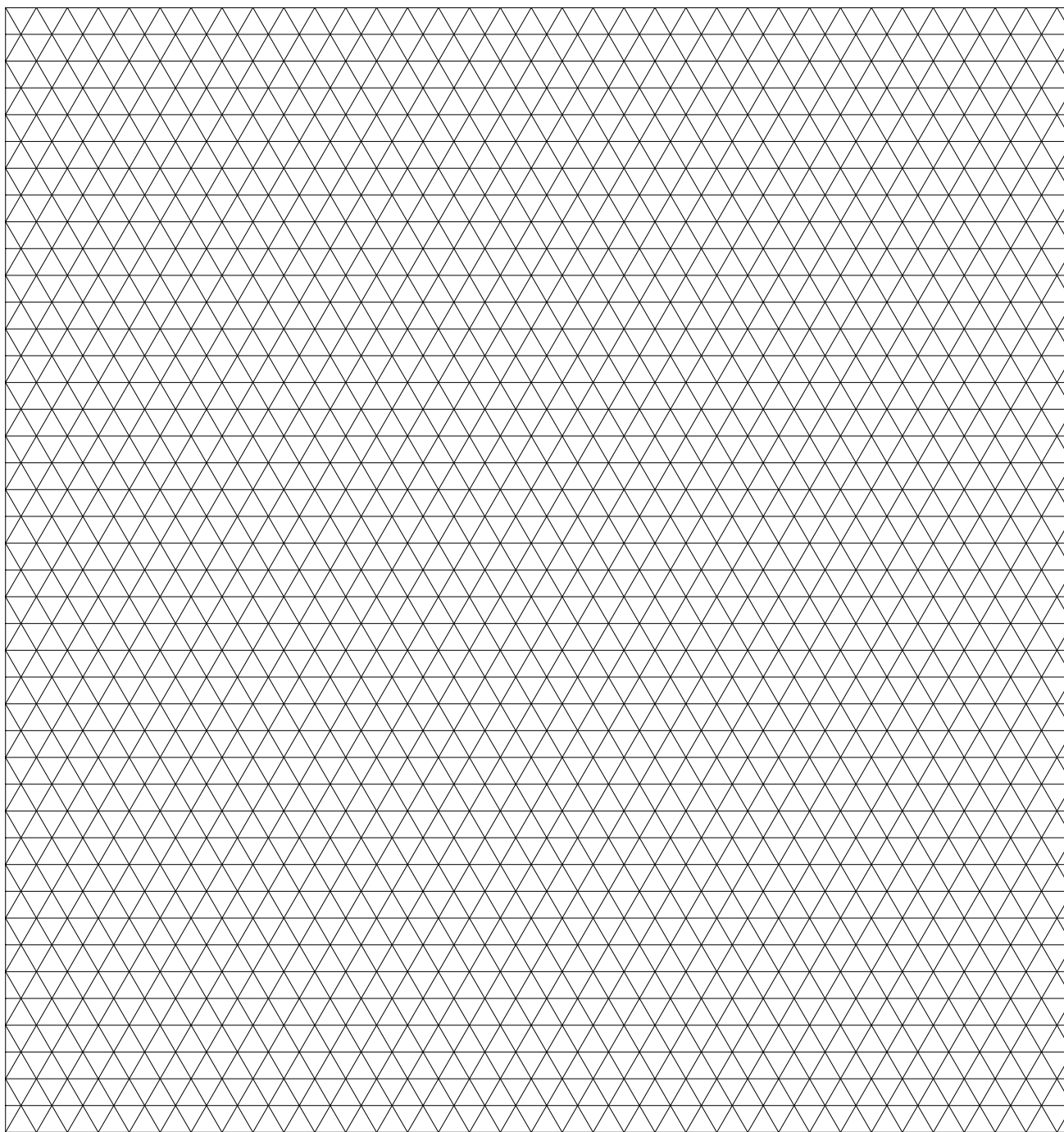












Handwriting practice lines (top section).

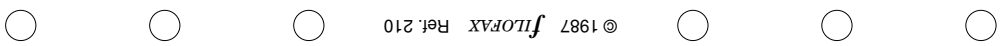
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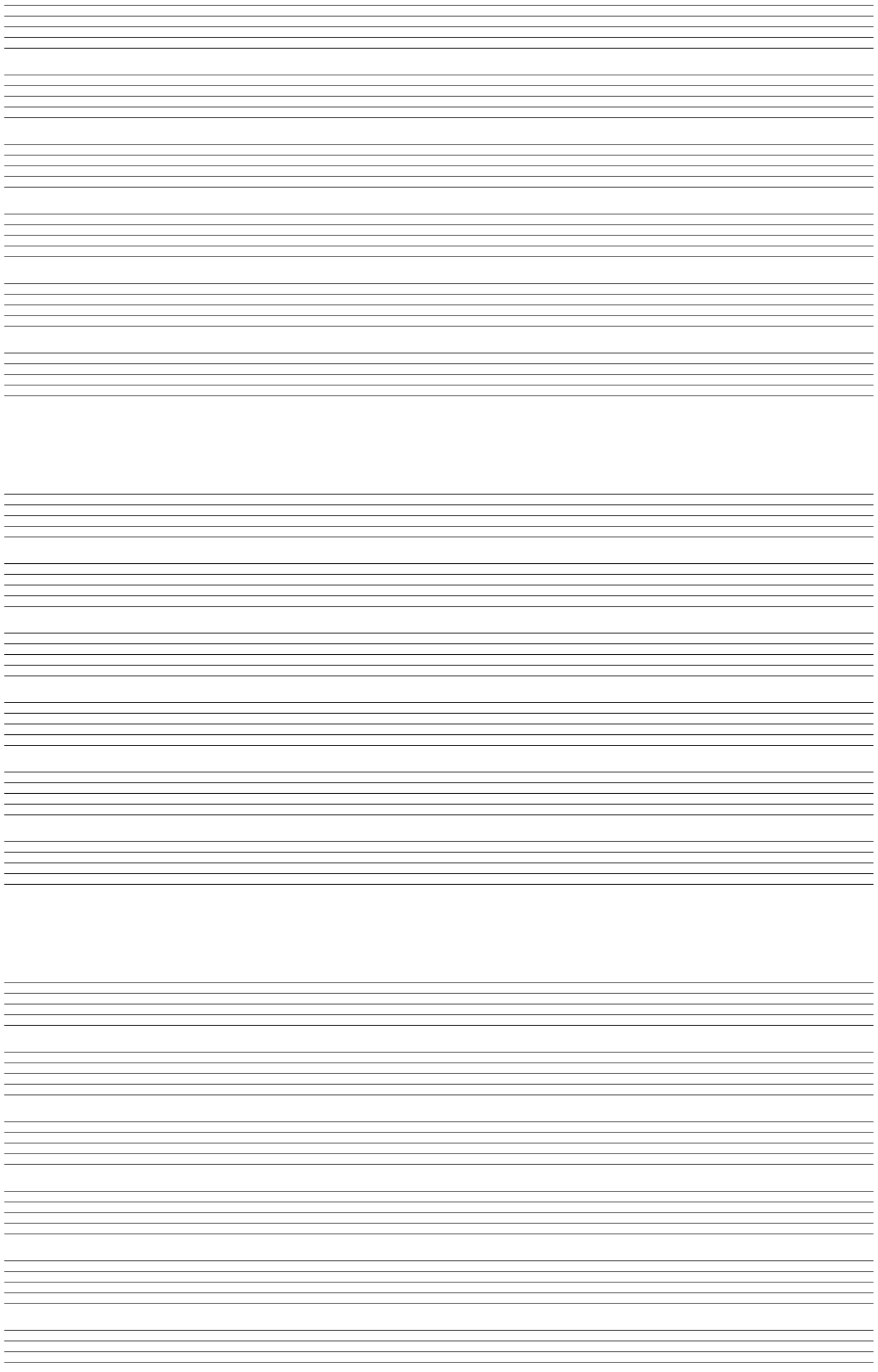
Handwriting practice lines (middle section).

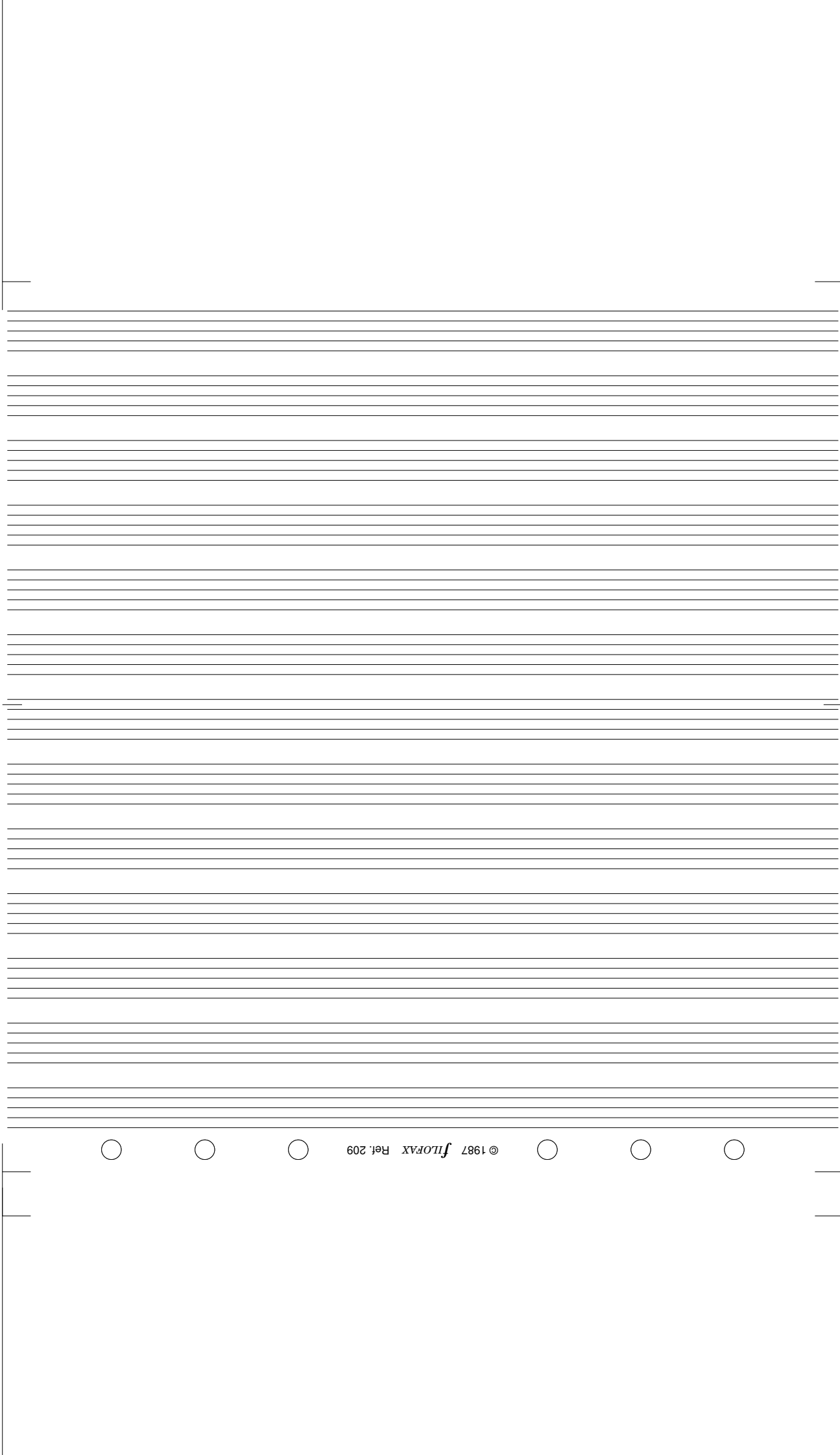
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Handwriting practice lines (bottom section).

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Week Ending	Week Ending	Week Ending
Monday	Monday	Monday
Tuesday	Tuesday	Tuesday
Wednesday	Wednesday	Wednesday
Thursday	Thursday	Thursday
Friday	Friday	Friday
Saturday	Saturday	Saturday
Sunday	Sunday	Sunday



Week Ending		Week Ending		Week Ending	
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Monday		Monday		Monday	
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Tuesday		Tuesday		Tuesday	
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Wednesday		Wednesday		Wednesday	
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Thursday		Thursday		Thursday	
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Friday		Friday		Friday	
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Saturday		Saturday		Saturday	
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Sunday		Sunday		Sunday	
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Week Ending	Week Ending	Week Ending
Sunday	Sunday	Sunday
Monday	Monday	Monday
Tuesday	Tuesday	Tuesday
Wednesday	Wednesday	Wednesday
Thursday	Thursday	Thursday
Friday	Friday	Friday
Saturday	Saturday	Saturday

Week Ending		Week Ending		Week Ending
Sunday		Sunday		Sunday
Monday		Monday		Monday
Tuesday		Tuesday		Tuesday
Wednesday		Wednesday		Wednesday
Thursday		Thursday		Thursday
Friday		Friday		Friday
Saturday		Saturday		Saturday

This Week

This Week

This Week

Monday

Monday

Monday

Tuesday

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Wednesday

This Week

This Week

This Week

Sunday

Sunday

Sunday

Monday

Monday

Monday

Tuesday

Tuesday

Tuesday

FRIDAY

THIS WEEK

SATURDAY

SUNDAY

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MONDAY

WEDNESDAY

TUESDAY

THURSDAY

THIS WEEK

WEDNESDAY



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SUNDAY

THURSDAY



FRIDAY

MONDAY

SATURDAY

TUESDAY

Day	Month	Year
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Day	Month	Year
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Day	Month	Year
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Day	Month	Year
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Day	Month	Year

Day	Month	Year
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[illegible]

Appointments

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31

Month:

Monthly Planner

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Monthly Planner

[illegible]

Daily Work Planner

Plan					
Review					
Write					
Phone					
See					
Date					
	✓				

Daily Work Planner

Plan					
Review					
Write					
Phone					
See					
Date					
	✓				

Daily Work Planner

Plan					
Review					
Write					
Phone					
See					
Date					
	✓				

Daily Work Planner

[illegible]

Daily Work Planner

[illegible]

Daily Work Planner

[illegible]

Month Planner

Date	Day	Morning	Lunch	Afternoon	Evening
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

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Month Planner

Date	Day	Morning	Lunch	Afternoon	Evening
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

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Month Planner

Date	Day	Morning	Lunch	Afternoon	Evening
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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14					
15					
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Month Planner

Date	Day	Morning	Lunch	Afternoon	Evening
17					
18					
19					
20					
21					
22					
23					
24					
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26					
27					
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Month Planner

Date	Day	Morning	Lunch	Afternoon	Evening
17					
18					
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Month Planner

Date	Day	Morning	Lunch	Afternoon	Evening
17					
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31					

[illegible]

Timetable

[illegible]

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© 1987 *filofax* Ref. 91A

© 1987 *filofax* Ref. 91A

Memo

To
From
Date
Re:

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Memo

To
From
Date
Re:

© 1987 *filioFAX* Ref. 254

Memo

To
From
Date
Re:

© 1987 *filioFAX* Ref. 254

Memo

Memo

Memo

Special Reminder Record

[illegible]

Special Reminder Record

[illegible]

Special Reminder Record

[illegible]

Don't Forget!	✓	Don't Forget!	✓
1.	☐	1.	☐
2.	☐	2.	☐
3.	☐	3.	☐
4.	☐	4.	☐
5.	☐	5.	☐
6.	☐	6.	☐
7.	☐	7.	☐
8.	☐	8.	☐
9.	☐	9.	☐
10.	☐	10.	☐
11.	☐	11.	☐
12.	☐	12.	☐

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Don't Forget!	✓	Don't Forget!	✓
1.	☐	1.	☐
2.	☐	2.	☐
3.	☐	3.	☐
4.	☐	4.	☐
5.	☐	5.	☐
6.	☐	6.	☐
7.	☐	7.	☐
8.	☐	8.	☐
9.	☐	9.	☐
10.	☐	10.	☐
11.	☐	11.	☐
12.	☐	12.	☐

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Don't Forget!	✓
13.	☐
14.	☐
15.	☐
16.	☐
17.	☐
18.	☐
19.	☐
20.	☐
21.	☐
22.	☐
23.	☐
24.	☐

Don't Forget!	✓
13.	☐
14.	☐
15.	☐
16.	☐
17.	☐
18.	☐
19.	☐
20.	☐
21.	☐
22.	☐
23.	☐
24.	☐

Don't Forget!	✓
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14.	☐
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Memo

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[illegible][illegible][illegible]

N O T E S

N O T E S

N O T E S

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○ 2

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4

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1

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3

4

1

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3

4

2

N O T E S

N O T E S

N O T E S

Shopping List

Meat/Fish	Canned Foods
Vegetables/Fruit	Frozen Food
Drinks	Dairy
Bread & Cakes	
Spices	Pet Foods

Shopping List

Meat/Fish	Canned Foods
Vegetables/Fruit	Frozen Food
Drinks	Dairy
Bread & Cakes	
Spices	Pet Foods

Shopping List

Meat/Fish	Canned Foods
Vegetables/Fruit	Frozen Food
Drinks	Dairy
Bread & Cakes	
Spices	Pet Foods

Shopping List

[illegible]

Shopping List

[illegible]

Shopping List

[illegible]

Contract Bridge

	Undoubled	Doubled	Redoubled
Odd Tricks bid and Won in- Clubs or Diamonds, each Hearts or Spades, each No Trump	20	40	80
	30	60	120
	40	80	160
	40	60	160
	30	60	120

Vulnerability does not affect points for Odd Tricks. 100 Trick Points constitute a game.

