

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 Letter pages should print to Letter, and Tabloid pages to Tabloid, but you should check that no scaling is being done.

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

quad leaves are imposed to Tabloid
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



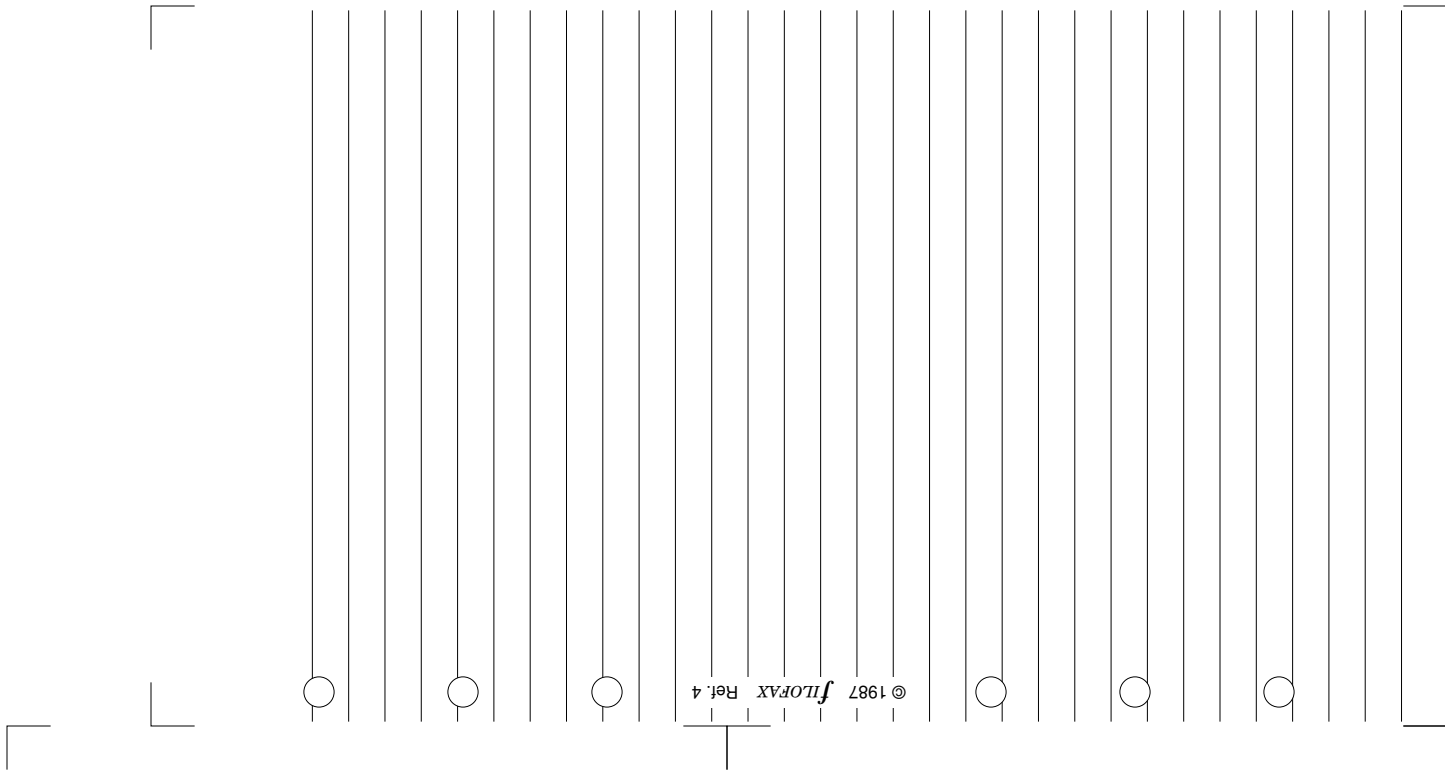


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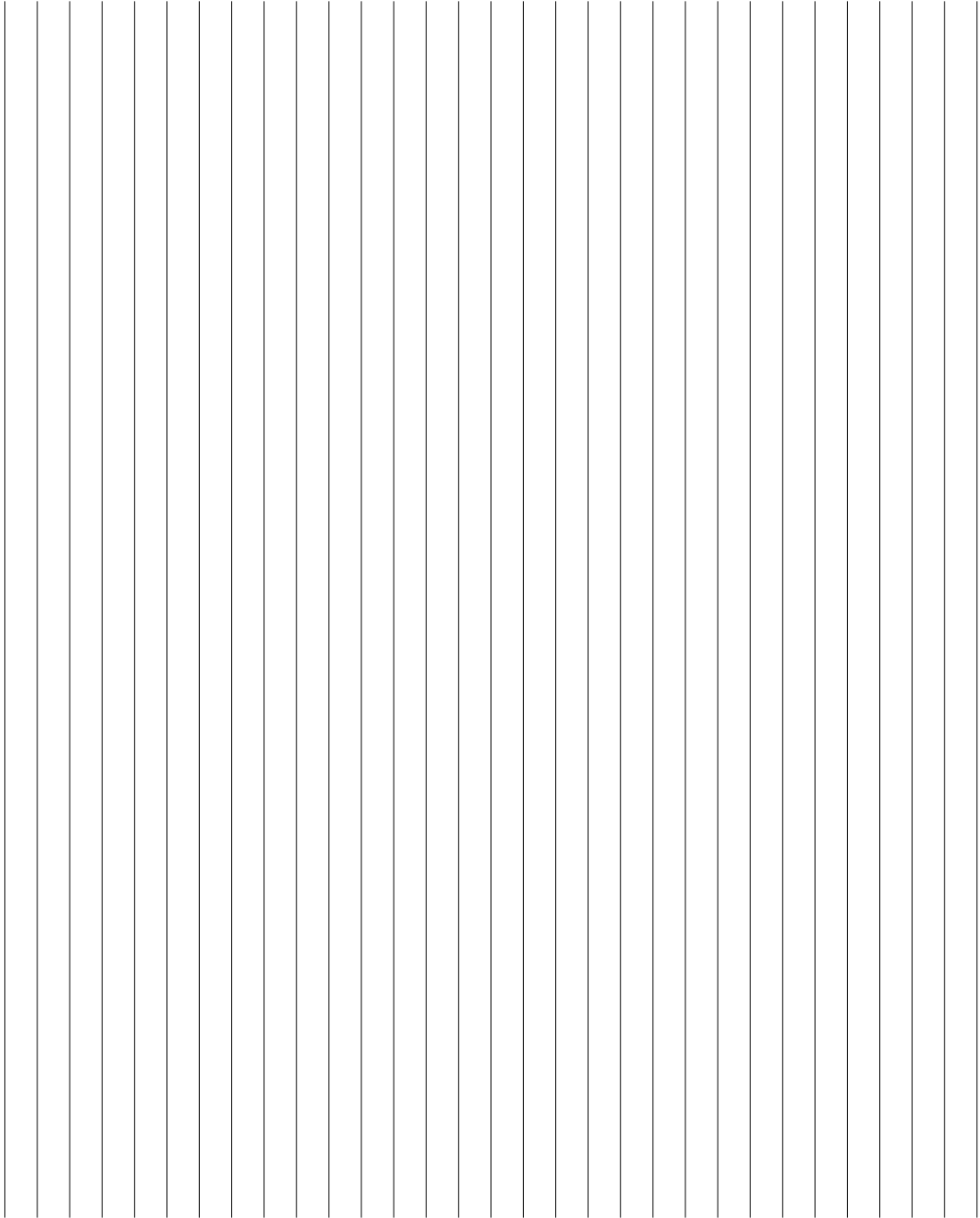