PREMIUM POINTS																			
Overtricks- Undoubted, each Doubted, each Redoubled Making Doubled or Redoubled Contract } Underticks- Undoubted, each Doubted {first {each subsequent Redoubled {first {each subsequent	<table border="1"> <thead> <tr> <th>Not Vulnerable</th> <th>Vulnerable</th> </tr> </thead> <tbody> <tr> <td>Trick Value 100</td> <td>Trick Value 200</td> </tr> <tr> <td>200</td> <td>400</td> </tr> <tr> <td>50</td> <td>50</td> </tr> <tr> <td>50</td> <td>100</td> </tr> <tr> <td>100</td> <td>200</td> </tr> <tr> <td>200</td> <td>300</td> </tr> <tr> <td>200</td> <td>400</td> </tr> <tr> <td>400</td> <td>600</td> </tr> </tbody> </table>	Not Vulnerable	Vulnerable	Trick Value 100	Trick Value 200	200	400	50	50	50	100	100	200	200	300	200	400	400	600
Not Vulnerable	Vulnerable																		
Trick Value 100	Trick Value 200																		
200	400																		
50	50																		
50	100																		
100	200																		
200	300																		
200	400																		
400	600																		

Redoubling doubles the doubled points for Overtricks and Undertricks and Contracts but does not affect the points for making Doubled Contracts.

PREMIUM POINTS	
Honours in One Hand	{ 4 Trump Honours 100 5 Trump Honours or 4 Aces at No-Trump 150
Slams Bid and Won	{ Little, not vulnerable 500, vulnerable ... 750 Grand, not vulnerable 1000, vulnerable 1500
Rubber Points	{ Two game 700 Three game 500

Unfinished Rubber - Winners of one game score 300 points.

If but one side has a part score in an unfinished game, it scores 50 points.

Doubling and Reboubling do not affect Honour, Slam or Rubber points.

Vulnerability does not affect points for Honours.

Honours - Scored above the line by either side.

Trick points are scored below the line, and premium points above the line.

Contract Bridge

TRICK POINTS	Odd Tricks bid and Won in- Clubs or Diamonds, each Hearts or Spades, each No Trump {first each subsequent ...	Untroubled	Doubled	Redoubled
		20	40	80
		30	60	120
		40	80	160
		30	60	120

Vulnerability does not affect points for Odd Tricks
100 Trick Points constitute a game.

PREMIUM POINTS																			
Overtricks- Undoubted, each Doubted, each Redoubled Making Doubled or Redoubled Contract } Underticks- Undoubted, each Doubled {first {each subsequent Redoubled {first {each subsequent	<table border="1"> <thead> <tr> <th>Not Vulnerable</th> <th>Vulnerable</th> </tr> </thead> <tbody> <tr> <td>Trick Value 100</td> <td>Trick Value 200</td> </tr> <tr> <td>200</td> <td>400</td> </tr> <tr> <td>50</td> <td>50</td> </tr> <tr> <td>50</td> <td>100</td> </tr> <tr> <td>100</td> <td>200</td> </tr> <tr> <td>200</td> <td>300</td> </tr> <tr> <td>200</td> <td>400</td> </tr> <tr> <td>400</td> <td>600</td> </tr> </tbody> </table>	Not Vulnerable	Vulnerable	Trick Value 100	Trick Value 200	200	400	50	50	50	100	100	200	200	300	200	400	400	600
Not Vulnerable	Vulnerable																		
Trick Value 100	Trick Value 200																		
200	400																		
50	50																		
50	100																		
100	200																		
200	300																		
200	400																		
400	600																		

Redoubling doubles the doubled points for Overtricks and Undertricks and Contracts but does not affect the points for making Doubled Contracts.

PREMIUM POINTS	
Honours in One Hand	{ 4 Trump Honours 100 5 Trump Honours or 4 Aces at No-Trump 150
Slams Bid and Won	{ Little, not vulnerable 500, vulnerable ... 750 { Grand, not vulnerable 1000, vulnerable 1500
Rubber Points	{ Two game 700 { Three game 500

Unfinished Rubber - Winners of one game score 300 points.

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Doubling and Rebubbling do not affect Honour, Slam or Rubber points.

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Honours - Scored above the line by either side

Trick points are scored below the line, and premium points above the line.

Contract Bridge

TRICK POINTS	Odd Tricks bid and Won in-Clubs or Diamonds, each Hearts or Spades, each No Trump		
	Undoubled	Doubled	Redoubled
First Each subsequent ...	20	40	80
	30	60	120
	40	80	160
	40	60	160
	30	60	120

Vulnerability does not affect points for Odd Tricks.
100 Trick Points constitute a game.

[illegible]

Redoubling doubles the doubled points for Overtricks and Undertricks and Contracts but does not affect the points for making Doubled Contracts.

PREMIUM POINTS	
Honours in One Hand	{ 4 Trump Honours 100 5 Trump Honours or 4 Aces at No-Trump 150
Slams Bid and Won	{ Little, not vulnerable 500, vulnerable ... 750 Grand, not vulnerable 1000, vulnerable 1500
Rubber Points	{ Two game 700 Three game 500 500

Unfinished Rubber - Winners of one game score 300 points.

If but one side has a part score in an unfinished game, it scores 50 points.

Doubling and Reboubling do not affect Honour, Slam or Rubber points.

Vulnerability does not affect points for Honours.

Honours - Scored above the line by either side.

Trick points are scored below the line, and premium points above the line.

Tasting Notes

Wine	
Vintage	
Bottled by:	
Purchased (date)	Price
Merchant	
Appearance	
Nose	
Palate	
Conclusions	Total

Tasting Notes

Wine	
Vintage	
Bottled by:	
Purchased (date)	Price
Merchant	
Appearance	
Nose	
Palate	
Conclusions	Total

Tasting Notes

Wine	
Vintage	
Bottled by:	
Purchased (date)	Price
Merchant	
Appearance	
Nose	
Palate	
Conclusions	Total

Tasting Notes

Wine			
		Vintage	
Bottled by:			
Purchased (date)		Price	
Merchant			
Appearance		Points	
Nose			
Palate			
		Total	
Conclusions			

Tasting Notes

Wine			
		Vintage	
Bottled by:			
Purchased (date)		Price	
Merchant			
Appearance		Points	
Nose			
Palate			
		Total	
Conclusions			

Tasting Notes

Wine			
		Vintage	
Bottled by:			
Purchased (date)		Price	
Merchant			
Appearance		Points	
Nose			
Palate			
		Total	
Conclusions			

Chess Score Record

Event					
Round		Date			
White					
Black					
	White	Black	White	Black	
1			26		
2			27		
3			28		
4			29		
5			30		
6			31		
7			32		
8			33		
9			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
16			41		
17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		

Chess Score Record

Event					
Round		Date			
White					
Black					
	White	Black	White	Black	
1			26		
2			27		
3			28		
4			29		
5			30		
6			31		
7			32		
8			33		
9			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
16			41		
17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		

Chess Score Record

Event					
Round		Date			
White					
Black					
	White	Black	White	Black	
1			26		
2			27		
3			28		
4			29		
5			30		
6			31		
7			32		
8			33		
9			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
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17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		

Chess Score Record

White		Black	
51		80	
52		81	
53		82	
54		83	
55		84	
56		85	
57		86	
58		87	
59		88	
60		89	
61		90	
62		91	
63		92	
64		93	
65		94	
66		95	
67		96	
68		97	
69		98	
70		99	
71		100	
72		101	
73		102	
74		103	
75		104	
76		105	
77		106	
78		107	
79		108	

Chess Score Record

White		Black	
51		80	
52		81	
53		82	
54		83	
55		84	
56		85	
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65		94	
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67		96	
68		97	
69		98	
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71		100	
72		101	
73		102	
74		103	
75		104	
76		105	
77		106	
78		107	
79		108	

Chess Score Record

White		Black	
51		80	
52		81	
53		82	
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Most Used Telephone Numbers

[illegible]

Write in pencil or non-permanent marker
Erase with rubber eraser or damp cloth

Most Used Telephone Numbers

[illegible]

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Erase with rubber eraser or damp cloth

Most Used Telephone Numbers

[illegible]

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Erase with rubber eraser or damp cloth

Function Planner

Function		
Venue		
Date		
Guest List		
	Name	Accept ✓
1		
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4		
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18		
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21		
22		
23		

Function Planner

Function		
Venue		
Date		
Guest List		
	Name	Accept ✓
1		
2		
3		
4		
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23		

Function Planner

Function		
Venue		
Date		
Guest List		
	Name	Accept ✓
1		
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Travel Itinerary

Date	Flight Train Ship	
Carrier		
Depart from	Time	
Arrive at	Time	
Transport: Taxi Limousine Bus Train		
Car Hire Company		
Hotel		
Address		
Telephone	Telex	
Notes		
Date	Flight Train Ship	
Carrier		
Depart from	Time	
Arrive at	Time	
Transport: Taxi Limousine Bus Train		
Car Hire Company		
Hotel		
Address		
Telephone	Telex	
Notes		

Travel Itinerary

Date	Flight Train Ship	
Carrier		
Depart from	Time	
Arrive at	Time	
Transport: Taxi Limousine Bus Train		
Car Hire Company		
Hotel		
Address		
Telephone	Telex	
Notes		
Date	Flight Train Ship	
Carrier		
Depart from	Time	
Arrive at	Time	
Transport: Taxi Limousine Bus Train		
Car Hire Company		
Hotel		
Address		
Telephone	Telex	
Notes		

Travel Itinerary

Date	Flight Train Ship	
Carrier		
Depart from	Time	
Arrive at	Time	
Transport: Taxi Limousine Bus Train		
Car Hire Company		
Hotel		
Address		
Telephone	Telex	
Notes		
Date	Flight Train Ship	
Carrier		
Depart from	Time	
Arrive at	Time	
Transport: Taxi Limousine Bus Train		
Car Hire Company		
Hotel		
Address		
Telephone	Telex	
Notes		

Travel Itinerary

Date	Flight Train Ship
Carrier	
Depart from	Time
Arrive at	Time
Transport: Taxi Limousine Bus Train	
Car Hire Company	
Hotel	
Address	
Telephone	Telex
Notes	
Date	Flight Train Ship
Carrier	
Depart from	Time
Arrive at	Time
Transport: Taxi Limousine Bus Train	
Car Hire Company	
Hotel	
Address	
Telephone	Telex
Notes	

Travel Itinerary

Date	Flight Train Ship
Carrier	
Depart from	Time
Arrive at	Time
Transport: Taxi Limousine Bus Train	
Car Hire Company	
Hotel	
Address	
Telephone	Telex
Notes	
Date	Flight Train Ship
Carrier	
Depart from	Time
Arrive at	Time
Transport: Taxi Limousine Bus Train	
Car Hire Company	
Hotel	
Address	
Telephone	Telex
Notes	

Travel Itinerary

Date	Flight Train Ship
Carrier	
Depart from	Time
Arrive at	Time
Transport: Taxi Limousine Bus Train	
Car Hire Company	
Hotel	
Address	
Telephone	Telex
Notes	

Running Record

[illegible]

Running Record

[illegible]

Running Record

[illegible]

4 Bird Watcher's Checklist

Notes

Nightingale	(White Wagtail)
Red-spotted Bluethroat	Grey Wagtail
(White-spotted Bluethroat)	Yellow Wagtail
Robin	(Blue-tailed Wagtail)
Cetti's Warbler	Waxwing
Grasshopper Warbler	Great Grey Shrike
Savi's Warbler	Woodahat Shrike
Great Reed Warbler	Red-backed Shrike
Reed Warbler	Starling
Marsh Warbler	Hawfinch
Sedge Warbler	Greenfinch
Aquatic Warbler	Goldfinch
Melodious Warbler	Siskin
Icterine Warbler	Linnet
Blackcap	Twite
Barred Warbler	Redpoll
Garden Warbler	(Mealy Redpoll)
Whitethroat	Serin
Lesser Whistethroat	Bullfinch
Dartford Warbler	Scarlet Rosefinch
Willow Warbler	Crossbill
Greenish Warbler	(Scottish Crossbill)
Chiffchaff	Chaffinch
Wood Warbler	Brambling
Yellow-browed Warbler	Corn Brambling
Goldcrest	Yellowhammer
Firecrest	Cirl Bunting
Spotted Flycatcher	Ortolan Bunting
Pied Flycatcher	Little Bunting
Red-breasted Flycatcher	Reed Bunting
Duncock	Lapland Bunting
Richard's Pipit	Snow Bunting
Tawny Pipit	House Sparrow
Meadow Pipit	Tree Sparrow
Tree Pipit	
Rock Pipit	
Water Pipit	
Pied Wagtail	

Bird Watcher's Checklist 1

Date

Black-throated Diver	Ferruginous Duck
Great Northern Diver	Goldeneye
Red-throated Diver	Long-tailed Duck
Great Crested Grebe	Velvet Scoter
Red-necked Grebe	Surf Scoter
Slavonian Grebe	Common Scoter
Black-necked Grebe	Elder
Little Grebe	King Elder
Fulmar	Ruddy Duck
Cory's Shearwater	Red-breasted Merganser
Manx Shearwater	Goosander
(Balearic Shearwater)	Snew
Great Shearwater	Shelduck
Sooty Shearwater	Egyptian Goose
Storm Petrel	Greylag Goose
Leach's Petrel	White-fronted Goose
Gannet	(Greenland Wh-fr. Goose)
Cormorant	Lesser White-fr. Goose
Shag	Bean Goose
Grey Heron	Pink-footed Goose
Purple Heron	Snow Goose
Little Egret	Dark-bellied Brent Goose
Night Heron	(Pale-bellied Brent Goose)
Little Bittern	Barnacle Goose
Bittern	Canada Goose
White Stork	Mute Swan
Spoonbill	Whooper Swan
Mallard	Bewick's Swan
Teal	Golden Eagle
Garganey	Buzzard
Gadwall	Rough-legged Buzzard
Wigeon	Sparrowhawk
Pintail	Goshawk
Shoveler	Red Kite
Mandarin Duck	Honey Buzzard
Red-crested Pochard	Marsh Harrier
Scaup	Hen Harrier
Tufted Duck	Montagu's Harrier
Pochard	Osprey

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2 Bird Watcher's Checklist

Locality

Hobby	Bar-tailed Godwit
Peregrine	Green Sandpiper
Gyrfalcon	Wood Sandpiper
Merlin	Common Sandpiper
Red-footed Falcon	Redshank
Kestrel	Spotted Redshank
Red Grouse	Lesser Yellowlegs
Plumigan	Greenshank
Black Grouse	Knot
Capercaillie	Purple Sandpiper
Red-legged Partridge	Little Stint
Partridge	Temminck's Stint
Quail	White-rumped Sandpiper
Pheasant	Pectoral Sandpiper
Golden Pheasant	Dunlin
Lady Amherst's Pheasant	Curlew Sandpiper
Crane	Sanderling
Water Rail	Buff-breasted Sandpiper
Spotted Crake	Ruff
Comcrake	Avocet
Moorhen	Black-winged Stilt
Coot	Grey Phalarope
Oystercatcher	Red-necked Phalarope
Lapwing	Stone Curlew
Ringed Plover	Great Skua
Little Ringed Plover	Pomarine Skua
Kenish Plover	Arctic Skua
Grey Plover	Long-tailed Skua
Golden Plover	Great Black-backed Gull
Dottrel	Lesser Black-backed Gull
Turnstone	Scandinavian L. B.-b. Gull
Dowitcher	Herring Gull
Snipe	Common Gull
Great Snipe	Glaucous Gull
Jack Snipe	Iceland Gull
Woodcock	Mediterranean Gull
Curlew	Little Gull
Whimbrel	Black-headed Gull
Black-tailed Godwit	Sabine's Gull

Bird Watcher's Checklist 3

Weather

Kittiwake	Woodlark
Black Tern	Skylark
White-winged Tern	Shore Lark
Gull-billed Tern	Swallow
Caspian Tern	House Martin
Common Tern	Sand Martin
Arctic Tern	Golden Oriole
Roseate Tern	Raven
Little Tern	Carrion Crow
Sandwich Tern	(Hooded Crow)
Razorbill	Rock
Little Auk	Jackdaw
Gullinot	Magpie
Black Gullinot	Nuthacker
Puffin	Jay
Stock Dove	Chough
Rock Dove	Great Tit
Woodpigeon	Blue Tit
Turtle Dove	Coal Tit
Collared Dove	Crested Tit
Cuckoo	Marsh Tit
Barn Owl	Willow Tit
Snowy Owl	Long-tailed Tit
Little Owl	Nuthatch
Tawny Owl	Treecreeper
Long-eared Owl	Wren
Short-eared Owl	Dipper
Nighthar	Bearded Tit
Swift	Mistle Thrush
Alpine Swift	Fieldfare
Kingfisher	Song Thrush
Bee-eater	Redwing
Roller	Ring Ouzel
Hoopoe	Blackbird
Green Woodpecker	Wheatear
Great Spotted Woodpecker	Stonechat
Lesser Spotted Woodpecker	Winchat
Wryneck	Redstart
Short-toed Lark	Black Redstart

Bird Watcher's Checklist 1

Date

Black-throated Diver	Ferruginous Duck
Great Northern Diver	Goldeneye
Red-throated Diver	Long-tailed Duck
Great Crested Grebe	Velvet Scoter
Red-necked Grebe	Surf Scoter
Slavonian Grebe	Common Scoter
Black-necked Grebe	Eider
Little Grebe	King Eider
Fulmar	Ruddy Duck
Cory's Shearwater	Red-breasted Merganser
Manx Shearwater	Goosander
(Balearic Shearwater)	Smew
Great Shearwater	Shelduck
Sooty Shearwater	Egyptian Goose
Storm Petrel	Graylag Goose
Leach's Petrel	White-fronted Goose
Gannet	(Greenland Wh-fr. Goose)
Cormorant	Lesser White-fr. Goose
Shag	Bean Goose
Grey Heron	Pink-footed Goose
Purple Heron	Snow Goose
Little Egret	Dark-bellied Brent Goose
Night Heron	(Pale-bellied Brent Goose)
Little Bittern	Barnacle Goose
Bittern	Canada Goose
White Stork	Mute Swan
Spoonbill	Whooper Swan
Mallard	Bewick's Swan
Teal	Golden Eagle
Garganey	Buzzard
Gadwall	Rough-legged Buzzard
Wigeon	Sparrowhawk
Pintail	Goshawk
Shoveler	Red Kite
Mandarin Duck	Honey Buzzard
Red-crested Pochard	Marsh Harrier
Scaup	Hen Harrier
Tufted Duck	Montagu's Harrier
Pochard	Osprey

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Bird Watcher's Checklist 3

Weather

Killiwake	Woodlark
Black Tern	Skylark
White-winged Tern	Shore Lark
Gull-billed Tern	Swallow
Caspian Tern	House Martin
Common Tern	Sand Martin
Arctic Tern	Golden Oriole
Roseate Tern	Raven
Little Tern	Carion Crow
Sandwich Tern	(Hooded Crow)
Razorbill	Rook
Little Auk	Jackdaw
Guillemot	Magpie
Black Guillemot	Nutcracker
Puffin	Jay
Stock Dove	Chough
Rock Dove	Great Tit
Woodpigeon	Blue Tit
Turtle Dove	Coal Tit
Collared Dove	Crested Tit
Cuckoo	Marsh Tit
Barn Owl	Willow Tit
Snowy Owl	Long-tailed Tit
Little Owl	Nuthatch
Tawny Owl	Treecreeper
Long-eared Owl	Wren
Short-eared Owl	Dipper
Nighthjar	Bearded Tit
Swift	Mistle Thrush
Alpine Swift	Fieldfare
Kingfisher	Song Thrush
Bee-eater	Redwing
Roller	Ring Ouzel
Hoopoe	Blackbird
Green Woodpecker	Wheatear
Great Spotted Woodpecker	Stonechat
Lesser Spotted Woodpecker	Winchat
Wryneck	Redstart
Short-toed Lark	Black Redstart

4 Bird Watcher's Checklist

Notes

Nightingale.....	(White Wagtail).....
Red-spotted Bluethroat.....	Grey Wagtail.....
(White-spotted Bluethroat).....	Yellow Wagtail.....
Robin.....	(Blue-tailed Wagtail).....
Cetti's Warbler.....	Waxwing.....
Grasshopper Warbler.....	Great Grey Shrike.....
Savi's Warbler.....	Woodcuckat Shrike.....
Great Reed Warbler.....	Red-backed Shrike.....
Reed Warbler.....	Starling.....
Marsh Warbler.....	Hawfinch.....
Sedge Warbler.....	Greenfinch.....
Aquatic Warbler.....	Goldfinch.....
Melodious Warbler.....	Siskin.....
Icterine Warbler.....	Linnet.....
Blackcap.....	Twite.....
Barred Warbler.....	Redpoll.....
Garden Warbler.....	(Mealy Redpoll).....
Whitethroat.....	Sern.....
Lesser Whitethroat.....	Bullfinch.....
Dartford Warbler.....	Scarlet Rosefinch.....
Willow Warbler.....	Crossbill.....
Greenish Warbler.....	(Scottish Crossbill).....
Chiffchaff.....	Chaffinch.....
Wood Warbler.....	Brambling.....
Yellow-browed Warbler.....	Corn Brambling.....
Goldcrest.....	Yellowhammer.....
Firecrest.....	Ciri Bunting.....
Spotted Flycatcher.....	Otoman Bunting.....
Pied Flycatcher.....	Little Bunting.....
Red-breasted Flycatcher.....	Reed Bunting.....
Dunrook.....	Lapland Bunting.....
Richard's Pipit.....	Snow Bunting.....
Tawny Pipit.....	House Sparrow.....
Meadow Pipit.....	Tree Sparrow.....
Tree Pipit.....	
Rock Pipit.....	
Water Pipit.....	
Pied Wagtail.....	

2 Bird Watcher's Checklist

Locality

Hobby.....	Bar-tailed Godwit.....
Peregrine.....	Green Sandpiper.....
Gyrfalcon.....	Wood Sandpiper.....
Merlin.....	Common Sandpiper.....
Red-footed Falcon.....	Redshank.....
Kestrel.....	Spotted Redshank.....
Red Grouse.....	Lesser Yellowlegs.....
Parnigan.....	Greenshank.....
Black Grouse.....	Knot.....
Capercaillie.....	Purple Sandpiper.....
Red-legged Partridge.....	Little Stint.....
Partridge.....	Turninck's Stint.....
Quail.....	White-rumped Sandpiper.....
Pheasant.....	Pectoral Sandpiper.....
Golden Pheasant.....	Dunlin.....
Lady Amherst's Pheasant.....	Curlew Sandpiper.....
Crane.....	Sanderling.....
Water Rail.....	Buff-breasted Sandpiper.....
Spotted Crane.....	Ruff.....
Corncrake.....	Avocet.....
Moorhen.....	Black-winged Stilt.....
Coot.....	Grey Phalarope.....
Oystercatcher.....	Red-necked Phalarope.....
Lapwing.....	Stone Curlew.....
Fringed Plover.....	Great Skua.....
Little Ringed Plover.....	Pomarine Skua.....
Kentish Plover.....	Arctic Skua.....
Grey Plover.....	Long-tailed Skua.....
Golden Plover.....	Great Black-backed Gull.....
Dottrel.....	Lesser Black-backed Gull.....
Turnstone.....	Scandinavian L.B.-b. Gull.....
Dowitcher.....	Herring Gull.....
Snipe.....	Common Gull.....
Great Snipe.....	Glaucous Gull.....
Jack Snipe.....	Iceland Gull.....
Woodcock.....	Mediterranean Gull.....
Curlew.....	Little Gull.....
Whimbrel.....	Black-headed Gull.....
Black-tailed Godwit.....	Sabine's Gull.....

Personal Expense Log

Week Beginning		Item	Amount	Rept. N/Rept.
Monday				
Tuesday				
Wednesday				
Thursday				
Subtotal				

Personal Expense Log

Week Beginning		Item	Amount	Rept. N/Rept.
Monday				
Tuesday				
Wednesday				
Thursday				
Subtotal				

Personal Expense Log

Week Beginning		Item	Amount	Rept. N/Rept.
Monday				
Tuesday				
Wednesday				
Thursday				
Subtotal				

Personal Expense Log

Week Beginning				
Item	Amount	Rcpt	N/Rcpt	
Friday				
Saturday				
Sunday				
Sundry				
Total				

Personal Expense Log

Week Beginning				
Item	Amount	Rcpt	N/Rcpt	
Friday				
Saturday				
Sunday				
Sundry				
Total				

Personal Expense Log

Week Beginning				
Item	Amount	Rcpt	N/Rcpt	
Friday				
Saturday				
Sunday				
Sundry				
Total				

Personal Services

City	State
County	
Hair Salon	
Cleaners/Laundry	
Tailor/Seamstress	
Shoe Repair	
Jewelry/Watch Repair	
Wine/Liquor Merchant	
Florist	
Candy, Cookies, Ice Cream	
Favorite Fast Food	
Doctor/Optometrlist	
Pharmacy	
Place of Worship	
Country Club/Gym	
Car Rental/Air Line Info	
Other	

Personal Services

City	State
County	
Hair Salon	
Cleaners/Laundry	
Tailor/Seamstress	
Shoe Repair	
Jewelry/Watch Repair	
Wine/Liquor Merchant	
Florist	
Candy, Cookies, Ice Cream	
Favorite Fast Food	
Doctor/Optometrlist	
Pharmacy	
Place of Worship	
Country Club/Gym	
Car Rental/Air Line Info	
Other	

Personal Services

City	State
County	
Hair Salon	
Cleaners/Laundry	
Tailor/Seamstress	
Shoe Repair	
Jewelry/Watch Repair	
Wine/Liquor Merchant	
Florist	
Candy, Cookies, Ice Cream	
Favorite Fast Food	
Doctor/Optometrlist	
Pharmacy	
Place of Worship	
Country Club/Gym	
Car Rental/Air Line Info	
Other	

Personal Services

City	State
County	
Hair Salon	
Cleaners/Laundry	
Tailor/Seamstress	
Shoe Repair	
Jewelry/Watch Repair	
Wine/Liquor Merchant	
Florist	
Candy, Cookies, Ice Cream	
Favorite Fast Food	
Doctor/Optometrlist	
Pharmacy	
Place of Worship	
Country Club/Gym	
Car Rental/Air Line Info	
Other	

Personal Services

City	State
County	
Hair Salon	
Cleaners/Laundry	
Tailor/Seamstress	
Shoe Repair	
Jewelry/Watch Repair	
Wine/Liquor Merchant	
Florist	
Candy, Cookies, Ice Cream	
Favorite Fast Food	
Doctor/Optometrlist	
Pharmacy	
Place of Worship	
Country Club/Gym	
Car Rental/Air Line Info	
Other	

Personal Services

City	State
County	
Hair Salon	
Cleaners/Laundry	
Tailor/Seamstress	
Shoe Repair	
Jewelry/Watch Repair	
Wine/Liquor Merchant	
Florist	
Candy, Cookies, Ice Cream	
Favorite Fast Food	
Doctor/Optometrlist	
Pharmacy	
Place of Worship	
Country Club/Gym	
Car Rental/Air Line Info	
Other	

Personal Contact Record

Name			
Company			
Address			
City	State	Zip	
Country			
Home Phone			
Business Phone			
Where Met			
Spouse			
Children			
Birthdays			
Special Interests			
Other Information			

Personal Contact Record

Name			
Company			
Address			
City	State	Zip	
Country			
Home Phone			
Business Phone			
Where Met			
Spouse			
Children			
Birthdays			
Special Interests			
Other Information			

Personal Contact Record

Name			
Company			
Address			
City	State	Zip	
Country			
Home Phone			
Business Phone			
Where Met			
Spouse			
Children			
Birthdays			
Special Interests			
Other Information			

Personal Contact Record

Name		
Company	Position	
Address		
City	State	Zip
Country		
Home Phone		
Business Phone		
Where Met		
Spouse		
Children		
Birthdays		
Special Interests		
Other Information		

Personal Contact Record

Name		
Company	Position	
Address		
City	State	Zip
Country		
Home Phone		
Business Phone		
Where Met		
Spouse		
Children		
Birthdays		
Special Interests		
Other Information		

Personal Contact Record

Name		
Company	Position	
Address		
City	State	Zip
Country		
Home Phone		
Business Phone		
Where Met		
Spouse		
Children		
Birthdays		
Special Interests		
Other Information		

Home Entertainment

Date	
Occasion	
Guests	Firm & Position
Theme	
Attire	
Flowers/Florist	
Caterer	
Menu	
Wine/Guest Drink Preferences	
Cost	
*Guest Seating Planner on back	

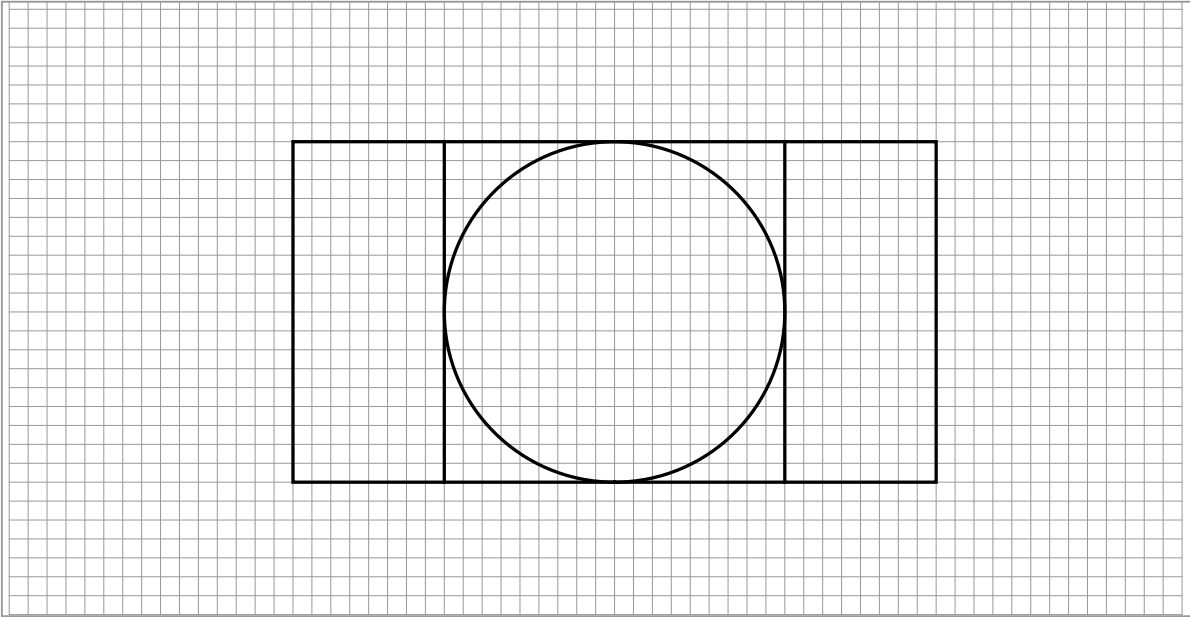
Home Entertainment

Date	
Occasion	
Guests	Firm & Position
Theme	
Attire	
Flowers/Florist	
Caterer	
Menu	
Wine/Guest Drink Preferences	
Cost	
*Guest Seating Planner on back	