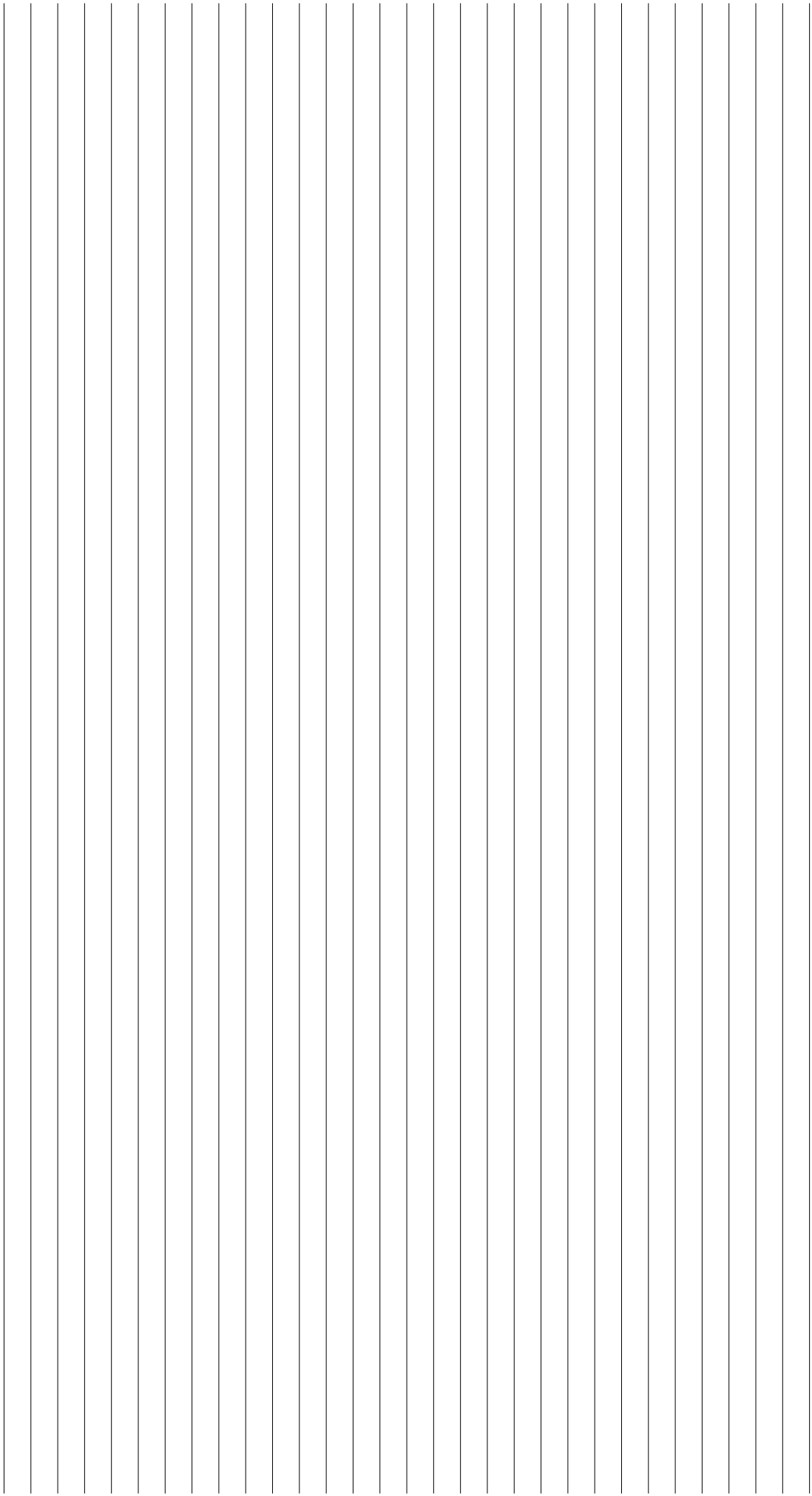


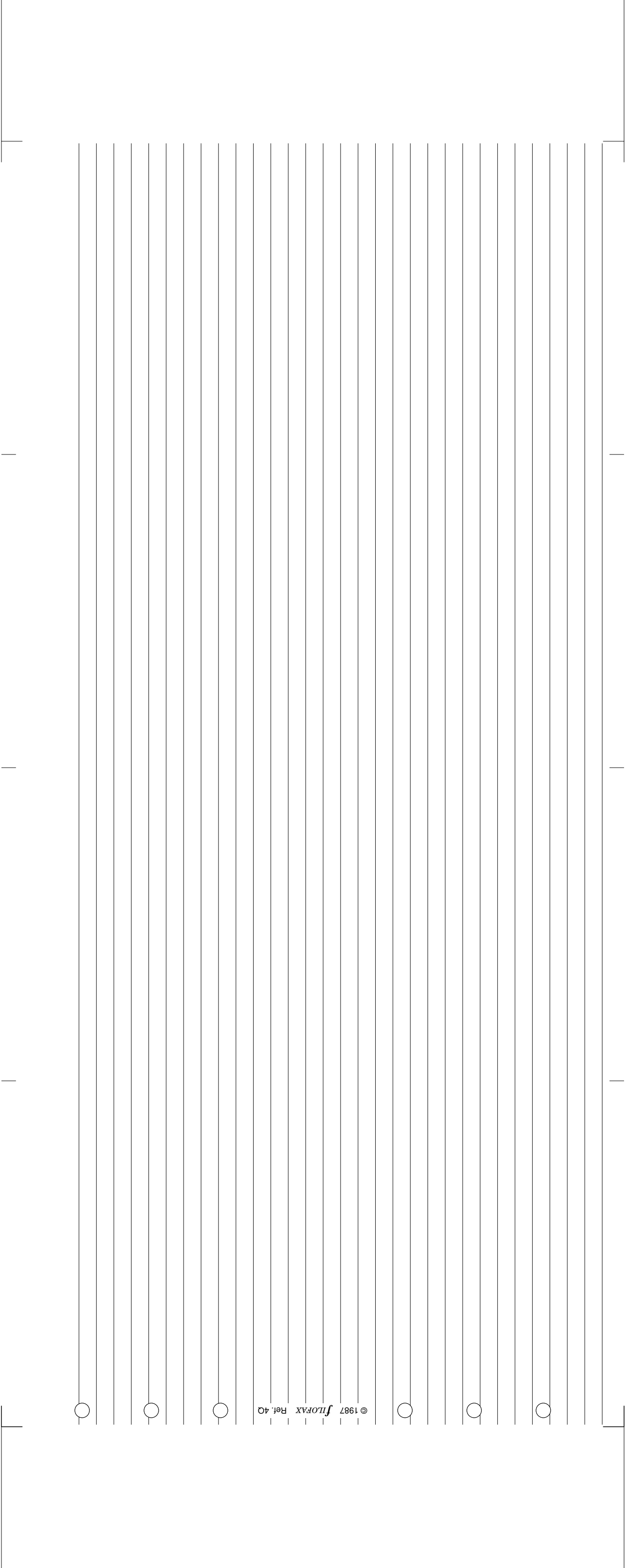