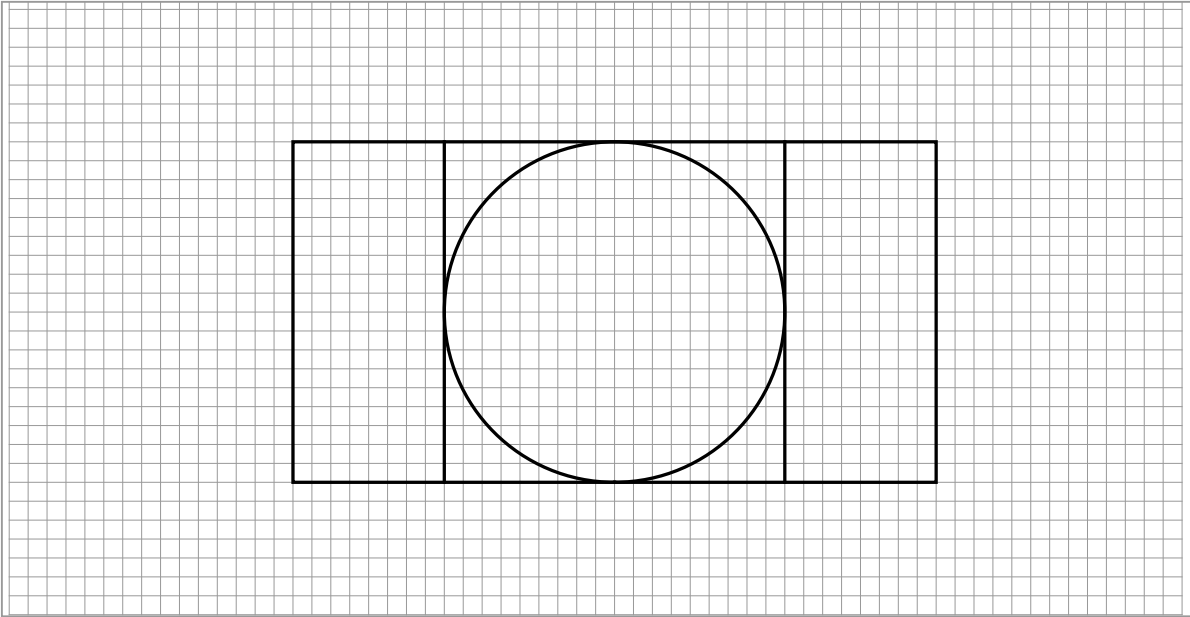
Home Entertainment

Date	
Occasion	
Guests	Firm & Position
Theme	
Attire	
Flowers/Florist	
Caterer	
Menu	
Wine/Guest Drink Preferences	
Cost	
*Guest Seating Planner on back	

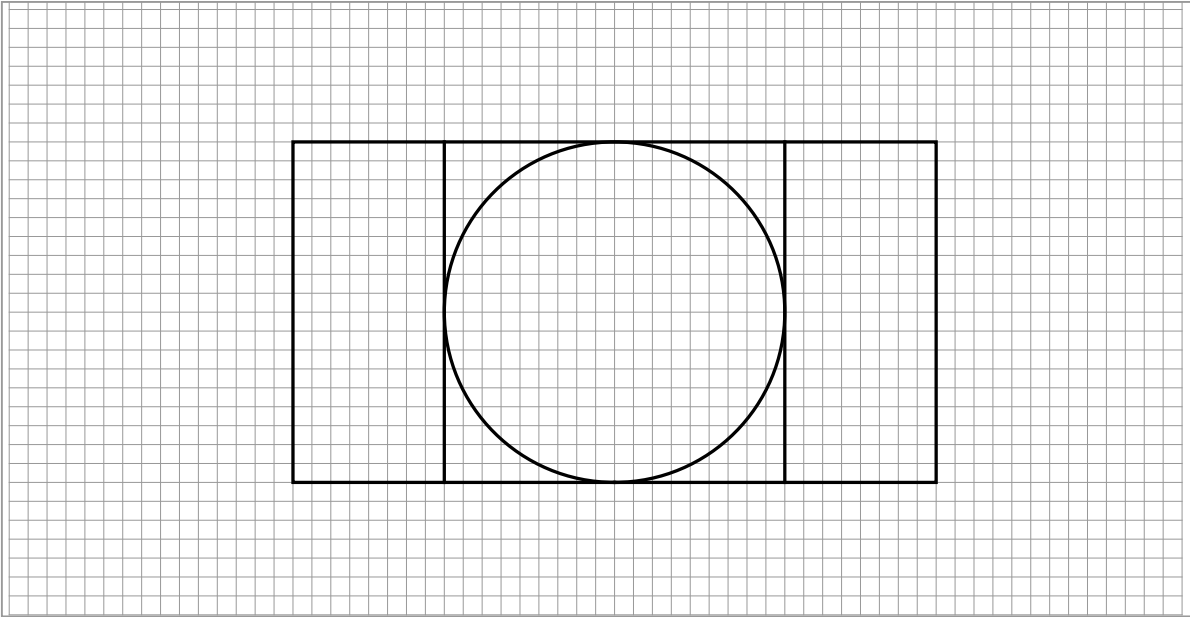
Guest Seating Planner



Guest Seating Planner



Guest Seating Planner



Hotel

Name																					
Address																					
City		State			Zip																
Country																					
Telephone		Telex																			
Contact Person																					
Manager																					
Concierge																					
Preferred Room																					
Price Range		Exp		Mod		Inexp															
Credit Card		Y		N																	
Amex		Diner		CB		M/C		Visa													
Personal Rating		10		9		8		7		6		5		4		3		2		1	
Comments																					
Map of Location																					
↑ N																					

Hotel

Name																					
Address																					
City		State			Zip																
Country																					
Telephone		Telex																			
Contact Person																					
Manager																					
Concierge																					
Preferred Room																					
Price Range		Exp		Mod		Inexp															
Credit Card		Y		N																	
Amex		Diner		CB		M/C		Visa													
Personal Rating		10		9		8		7		6		5		4		3		2		1	
Comments																					
Map of Location																					
↑ N																					

Hotel

Name																					
Address																					
City		State			Zip																
Country																					
Telephone		Telex																			
Contact Person																					
Manager																					
Concierge																					
Preferred Room																					
Price Range		Exp		Mod		Inexp															
Credit Card		Y		N																	
Amex		Diner		CB		M/C		Visa													
Personal Rating		10		9		8		7		6		5		4		3		2		1	
Comments																					
Map of Location																					
↑ N																					

Hotel

Name																						
Address																						
City			State				Zip															
Country																						
Telephone			Telex																			
Contact Person																						
Manager																						
Concierge																						
Preferred Room																						
Price Range		Exp		Mod		Inexp																
Credit Card		Y		N																		
Amex		Diner		CB		M/C		Visa														
Personal Rating		10		9		8		7		6		5		4		3		2		1		
Comments																						
Map of Location																						
↑																						
N																						

Hotel

Name																						
Address																						
City			State				Zip															
Country																						
Telephone			Telex																			
Contact Person																						
Manager																						
Concierge																						
Preferred Room																						
Price Range		Exp		Mod		Inexp																
Credit Card		Y		N																		
Amex		Diner		CB		M/C		Visa														
Personal Rating		10		9		8		7		6		5		4		3		2		1		
Comments																						
Map of Location																						
↑																						
N																						

Hotel

Name																						
Address																						
City			State				Zip															
Country																						
Telephone			Telex																			
Contact Person																						
Manager																						
Concierge																						
Preferred Room																						
Price Range		Exp		Mod		Inexp																
Credit Card		Y		N																		
Amex		Diner		CB		M/C		Visa														
Personal Rating		10		9		8		7		6		5		4		3		2		1		
Comments																						
Map of Location																						
↑																						
N																						

Restaurant

Name													
Address													
City		State			Zip								
Country													
Telephone		Telex											
Major Contact													
Maitre d'													
Captain													
Preferred Table													
Cuisine/Theme													
Full Bar		Y	N	B.Y.O.									
Wine		Y	N	Corkage		Y	N						
Sommelier													
Specialities													
Price Range		Exp		Mod		Inexp							
Credit Card		Y	N										
Amex		Diner		CB		M/C		Visa					
Personal Rating		10	9	8	7	6	5	4	3	2	1		
Comments													
Map of Location													
↑ N													

Restaurant

Name													
Address													
City		State			Zip								
Country													
Telephone		Telex											
Major Contact													
Maitre d'													
Captain													
Preferred Table													
Cuisine/Theme													
Full Bar		Y	N	B.Y.O.									
Wine		Y	N	Corkage		Y	N						
Sommelier													
Specialities													
Price Range		Exp		Mod		Inexp							
Credit Card		Y	N										
Amex		Diner		CB		M/C		Visa					
Personal Rating		10	9	8	7	6	5	4	3	2	1		
Comments													
Map of Location													
↑ N													

Restaurant

Name													
Address													
City		State			Zip								
Country													
Telephone		Telex											
Major Contact													
Maitre d'													
Captain													
Preferred Table													
Cuisine/Theme													
Full Bar		Y	N	B.Y.O.									
Wine		Y	N	Corkage		Y	N						
Sommelier													
Specialities													
Price Range		Exp		Mod		Inexp							
Credit Card		Y	N										
Amex		Diner		CB		M/C		Visa					
Personal Rating		10	9	8	7	6	5	4	3	2	1		
Comments													
Map of Location													
↑ N													

Restaurant

Name													
Address													
City				State			Zip						
Country													
Telephone				Telex									
Major Contact													
Maitre d'													
Captain													
Preferred Table													
Cuisine/Theme													
Full Bar	Y	N	B.Y.O.										
Wine	Y	N	Corkage			Y	N						
Sommelier													
Specialties													
Price Range	Exp	Mod			Inexp								
Credit Card	Y	N											
Amex	Diner	CB			M/C			Visa					
Personal Rating	10	9	8	7	6	5	4	3	2	1			
Comments													
Map of Location													↑ N

Restaurant

Name													
Address													
City				State			Zip						
Country													
Telephone				Telex									
Major Contact													
Maitre d'													
Captain													
Preferred Table													
Cuisine/Theme													
Full Bar	Y	N	B.Y.O.										
Wine	Y	N	Corkage			Y	N						
Sommelier													
Specialties													
Price Range	Exp	Mod			Inexp								
Credit Card	Y	N											
Amex	Diner	CB			M/C			Visa					
Personal Rating	10	9	8	7	6	5	4	3	2	1			
Comments													
Map of Location													↑ N

Restaurant

Name													
Address													
City				State			Zip						
Country													
Telephone				Telex									
Major Contact													
Maitre d'													
Captain													
Preferred Table													
Cuisine/Theme													
Full Bar	Y	N	B.Y.O.										
Wine	Y	N	Corkage			Y	N						
Sommelier													
Specialties													
Price Range	Exp	Mod			Inexp								
Credit Card	Y	N											
Amex	Diner	CB			M/C			Visa					
Personal Rating	10	9	8	7	6	5	4	3	2	1			
Comments													
Map of Location													↑ N

Football/Basketball

					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
Teams	Point Spread	Over & Under	Score	Amount Bet	Result +/-

Football/Basketball

					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
Teams	Point Spread	Over & Under	Score	Amount Bet	Result +/-

Football/Basketball

					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
					_____ VS _____
Teams	Point Spread	Over & Under	Score	Amount Bet	Result +/-

Football/Basketball

Teams	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
Point Spread		Over & Under	Score	Amount Bet	Result +/-

Football/Basketball

Teams	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
Point Spread		Over & Under	Score	Amount Bet	Result +/-

Football/Basketball

Teams	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
	_____ SA _____				
Point Spread		Over & Under	Score	Amount Bet	Result +/-

Traveller's Checklist

[illegible]

[illegible]

Travellers Checklist

[illegible]

Surveyor's Quantity Record



Surveyor's Quantity Record

Surveyor's Quantity Record

Surveyor's Quantity Record

Surveyor's Quantity Record

Surveyor's Quantity Record

Salesman's Reminder

Name	Address	Details

[illegible]

CONFIDENTIAL Employee Record

Surname			
Forename(s)			
Address			
Telephone No.			
Birth Date		Sex	Nationality
Height	Weight	House Owner	Yes/No
Single/Married/Separated/Divorced/Widow(er)			
Spouse's Forename			
Children - names and birthdates			
Driving Licence - Car/HGV/Motor Cycle			
Endorsements			
National Insurance No. / / /			
Physical Disabilities			
Education	Institution	Qualifications	
Secondary			
Tertiary			
Professional			
Languages			
Special Skills			
Memberships			
Hobbies/Sports			
Public Offices			
Next of Kin			
Relationship			
Address			

CONFIDENTIAL Employee Record

Surname			
Forename(s)			
Address			
Telephone No.			
Birth Date		Sex	Nationality
Height	Weight	House Owner	Yes/No
Single/Married/Separated/Divorced/Widow(er)			
Spouse's Forename			
Children - names and birthdates			
Driving Licence - Car/HGV/Motor Cycle			
Endorsements			
National Insurance No. / / /			
Physical Disabilities			
Education	Institution	Qualifications	
Secondary			
Tertiary			
Professional			
Languages			
Special Skills			
Memberships			
Hobbies/Sports			
Public Offices			
Next of Kin			
Relationship			
Address			

CONFIDENTIAL Employee Record

Surname			
Forename(s)			
Address			
Telephone No.			
Birth Date		Sex	Nationality
Height	Weight	House Owner	Yes/No
Single/Married/Separated/Divorced/Widow(er)			
Spouse's Forename			
Children - names and birthdates			
Driving Licence - Car/HGV/Motor Cycle			
Endorsements			
National Insurance No. / / /			
Physical Disabilities			
Education	Institution	Qualifications	
Secondary			
Tertiary			
Professional			
Languages			
Special Skills			
Memberships			
Hobbies/Sports			
Public Offices			
Next of Kin			
Relationship			
Address			

Employee Record CONFIDENTIAL

PREVIOUS EMPLOYMENT		
From/To	Employment	Reason for leaving
CURRENT EMPLOYMENT		
Date	Job	Salary
TRAINING		
Date	Detail	
NOTES		
TERMINATION		
Date	Retired/Resigned/Dismissed/Redundant	
Reason		
Would Re-employ	Yes/No	

Employee Record CONFIDENTIAL

PREVIOUS EMPLOYMENT		
From/To	Employment	Reason for leaving
CURRENT EMPLOYMENT		
Date	Job	Salary
TRAINING		
Date	Detail	
NOTES		
TERMINATION		
Date	Retired/Resigned/Dismissed/Redundant	
Reason		
Would Re-employ	Yes/No	

Employee Record CONFIDENTIAL

PREVIOUS EMPLOYMENT		
From/To	Employment	Reason for leaving
CURRENT EMPLOYMENT		
Date	Job	Salary
TRAINING		
Date	Detail	
NOTES		
TERMINATION		
Date	Retired/Resigned/Dismissed/Redundant	
Reason		
Would Re-employ	Yes/No	

Classified Addresses

Name			
Address			
Phone	Telex		
Fax			
Contact			
Name			
Address			
Phone	Telex		
Fax			
Contact			
Name			
Address			
Phone	Telex		
Fax			
Contact			

Classified Addresses

Name			
Address			
Phone	Telex		
Fax			
Contact			
Name			
Address			
Phone	Telex		
Fax			
Contact			
Name			
Address			
Phone	Telex		
Fax			
Contact			

Classified Addresses

Name			
Address			
Phone	Telex		
Fax			
Contact			
Name			
Address			
Phone	Telex		
Fax			
Contact			
Name			
Address			
Phone	Telex		
Fax			
Contact			

Classified Addresses

Name	
Address	
Phone	Telex
Fax	
Contact	
Name	
Address	
Phone	Telex
Fax	
Contact	
Name	
Address	
Phone	Telex
Fax	
Contact	
Name	
Address	
Phone	Telex
Fax	
Contact	

Classified Addresses

Name	
Address	
Phone	Telex
Fax	
Contact	
Name	
Address	
Phone	Telex
Fax	
Contact	
Name	
Address	
Phone	Telex
Fax	
Contact	

Classified Addresses

Name	
Address	
Phone	Telex
Fax	
Contact	
Name	
Address	
Phone	Telex
Fax	
Contact	
Name	
Address	
Phone	Telex
Fax	
Contact	

Publisher's Sales Report

[illegible]

Publisher's Sales Report

[illegible]

Publisher's Sales Report

[illegible]

[illegible]

[illegible]

Rights Negotiation

[illegible]

Rights Negotiation

[illegible]

Rights Negotiation

[illegible]

Monthly Call List

[illegible]

Monthly Call List

[illegible]

Monthly Call List

[illegible]

Clinical History

Name		
Address		
D.O.B.	MSW	Age
HISTORY		
History of present complaint		
Past medical history		
Drugs & Allergies		
Social/family history		
EXAMINATION		
General		
CVS		

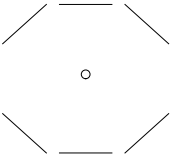
Clinical History

Name		
Address		
D.O.B.	MSW	Age
HISTORY		
History of present complaint		
Past medical history		
Drugs & Allergies		
Social/family history		
EXAMINATION		
General		
CVS		

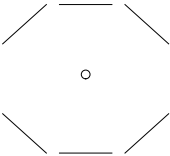
Clinical History

Name		
Address		
D.O.B.	MSW	Age
HISTORY		
History of present complaint		
Past medical history		
Drugs & Allergies		
Social/family history		
EXAMINATION		
General		
CVS		

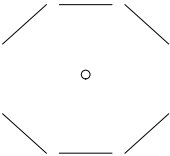
Clinical History

Resp S	
Abdo	
CNS	
MS	
PROBLEMS	
DIAGNOSIS & MANAGEMENT	

Clinical History

Resp S	
Abdo	
CNS	
MS	
PROBLEMS	
DIAGNOSIS & MANAGEMENT	

Clinical History

Resp S	
Abdo	
CNS	
MS	
PROBLEMS	
DIAGNOSIS & MANAGEMENT	

Investments Annual Record

[illegible]

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Investments Annual Record

[illegible]

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Investments Annual Record

[illegible]

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Investment Ledger

[illegible]

Multitrack Sheet

Studio	Client
Artist	Producer
Start Time	IPS
Tracks	EQ
N.R.	Sync Tone
Song	
Instrument	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	

Multitrack Sheet

Studio	Client
Artist	Producer
Start Time	IPS
Tracks	EQ
N.R.	Sync Tone
Song	
Instrument	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	

Multitrack Sheet

Studio	Client
Artist	Producer
Start Time	IPS
Tracks	EQ
N.R.	Sync Tone
Song	
Instrument	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	

Multitrack Sheet

Studio	Client	
Artist	Producer	
Start Time	IPS	
Tracks	Eq	
N.R.	Sync Tone	
Song		
Instrument		
1		
2		
3		
4		
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14		
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17		
18		
19		
20		
21		
22		
23		
24		

Multitrack Sheet

Studio	Client	
Artist	Producer	
Start Time	IPS	
Tracks	Eq	
N.R.	Sync Tone	
Song		
Instrument		
1		
2		
3		
4		
5		
6		
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11		
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14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

Multitrack Sheet

Studio	Client	
Artist	Producer	
Start Time	IPS	
Tracks	Eq	
N.R.	Sync Tone	
Song		
Instrument		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
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15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

Type of Film		Film No.						Film Speed DIN/ASA	
Frame No.	Subject	Shutter Speed	Aperture	Focus	Lens	Filter	Date, Time and Conditions		

Photo Exposure

Type of Film		Film No.						Film Speed DIN/ASA	
Frame No.	Subject	Shutter Speed	Aperture	Focus	Lens	Filter	Date, Time and Conditions		

Photo Exposure

Type of Film		Film No.						Film Speed DIN/ASA	
Frame No.	Subject	Shutter Speed	Aperture	Focus	Lens	Filter	Date, Time and Conditions		

Photo Exposure

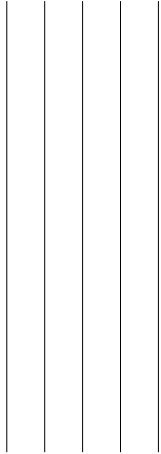
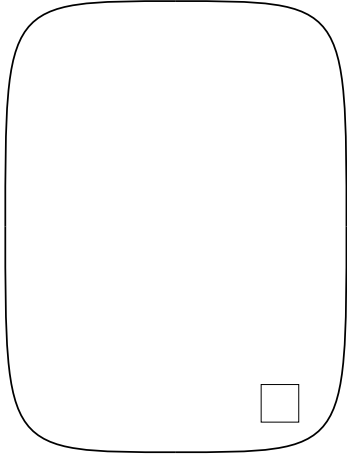
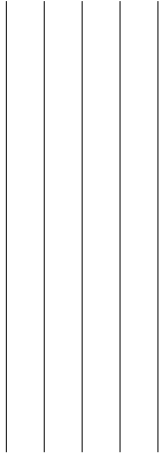
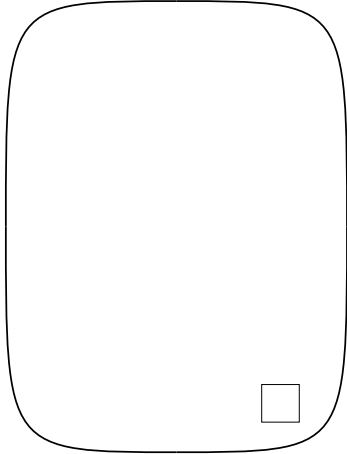
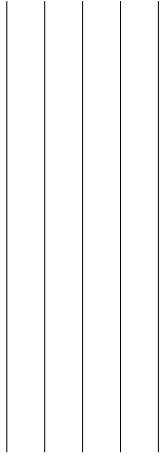
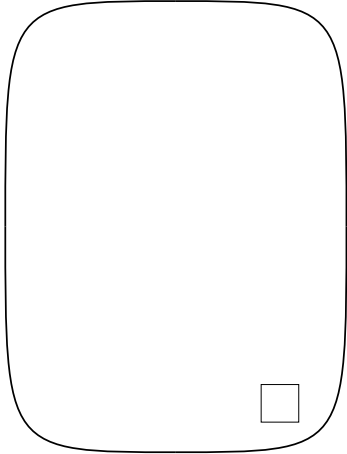
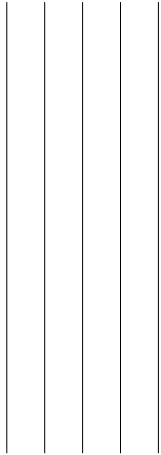
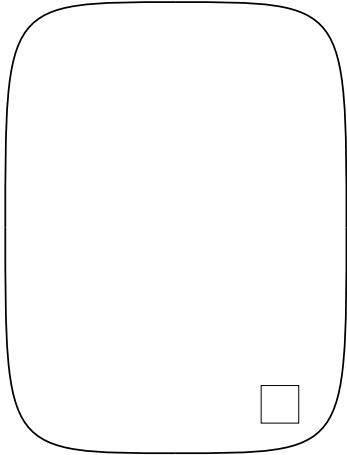
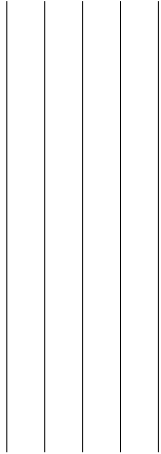
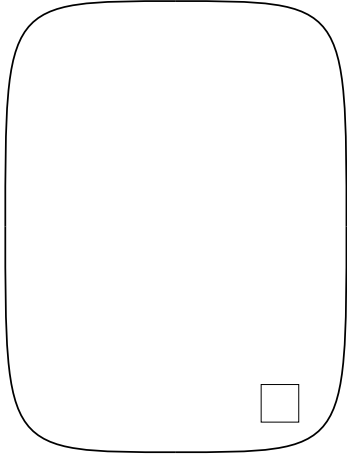
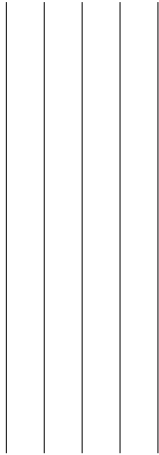
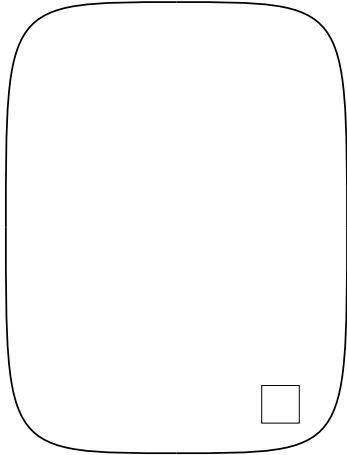
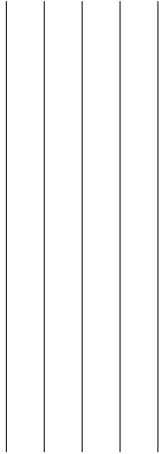
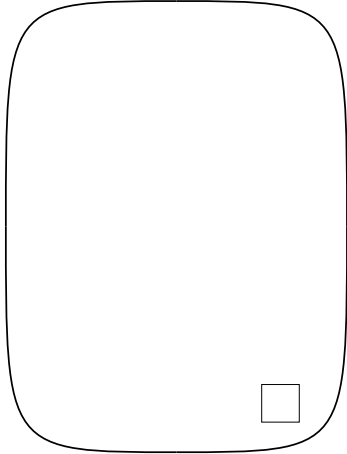
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Type of Film		Film No.			Film Speed DIN/ASA		

Photo Exposure							
Frame No.	Subject	Shutter Speed	Aperture	Focus	Lens	Filter	Date, Time and Conditions
Type of Film		Film No.			Film Speed DIN/ASA		

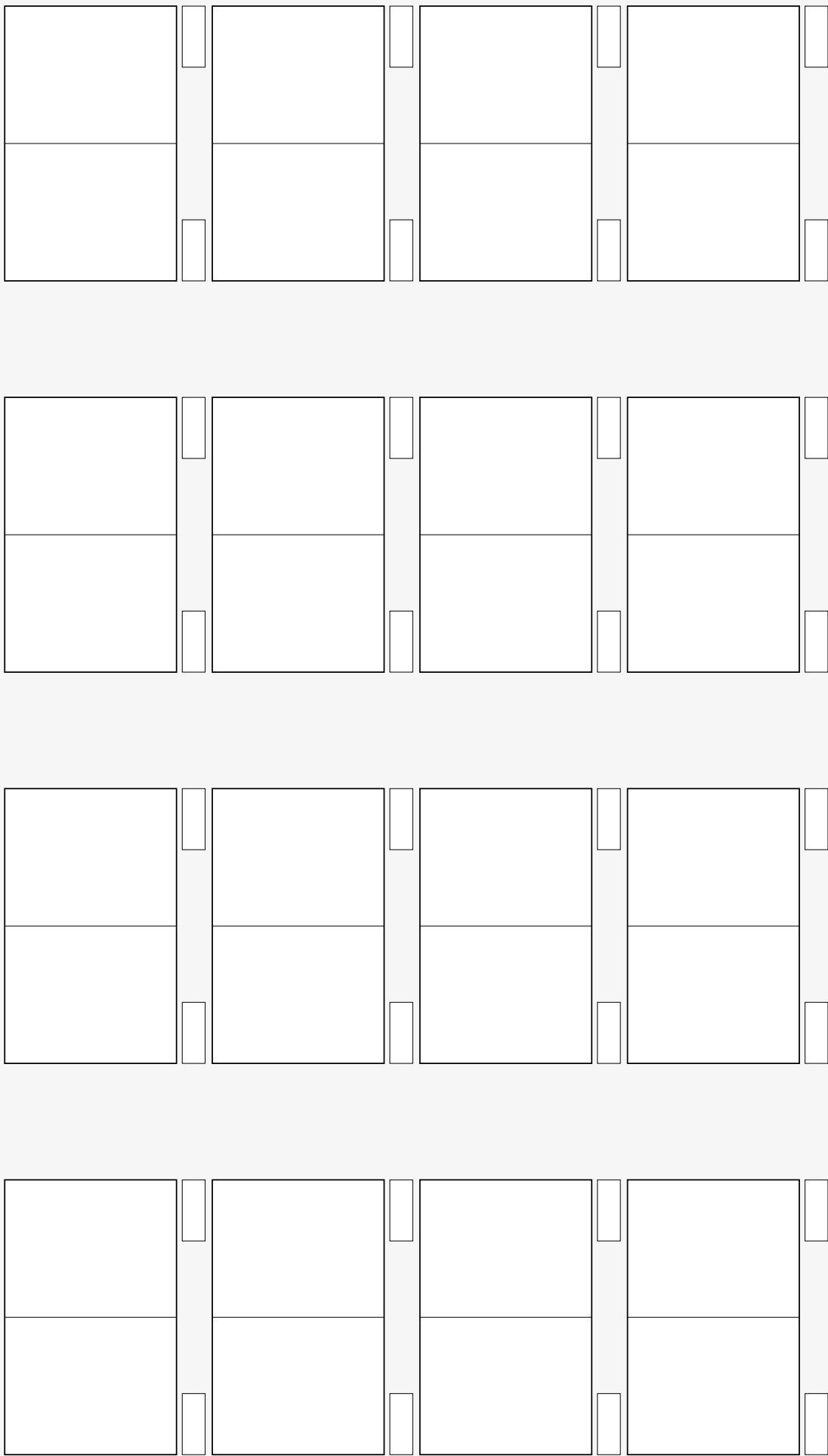
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Frame No.	Subject	Shutter Speed	Aperture	Focus	Lens	Filter	Date, Time and Conditions
Type of Film		Film No.			Film Speed DIN/ASA		

Video Storyboard

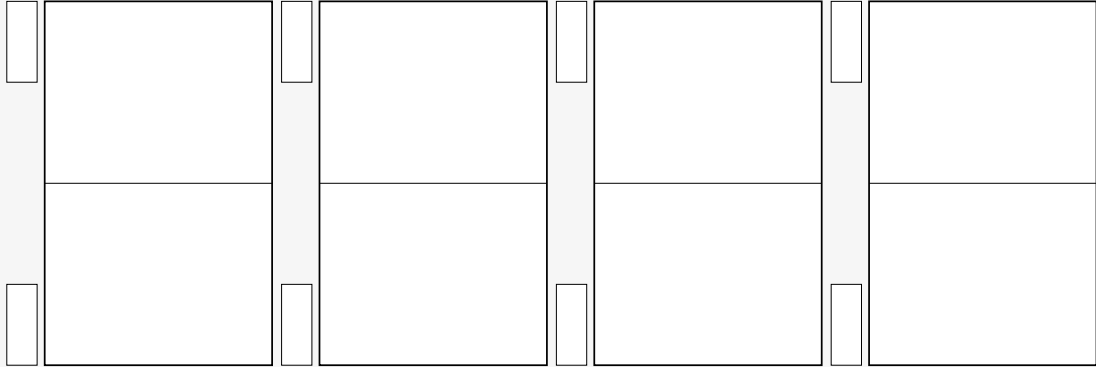
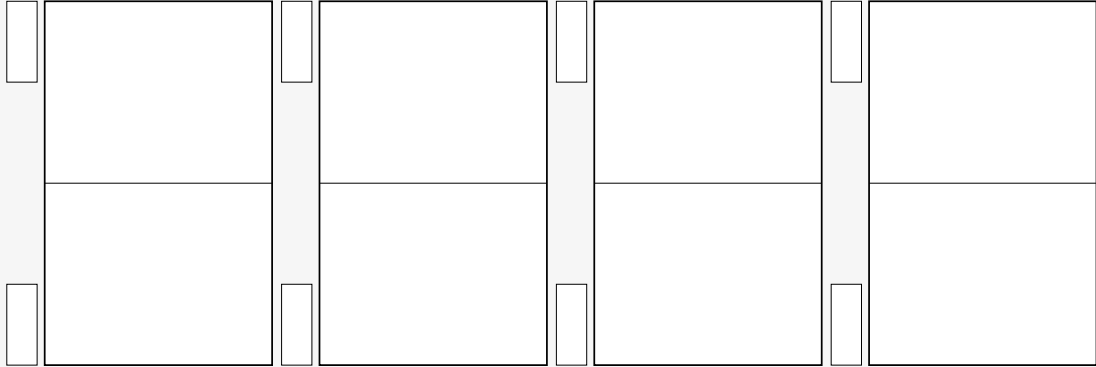
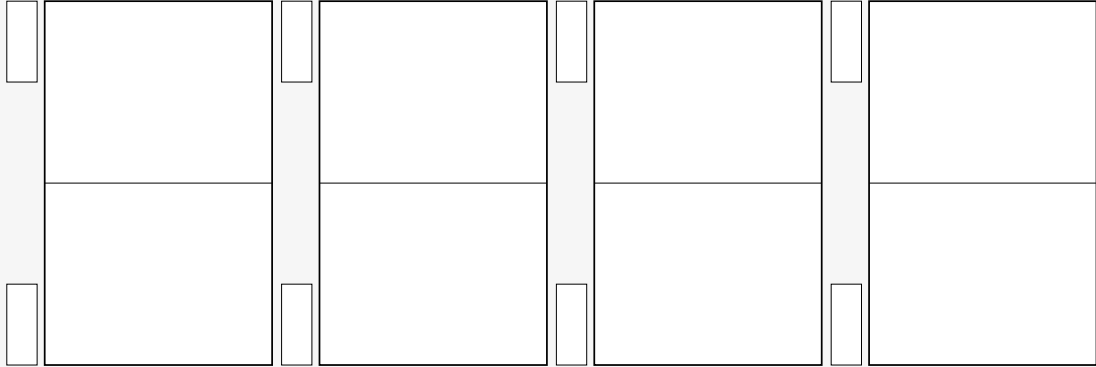
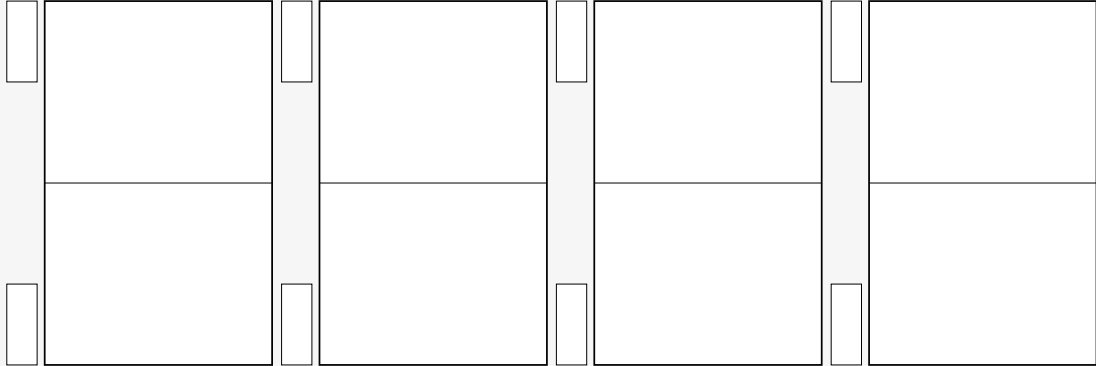
Video Storyboard



Flat Plan



Flat Plan



Motor Running Record

Registration No.		Period From			Period To			*M.P.G./M.P.L.	
Date	Business Mileage			Private Mileage			Repairs and Sundries		
	Odo Start	Odo End	Total	Odo Start	Odo End	Total	*Litres	Cost	
Totals									

*One Imperial Gallon = 4.546 litres

Motor Running Record

Registration No.		Period From			Period To			*M.P.G./M.P.L.	
Date	Business Mileage			Private Mileage			Repairs and Sundries		
	Odo Start	Odo End	Total	Odo Start	Odo End	Total	*Litres	Cost	
Totals									

*One Imperial Gallon = 4.546 litres

Motor Running Record

Registration No.		Period From			Period To			*M.P.G./M.P.L.	
Date	Business Mileage			Private Mileage			Repairs and Sundries		
	Odo Start	Odo End	Total	Odo Start	Odo End	Total	*Litres	Cost	
Totals									

*One Imperial Gallon = 4.546 litres

Motor Running Record

[illegible]

Motor Running Record

[illegible]

Motor Running Record

[illegible]

Church Family Record

Family Name						
Address						
Tel. Nos. Home		Business				
Family Details						
Family Names & Occupations	Roll Number	Born	Baptised	Confirmed	Married	Died
Offices and Organisations						
Name	Details					

Church Family Record

Family Name						
Address						
Tel. Nos. Home		Business				
Family Details						
Family Names & Occupations	Roll Number	Born	Baptised	Confirmed	Married	Died
Offices and Organisations						
Name	Details					

Church Family Record

Family Name						
Address						
Tel. Nos. Home		Business				
Family Details						
Family Names & Occupations	Roll Number	Born	Baptised	Confirmed	Married	Died
Offices and Organisations						
Name	Details					

Customer Enquiry

[illegible]

Customer Enquiry

[illegible]

Customer Enquiry

[illegible]

Customer Record

Account		
Address		
Telephone		
Telex	Fax	
Account No.		
Category		
Contacts		
Name	Position	
Call Frequency		
Terms		
Information		

Customer Record

Account		
Address		
Telephone		
Telex	Fax	
Account No.		
Category		
Contacts		
Name	Position	
Call Frequency		
Terms		
Information		

Customer Record

Account		
Address		
Telephone		
Telex	Fax	
Account No.		
Category		
Contacts		
Name	Position	
Call Frequency		
Terms		
Information		

Estate Agent Record

Date Instructed	Ref
Property	
Vendor	
Tel.	
Vendor's Solicitor	
Det. Semi. TCE	Type
Beds	Bath
Recep	Kitchen
Cloaks	Garage
Services	C.H.
Garden	
Remarks	
Price	R.V.
Viewing	

Estate Agent Record

Date Instructed	Ref
Property	
Vendor	
Tel.	
Vendor's Solicitor	
Det. Semi. TCE	Type
Beds	Bath
Recep	Kitchen
Cloaks	Garage
Services	C.H.
Garden	
Remarks	
Price	R.V.
Viewing	

Estate Agent Record

Date Instructed	Ref
Property	
Vendor	
Tel.	
Vendor's Solicitor	
Det. Semi. TCE	Type
Beds	Bath
Recep	Kitchen
Cloaks	Garage
Services	C.H.
Garden	
Remarks	
Price	R.V.
Viewing	

Estate Agent Record

Price Agreed		
Purchaser		
Purchaser's Solicitor		
Property To Sell?		
Mortgage?	Bridging?	
Exchanged	Completed	
A/C Sent	A/C Paid	
Notes		

Estate Agent Record

Price Agreed		
Purchaser		
Purchaser's Solicitor		
Property To Sell?		
Mortgage?	Bridging?	
Exchanged	Completed	
A/C Sent	A/C Paid	
Notes		

Estate Agent Record

Price Agreed		
Purchaser		
Purchaser's Solicitor		
Property To Sell?		
Mortgage?	Bridging?	
Exchanged	Completed	
A/C Sent	A/C Paid	
Notes		

Stock Record

Item		Sales		Received		Stock		Value	
Date		Date		Date		Date		Date	
Received		Received		Received		Received		Received	
B/F		B/F		B/F		B/F		B/F	
C/F		C/F		C/F		C/F		C/F	
Unit Cost		Recorder Level		Recorder Level		Recorder Level		Recorder Level	
Order No.		Quantity		Quantity		Quantity		Quantity	
Date		Date		Date		Date		Date	

Stock Record

Item		Sales		Received		Stock		Value	
Date		Date		Date		Date		Date	
Received		Received		Received		Received		Received	
B/F		B/F		B/F		B/F		B/F	
C/F		C/F		C/F		C/F		C/F	
Unit Cost		Recorder Level		Recorder Level		Recorder Level		Recorder Level	
Order No.		Quantity		Quantity		Quantity		Quantity	
Date		Date		Date		Date		Date	

Stock Record

Item		Sales		Received		Stock		Value	
Date		Date		Date		Date		Date	
Received		Received		Received		Received		Received	
B/F		B/F		B/F		B/F		B/F	
C/F		C/F		C/F		C/F		C/F	
Unit Cost		Recorder Level		Recorder Level		Recorder Level		Recorder Level	
Order No.		Quantity		Quantity		Quantity		Quantity	
Date		Date		Date		Date		Date	

Meeting Record

Date	Time	No	Agenda Notes
Venue			
Chairperson			
Present			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Agenda			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
Next Meeting Date			
Time	Venue		

Meeting Record

Record of Decisions		No	Agenda Notes Continued
1			
2			
3			
4			
5			
6			
Record of Action Points		Action by	
1			
2			
3			
4			
5			
6			
7			

Police Personnel Record

Force No:	Rank
Surname	
Forename(s)	
Home Address	
Telephone No.	STD Code
Address of NOK (if different)	
Single/Married/Separated/Divorced/Widow(er)	
Spouse's Forename(s)	
DOB	Place:
DOJ Force	DOJ Sin:
National Insurance No:	/ / /
Staff/Pay No:	
IPA No:	
Federation Membership No:	
Passport No:	
Police House/Section House/Rent Allowance	
Qualified for Promotion	Sgt: (Date) Insp: (Date)
Firearms Qual: 9mm	PPK SMG REV RIFLE OTHER
Driving Qualifications	
Sub-Aqua	yes/no Swimmer yes/no
Boatcrew	yes/no Coxswain yes/no
First Aid Qual:	Red Cross/SJAB/SAAA From: To:
Photographic/SOC/HOCP Course	
Police College	
CID/Dogs/Specialist Courses	
Clerical/HQ's/Admin: Experience	

Police Personnel Record

Force No:	Rank
Surname	
Forename(s)	
Home Address	
Telephone No.	STD Code
Address of NOK (if different)	
Single/Married/Separated/Divorced/Widow(er)	
Spouse's Forename(s)	
DOB	Place:
DOJ Force	DOJ Sin:
National Insurance No:	/ / /
Staff/Pay No:	
IPA No:	
Federation Membership No:	
Passport No:	
Police House/Section House/Rent Allowance	
Qualified for Promotion	Sgt: (Date) Insp: (Date)
Firearms Qual: 9mm	PPK SMG REV RIFLE OTHER
Driving Qualifications	
Sub-Aqua	yes/no Swimmer yes/no
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Photographic/SOC/HOCP Course	
Police College	
CID/Dogs/Specialist Courses	
Clerical/HQ's/Admin: Experience	

Police Personnel Record

Force No:	Rank
Surname	
Forename(s)	
Home Address	
Telephone No.	STD Code
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Spouse's Forename(s)	
DOB	Place:
DOJ Force	DOJ Sin:
National Insurance No:	/ / /
Staff/Pay No:	
IPA No:	
Federation Membership No:	
Passport No:	
Police House/Section House/Rent Allowance	
Qualified for Promotion	Sgt: (Date) Insp: (Date)
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Driving Qualifications	
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First Aid Qual:	Red Cross/SJAB/SAAA From: To:
Photographic/SOC/HOCP Course	
Police College	
CID/Dogs/Specialist Courses	
Clerical/HQ's/Admin: Experience	

Bibliofile

Authors					Call No.				
Title					Publisher				
Journal					Vol.	No.	pp	Yr.	
Key Words									
Notes:									

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Bibliofile

Authors					Call No.				
Title					Publisher				
Journal					Vol.	No.	pp	Yr.	
Key Words									
Notes:									

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Journal					Vol.	No.	pp	Yr.	
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Notes:									

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Bibliofile

Notes:					
Key Words					
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Title		Publisher			
Authors		Call No.			

Bibliofile

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Key Words					
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Title		Publisher			
Authors		Call No.			

Bibliofile

Notes:					
Key Words					
Journal		Vol.	No.	pp	Yr.
Title		Publisher			
Authors		Call No.			

Case Load Index

Date	Opened	File	Number	Court	Number	Court	Insurance	Opposing Attorney	Name of Case
14									
13									
12									
11									
10									
9									
8									
7									
6									
5									
4									
3									
2									
1									

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Case Load Index

Date	Opened	File	Number	Court	Number	Court	Insurance	Opposing Attorney	Name of Case
14									
13									
12									
11									
10									
9									
8									
7									
6									
5									
4									
3									
2									
1									

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Case Load Index

Date	Opened	File	Number	Court	Number	Court	Insurance	Opposing Attorney	Name of Case
14									
13									
12									
11									
10									
9									
8									
7									
6									
5									
4									
3									
2									
1									

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Case Load Index

28							
27							
26							
25							
24							
23							
22							
21							
20							
19							
18							
17							
16							
15							
	Opened	File	Court	Court	Insurance	Opposing Attorney	Name of Case
	Number	Number	Number	Number	Number		

Case Load Index

28							
27							
26							
25							
24							
23							
22							
21							
20							
19							
18							
17							
16							
15							
	Opened	File	Court	Court	Insurance	Opposing Attorney	Name of Case
	Number	Number	Number	Number	Number		

Case Load Index

28							
27							
26							
25							
24							
23							
22							
21							
20							
19							
18							
17							
16							
15							
	Opened	File	Court	Court	Insurance	Opposing Attorney	Name of Case
	Number	Number	Number	Number	Number		

Platoon Commander's Roll Book

ZAP Number		Number			
Rel	Rank	Surname			Christian Names
		Christian Names			
DOB					
Civ Employment		SWF	SSDF	ADAT	ABF
Hobbies					
Details of Family (Wife/Children)					
NOK	Alt NOK				
Address	Address				
Relationship	Relationship				
Engagement	ROD				
Joined Pl	Previous Emp				
Education	Blood Group				
COURSES					
Course	Place	Dates	Result		

Platoon Commander's Roll Book

ZAP Number		Number			
Rel	Rank	Surname			Christian Names
		Christian Names			
DOB					
Civ Employment		SWF	SSDF	ADAT	ABF
Hobbies					
Details of Family (Wife/Children)					
NOK	Alt NOK				
Address	Address				
Relationship	Relationship				
Engagement	ROD				
Joined Pl	Previous Emp				
Education	Blood Group				
COURSES					
Course	Place	Dates	Result		

Platoon Commander's Roll Book

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Rel	Rank	Surname			Christian Names
		Christian Names			
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Civ Employment		SWF	SSDF	ADAT	ABF
Hobbies					
Details of Family (Wife/Children)					
NOK	Alt NOK				
Address	Address				
Relationship	Relationship				
Engagement	ROD				
Joined Pl	Previous Emp				
Education	Blood Group				
COURSES					
Course	Place	Dates	Result		

Platoon Commander's Roll Book

Description		Hair	Visible marks & scars	
Height	Complexion			
Eyes				
Mod 90	Passport			
Number	Number			
Date of Issue	Place & Date of Issue			
Driving Licence Types	Expiry Date			
Miscellaneous Info				
Hat Size	Butt Size			
Neck "	Respirator			
Chest "	Boot Size			
Leg "	P/Wpn Reg No			
Waist "				
BE Test	APWT	ALT APWT	NBC Test	
APFA				
Mil Swimmer.				
Pl Comds Remarks				

Platoon Commander's Roll Book

Description		Hair	Visible marks & scars	
Height	Complexion			
Eyes				
Mod 90	Passport			
Number	Number			
Date of Issue	Place & Date of Issue			
Driving Licence Types	Expiry Date			
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Hat Size	Butt Size			
Neck "	Respirator			
Chest "	Boot Size			
Leg "	P/Wpn Reg No			
Waist "				
BE Test	APWT	ALT APWT	NBC Test	
APFA				
Mil Swimmer.				
Pl Comds Remarks				

Platoon Commander's Roll Book

Description		Hair	Visible marks & scars	
Height	Complexion			
Eyes				
Mod 90	Passport			
Number	Number			
Date of Issue	Place & Date of Issue			
Driving Licence Types	Expiry Date			
Miscellaneous Info				
Hat Size	Butt Size			
Neck "	Respirator			
Chest "	Boot Size			
Leg "	P/Wpn Reg No			
Waist "				
BE Test	APWT	ALT APWT	NBC Test	
APFA				
Mil Swimmer.				
Pl Comds Remarks				

Troop Commander's Bible

Name		Forenames	
Rank	Number	Engagement	
DOB	Religion	Date of Discharge	
Awards, Medals	SQ	Joined Corps	
Marital Status	Adquals	Joined Unit	
AWT	BFT	Joined Tp	
NOK	Alternative NOK		
Relationship	Relationship		
Address	Address		
Tel	Tel	Date	
Date	Date	Education	
Employment			
Seniority (as Candidate./Cpl etc)	Civilian Qualification		
Previous 365A Gradings			
Pd Ending	May Nov	May Nov	May Nov
Marked in rank			
Grade			
Mark			
Command Course Attended & Result			

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Troop Commander's Bible

Name		Forenames	
Rank	Number	Engagement	
DOB	Religion	Date of Discharge	
Awards, Medals	SQ	Joined Corps	
Marital Status	Adquals	Joined Unit	
AWT	BFT	Joined Tp	
NOK	Alternative NOK		
Relationship	Relationship		
Address	Address		
Tel	Tel	Date	
Date	Date	Education	
Employment			
Seniority (as Candidate./Cpl etc)	Civilian Qualification		
Previous 365A Gradings			
Pd Ending	May Nov	May Nov	May Nov
Marked in rank			
Grade			
Mark			
Command Course Attended & Result			

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Troop Commander's Bible

Name		Forenames	
Rank	Number	Engagement	
DOB	Religion	Date of Discharge	
Awards, Medals	SQ	Joined Corps	
Marital Status	Adquals	Joined Unit	
AWT	BFT	Joined Tp	
NOK	Alternative NOK		
Relationship	Relationship		
Address	Address		
Tel	Tel	Date	
Date	Date	Education	
Employment			
Seniority (as Candidate./Cpl etc)	Civilian Qualification		
Previous 365A Gradings			
Pd Ending	May Nov	May Nov	May Nov
Marked in rank			
Grade			
Mark			
Command Course Attended & Result			

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Troop Commander's Bible

Address if living ashore		
Tel		
Service History		
Date	Unit	Employment
Future Employment Preferences		
Blood Group	P U L H E E M S	
TABT	Small Pox	
Yellow Fever	X Ray	
Sports/Interests		
Languages		
ID Card No	Passport No	
Wpn No	Expiry Date	
Driving Licences	BSR	
Remarks		
(Continue on blank sheet)		

Troop Commander's Bible

Address if living ashore		
Tel		
Service History		
Date	Unit	Employment
Future Employment Preferences		
Blood Group	P U L H E E M S	
TABT	Small Pox	
Yellow Fever	X Ray	
Sports/Interests		
Languages		
ID Card No	Passport No	
Wpn No	Expiry Date	
Driving Licences	BSR	
Remarks		
(Continue on blank sheet)		

Troop Commander's Bible

Address if living ashore		
Tel		
Service History		
Date	Unit	Employment
Future Employment Preferences		
Blood Group	P U L H E E M S	
TABT	Small Pox	
Yellow Fever	X Ray	
Sports/Interests		
Languages		
ID Card No	Passport No	
Wpn No	Expiry Date	
Driving Licences	BSR	
Remarks		
(Continue on blank sheet)		

Military Lesson Plan

Subject				
S/Aids				
Aim				
Beginning of Lesson				
Time	Prelims			
	Revision			
	Approach			
Middle of Lesson				
	Stage	S/Acts	Forms	Remarks

Military Lesson Plan

Subject				
S/Aids				
Aim				
Beginning of Lesson				
Time	Prelims			
	Revision			
	Approach			
Middle of Lesson				
	Stage	S/Acts	Forms	Remarks

Military Lesson Plan

Subject				
S/Aids				
Aim				
Beginning of Lesson				
Time	Prelims			
	Revision			
	Approach			
Middle of Lesson				
	Stage	S/Acts	Forms	Remarks

Military Lesson Plan

Time	Questions	From & To
	NSPS	
	Pack Up	
	Summary	
	Look Forward	
Instructor's Notes		

Military Lesson Plan

Time	Questions	From & To
	NSPS	
	Pack Up	
	Summary	
	Look Forward	
Instructor's Notes		

Military Lesson Plan

Time	Questions	From & To
	NSPS	
	Pack Up	
	Summary	
	Look Forward	
Instructor's Notes		

Military Course Record

Cadre/Course		
From	To	
Name		
Instr		
Squad		
Subject	Score	Remarks

Military Course Record

Cadre/Course		
From	To	
Name		
Instr		
Squad		
Subject	Score	Remarks

Military Course Record

Cadre/Course		
From	To	
Name		
Instr		
Squad		
Subject	Score	Remarks

Military Course Record

OIC Comments	
Recommendations	

Military Course Record

OIC Comments	
Recommendations	

Military Course Record

OIC Comments	
Recommendations	

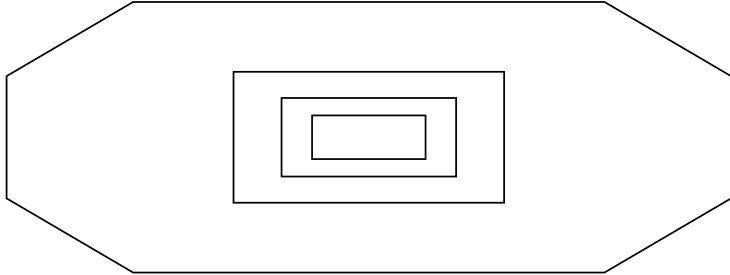
Military Sub Unit Personnel Qualifications

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PERSONAL GROUPING/RANGE CARD

Date

Group Size



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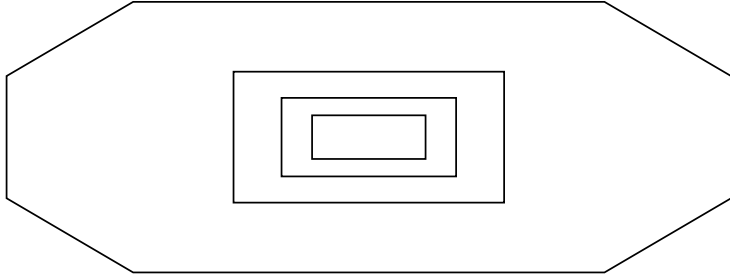


Shot	Blah	Observations
1		
2		
3		
4		
5		

PERSONAL GROUPING/RANGE CARD

Date

Group Size



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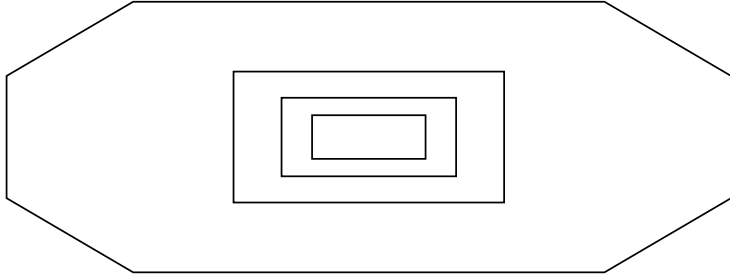


Shot	Blah	Observations
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2		
3		
4		
5		

PERSONAL GROUPING/RANGE CARD

Date

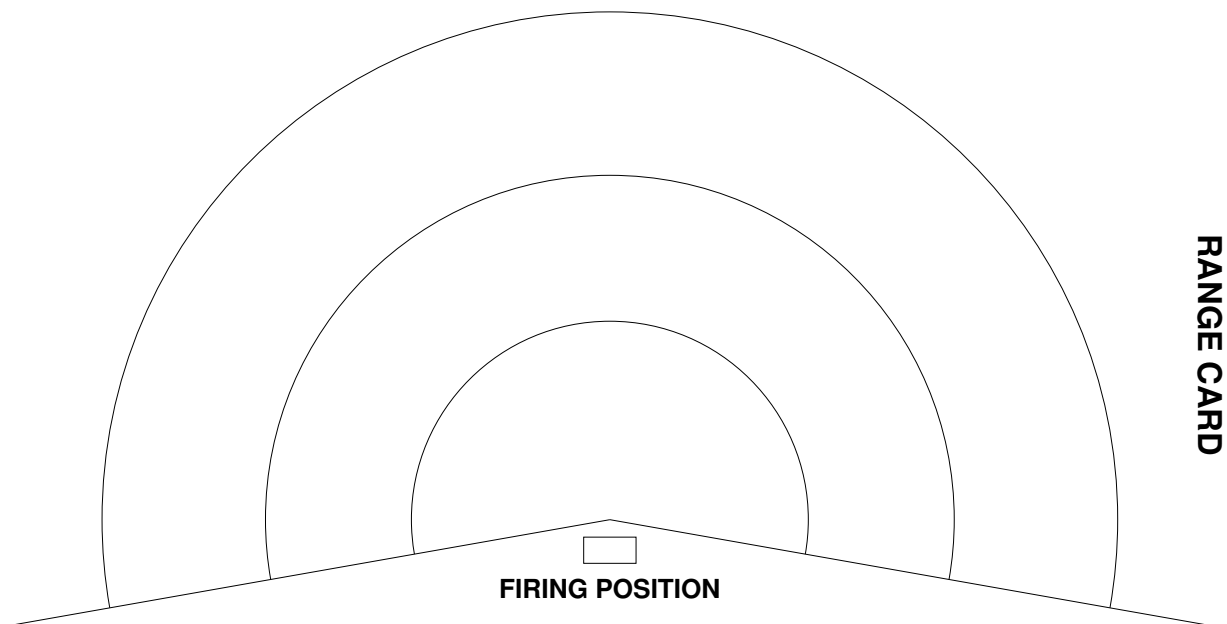
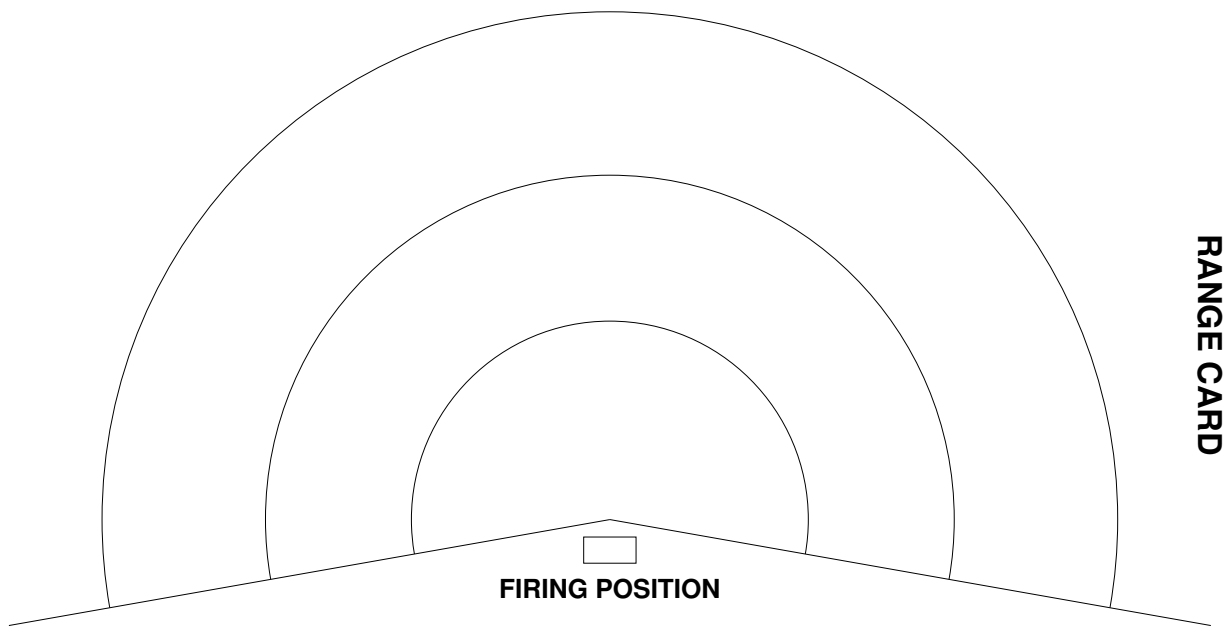
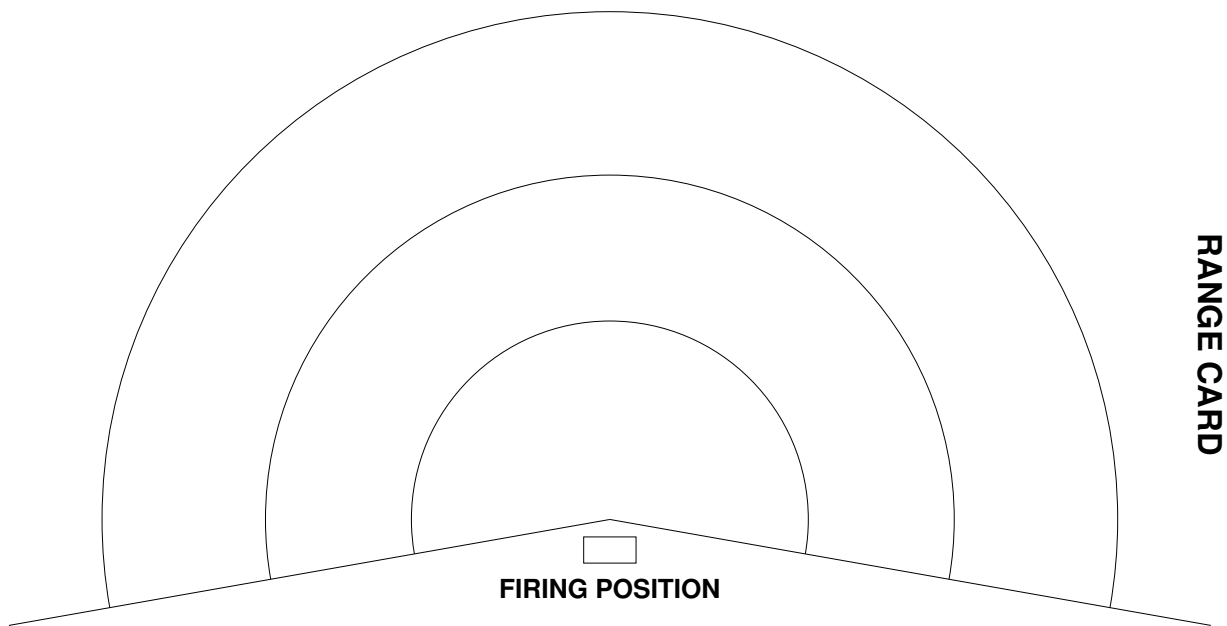
Group Size



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Shot	Blah	Observations
1		
2		
3		
4		
5		



Distances by Road in Continental Europe

(In miles from major gateway ports-shortest distances in bold)							
City	Boulogne	Calais	Charbourg	Dieppe	Le Havre	Ostend	
Athens	1942	1927	2057	1906	1960	1876	
Barcelona	835	865	782	800	805	869	
Basle	487	480	532	429	434	433	
Belgrade	1231	1216	1346	1195	1249	1165	
Berlin	598	574	820	648	705	523	
Biarritz	622	653	515	527	514	656	
Brindisi	1294	1315	1363	1260	1265	1290	
Brussels	146	122	359	195	244	71	
Cologne	269	253	470	306	355	202	
Florence	860	881	929	826	831	856	
Frankfurt	387	371	588	424	473	320	
Geneva	475	506	543	440	445	509	
Genoa	712	741	779	677	682	750	
Hamburg	510	475	732	549	617	424	
Innsbruck	702	684	768	665	670	633	
Lisbon	1274	1305	1167	1179	1166	1308	
Luxembourg	260	256	421	267	310	204	
Lyon	438	469	506	403	408	472	
Madrid	950	981	843	855	842	984	
Marseilles	633	664	701	598	603	667	
Milan	673	700	742	639	644	668	
Munich	630	614	744	593	647	563	
Naples	1162	1184	1232	1129	1134	1159	
Nice	730	761	799	696	701	764	
Paris	151	182	221	120	125	196	
Prague	703	687	870	708	768	636	
Rome	1032	1053	1101	998	1003	1028	
Salzburg	716	700	830	679	733	649	
Strasbourg	392	387	522	371	425	336	
Trieste	900	884	997	894	899	833	
Turin	631	661	698	613	600	666	
Venice	837	857	906	803	808	832	
Vienna	835	820	995	837	896	769	

Note: Mileages are approximate. Actual routes should be checked before travelling.

Contagious Diseases and Vaccinations

	Risk Areas	Worldwide, but particularly in Central Africa, Europe and the Americas.	Sexual intercourse with an infected person, injections with infected needles or transfusions with infected blood.	Vaccination	None available	Some countries may require evidence of vaccination within previous 6 months.		Vaccination Certificate Needed?
	Cholera	Africa, Asia, Middle East, especially in unhygienic and poorly sanitised conditions.	Contaminated food or water.	Usually two injections	is valid for 6 months.			
	Infectious Hepatitis	Most parts of the world where hygiene and sanitation are prevalent.	Contact with an infected person or from contaminated food or water.	Seek advice from doctor.		No	No	No
	Malaria	Africa, Asia, Central and South America.	Bite from an infected mosquito.	None, but anti-malarial tablets are available	Reinforcing dose 3 days of drops from doctor, 4-8 week apart. maybe necessary after 10 years	No	No	No
	Polio	Everywhere except North America.	Direct contact with an infected person; rarely by contaminated food or water.	3 days of drops from doctor, 4-8 week apart. maybe necessary after 10 years		No	No	No

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	Risk Areas	Manner of Infection	Vaccination	Vaccination Certificate Needed?
	Many parts of the world.	Bite or scratch from an infected animal.	Seek advice from doctor.	No
Rabies	Places where medical facilities are not readily available.	Open injury.	Seek advice from doctor.	No
Tetanus	Africa, Asia, Central and South America.	Airborne from infectious person.	Skin tests and injection approximately 3 months before travel.	No
Typhoid	Everywhere except Australia, Europe, New Zealand and North America.	Contaminated food, milk or water.	2 injections from doctor, 4-6 weeks apart. Revaccination by 1 injection, usually after 3 months.	No
Yellow Fever	Africa and South America.	Bite from an infected mosquito.	1 injection at least 10 days before going abroad. Certificate valid for 10 years.	Yes, countries for which yellow fever vaccination is essential

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International Paper Sizes

A Series of Trimmed Paper Sizes		
	mm	inches
A0	841x1189	33.11x46.81
A1	594x841	23.39x33.11
A2	420x594	16.54x23.39
A3	297x420	11.69x16.54
A4	210x297	8.27x11.69
A5	148x210	5.83x8.27
A6	105x148	4.13x5.83
A7	74x105	2.91x4.13
A8	52x74	2.06x2.91
A9	37x52	1.46x2.06
A10	26x37	1.03x1.46
B Series of Trimmed Paper Sizes		
	mm	inches
B0	1000x1414	39.97x55.67
B1	707x1000	27.83x39.97
B2	500x707	19.68x27.83
B3	353x500	13.90x19.68
B4	250x353	9.84x13.90
B5	176x250	6.93x9.84
B6	125x176	4.92x6.93
B7	88x125	3.46x4.92
B8	62x88	2.44x3.46
B9	44x62	1.73x2.44
B10	31x44	1.22x1.73
Paper Measures		
Writing		Printing
24 sheets = 1 quire		516 sheets = 1 ream
20 quires = 1 ream		2 reams = 1 bundle
		5 bundles = 1 bale

International Dialling Codes

All telephone calls from the United Kingdom to the continent are prefaced with 010 (the access code), which is followed by the country code (listed below), the area code and then the customer's number.

Algeria	213	Kuwait	965
Argentina	54	Lebanon	961
Australia	61	Libya	218
Austria	43	Luxembourg	352
Bahamas	1 809	Malaysia	60
Bahrain	973	Malta	356
Barbados	1 809	Mexico	52
Belgium	32	Monaco	33 93
Bermuda	1 809 29	Morocco	212
Bolivia	591	Nepal	977
Brazil	55	Netherlands	31
Bulgaria	359	New Zealand	64
Burma	95	Nicaragua	505
Canada	1	Nigeria	234
Chile	56	Norway	47
China	86	Oman	968
Columbia	57	Pakistan	92
Cote d'Ivoire, La	225	Panama	507
Cuba	53	Paraguay	595
Cyprus	357	Peru	51
Czechoslovakia	42	Philippines	63
Denmark	45	Poland	48
Dominica	1 809 449	Portugal	351
Ecuador	593	Qatar	974
Egypt	20	Romania	40
El Salvador	503	Samoa (Western)	686
Ethiopia	251	Saudi Arabia	966
Finland	358	Senegal	221
Fiji	679	Seychelles	248
France	33	Singapore	65
Gambia, The	220	South Africa	27
German Democratic Republic	37	Spain	34
Germany, Federal Republic of	49	Sri Lanka	94
Ghana	233	Sudan	249
Gibraltar	350	Swaziland	268
Greece	30	Sweden	46
Guatemala	502	Switzerland	41
Honduras	504	Syria	963
Hong Kong	852	Taiwan	886
Hungary	36	Tanzania	255
Iceland	354	Thailand	66
India	91	Tunisia	216
Indonesia	62	Turkey	90
Iran	98	Uganda	256
Iraq	964	UAE	971
Ireland	353	Uruguay	598
Israel	972	USA	1
Italy	39	USSR	7
Jamaica	1 809	Venezuela	58
Japan	81	Yugoslavia	38
Jordan	962	Zaire	243
Kenya	254	Zambia	260
Korea, Republic of (South)	82	Zimbabwe	263

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Hungary	36	Tanzania	255
Iceland	354	Thailand	66
India	91	Tunisia	216
Indonesia	62	Turkey	90
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Useful Telephone Numbers

Action on Smoking and Health	01-637 9843
Association of British Travel Agents (ABTA)	01-637 2444
Book Information Service	01-874 8826
British Library at the British Museum	01-636 1544
British Standards Institute	01-629 9000
British Tourist Authority	01-730 3400
Business News	
U.K.	01-246 8026
International	01-246 8086
Car Hire	
Avis	01-848 8733
Europcar/Godfrey Davis	01-950 4080
Hertz	01-679 1777
Commission for Racial Equality	01-828 7022
Consumers' Association	01-839 1222
Daily Telegraph Information Desk	01-353 4242
Directory Enquiries	
London Postal Area	142
Numbers outside London	192
Emergency Services	999
Ambulance	
Cave Rescue	
Coastguard	
Fire	
Mountain Rescue	
Police	
Health Education Council	01-631 0930
London Regional Transport (24 hours)	01-222 1234
National Travel Summaries	
Air	01-246 8033
Rail	01-246 8030
Road (Motorways and Major Trunk Roads)	01-246 8031
Sea	01-246 8032
MENCAP	01-253 9433
Office of Fair Trading	01-242 2858
Royal National Institute for the Blind	01-388 1266
Royal National Institute for the Deaf	01-387 8033
Sports Council	01-388 1277
Teledata	01-200 0200
Terence Higgins Trust (AIDS Helpline and Counselling Service)	01-833 2971
Time (24 hours)	123
Travel	
Birmingham (50 mile radius)	021-246 8021
Bristol (70 mile radius)	Bristol (0272) 8021
Liverpool (50 mile radius)	051-246 8021
London (70 mile radius)	01-246 8021
Newcastle-upon-Tyne (0632) 8021	
Northern England	
Northern Ireland	Belfast (0232) 8021
Scotland	081-246 8021
South & West Yorkshire	Leeds (0532) 8021
South Wales	Cardiff (0222) 8021
Weatherall	
National Forecast	0898 500 400
Regional Forecasts plus suffix	0898 500
Greater London	401
Kent, Surrey & Sussex	402
Devon Cornwall	404
Berk's, Bucks & Oxfordshire	406
Beds, Herts & Essex	407
Shropshire, Hereford & Worcester	410
East Midlands	412
Dyfed and Powys	414
N. W. England	416
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Dyfed and Powys	414
N. W. England	416
N. E. England	418
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Meetings Planner

[illegible]

Meetings Planner

[illegible]

Meetings Planner

[illegible]

Agenda Planner

Meeting	
Day	Date
Time	
Place	
Chairman	
Minutes	
To Attend	
Proposed Agenda	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
Other Business	

Agenda Planner

Meeting	
Day	Date
Time	
Place	
Chairman	
Minutes	
To Attend	
Proposed Agenda	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
Other Business	

Agenda Planner

Meeting	
Day	Date
Time	
Place	
Chairman	
Minutes	
To Attend	
Proposed Agenda	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
Other Business	

Agenda Planner

[illegible]

Agenda Planner

[illegible]

Agenda Planner

[illegible]

Letter Planner

[illegible]

Letter Planner

[illegible]

Letter Planner

[illegible]

Day Planner

[illegible]

Day Planner

[illegible]

Day Planner

[illegible]

Monthly Time Planner

[illegible]

Monthly Time Planner

[illegible]

Monthly Time Planner

[illegible]

Visit Planner

Day		Date
To Visit		
Time		
Planned Length of Visit		
Present		
Purpose/Agenda	✓	
Things to Take		
Action Points		

Visit Planner

Day		Date
To Visit		
Time		
Planned Length of Visit		
Present		
Purpose/Agenda	✓	
Things to Take		
Action Points		

Visit Planner

Day		Date
To Visit		
Time		
Planned Length of Visit		
Present		
Purpose/Agenda	✓	
Things to Take		
Action Points		

Visit Planner

Name
Address
Telephone
Telex
Fax
Planned Travel Time
Directions
Accommodation

Visit Planner

Name
Address
Telephone
Telex
Fax
Planned Travel Time
Directions
Accommodation

Visit Planner

Name
Address
Telephone
Telex
Fax
Planned Travel Time
Directions
Accommodation

Travel Planner

Depart		Return	
Accommodation			
Address			
Phone		Telex	Fax
Goals			
Passport Requirements			
Visa Requirements			
Injections Needed			
Insurance			
Travel Agent			
Contact			
Address			
Phone		Telex	Fax
Booking Made		Confirmed	
Booking Ref.			
Departure		Arrival	
No.	No.	No.	
Time		Time	
Place		Place	
Departure		Arrival	
No.		No.	
Time		Time	
Place		Place	

Travel Planner

Depart		Return	
Accommodation			
Address			
Phone		Telex	Fax
Goals			
Passport Requirements			
Visa Requirements			
Injections Needed			
Insurance			
Travel Agent			
Contact			
Address			
Phone		Telex	Fax
Booking Made		Confirmed	
Booking Ref.			
Departure		Arrival	
No.		No.	
Time		Time	
Place		Place	
Departure		Arrival	
No.		No.	
Time		Time	
Place		Place	

Travel Planner

Depart		Return	
Accommodation			
Address			
Phone		Telex	Fax
Goals			
Passport Requirements			
Visa Requirements			
Injections Needed			
Insurance			
Travel Agent			
Contact			
Address			
Phone		Telex	Fax
Booking Made		Confirmed	
Booking Ref.			
Departure		Arrival	
No.		No.	
Time		Time	
Place		Place	
Departure		Arrival	
No.		No.	
Time		Time	
Place		Place	

Travel Planner

Car Hire			
Contact			
Address			
Phone	Telex	Fax	✓
Don't Forget			
Notes			

Travel Planner

Car Hire			
Contact			
Address			
Phone	Telex	Fax	✓
Don't Forget			
Notes			

Travel Planner

Car Hire			
Contact			
Address			
Phone	Telex	Fax	✓
Don't Forget			
Notes			

Structured Time Log

Day			Date
Time		Activity	
08:00			
08:15			
08:30			
08:45			
09:00			
09:15			
09:30			
09:45			
10:00			
10:15			
10:30			
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14:45			

Structured Time Log

Day			Date
Time		Activity	
08:00			
08:15			
08:30			
08:45			
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09:45			
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Structured Time Log

Day			Date
Time		Activity	
08:00			
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Structured Time Log

Day		Date
Time	Activity	
15:00		
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Structured Time Log

Day		Date
Time	Activity	
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Structured Time Log

Day		Date
Time	Activity	
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21:45		

Delegation Brief

[illegible]

Delegation Brief

[illegible]

Delegation Brief

[illegible]

Messages

[illegible]

Messages

[illegible]

Messages

[illegible]

Exercise Log/Bookings Planner

Day	Date	Time
Activity		
Venue		
Telephone No.		
Arrangements Made		Confirmed
Notes		
Day	Date	Time
Activity		
Venue		
Telephone No.		
Arrangements Made		Confirmed
Notes		
Day	Date	Time
Activity		
Venue		
Telephone No.		
Arrangements Made		Confirmed
Notes		

Exercise Log/Bookings Planner

Day	Date	Time
Activity		
Venue		
Telephone No.		
Arrangements Made		Confirmed
Notes		
Day	Date	Time
Activity		
Venue		
Telephone No.		
Arrangements Made		Confirmed
Notes		
Day	Date	Time
Activity		
Venue		
Telephone No.		
Arrangements Made		Confirmed
Notes		

Exercise Log/Bookings Planner

Day	Date	Time
Activity		
Venue		
Telephone No.		
Arrangements Made		Confirmed
Notes		
Day	Date	Time
Activity		
Venue		
Telephone No.		
Arrangements Made		Confirmed
Notes		

Budget Planner

Outgoings		Outgoings		Outgoings	
Animals/Pets		Insurance		TV/Video	
Food		Building		Rental	
Veterinary		Household Contents		Licence	
Other		Life Assurance		Other	
Sub Total		Mortgage Protection		Sub Total	
Family		Pension Contributions		Utilities	
Childcare		Personal		Coal	
Clothes		Other		Electricity	
Entertainment		Sub Total		Gas	
Holidays		Loans		Oil	
Maintenance Payments		Credit Cards		Other	
Medical/Dental		H.P.		Sub Total	
Pocket Money		Personal Loans			
Presents		Overdraft		Total Animals/Pets	
School/College Fees		Rental		Total Family	
Other		Sub Total		Total Household	
Sub Total		Savings/Investments		Total Insurance	
Household		Sub Total		Total Loans	
Decorating/Furnishing		Transport		Total Savings/Investments	
Food		M.O.T.		Total Transport	
Garden		Petrol		Total TV/Video	
House Cleaning		Insurance		Total Utilities	
Household Items		Repairs/Services		Grand Total	
Laundry/Dry Cleaning		Tax			
Mortgage/Rent		Telephone			
Newspapers/Magazines		Season ticket/Tickets			
Telephone		Other			
Rates (General & Water)		Sub Total			
Sub Total					