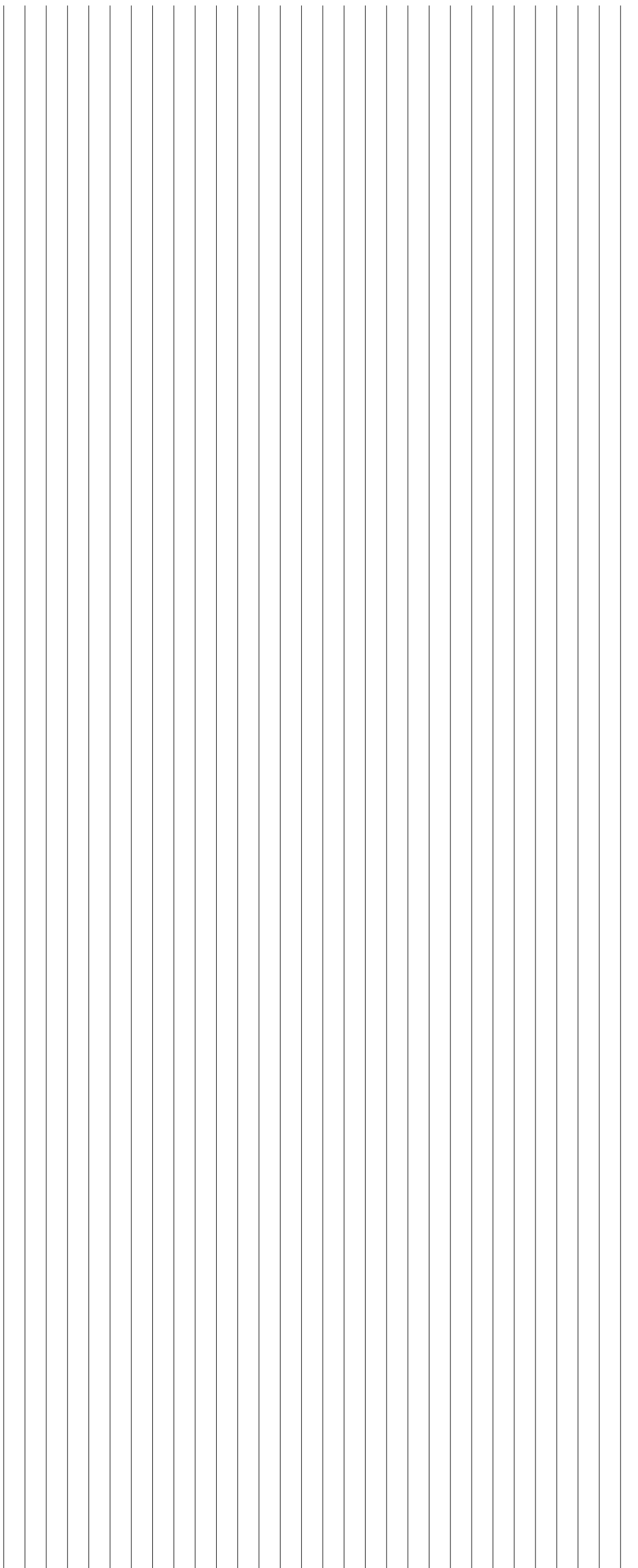


[illegible][illegible]









Handwriting practice area with 20 vertical lines.

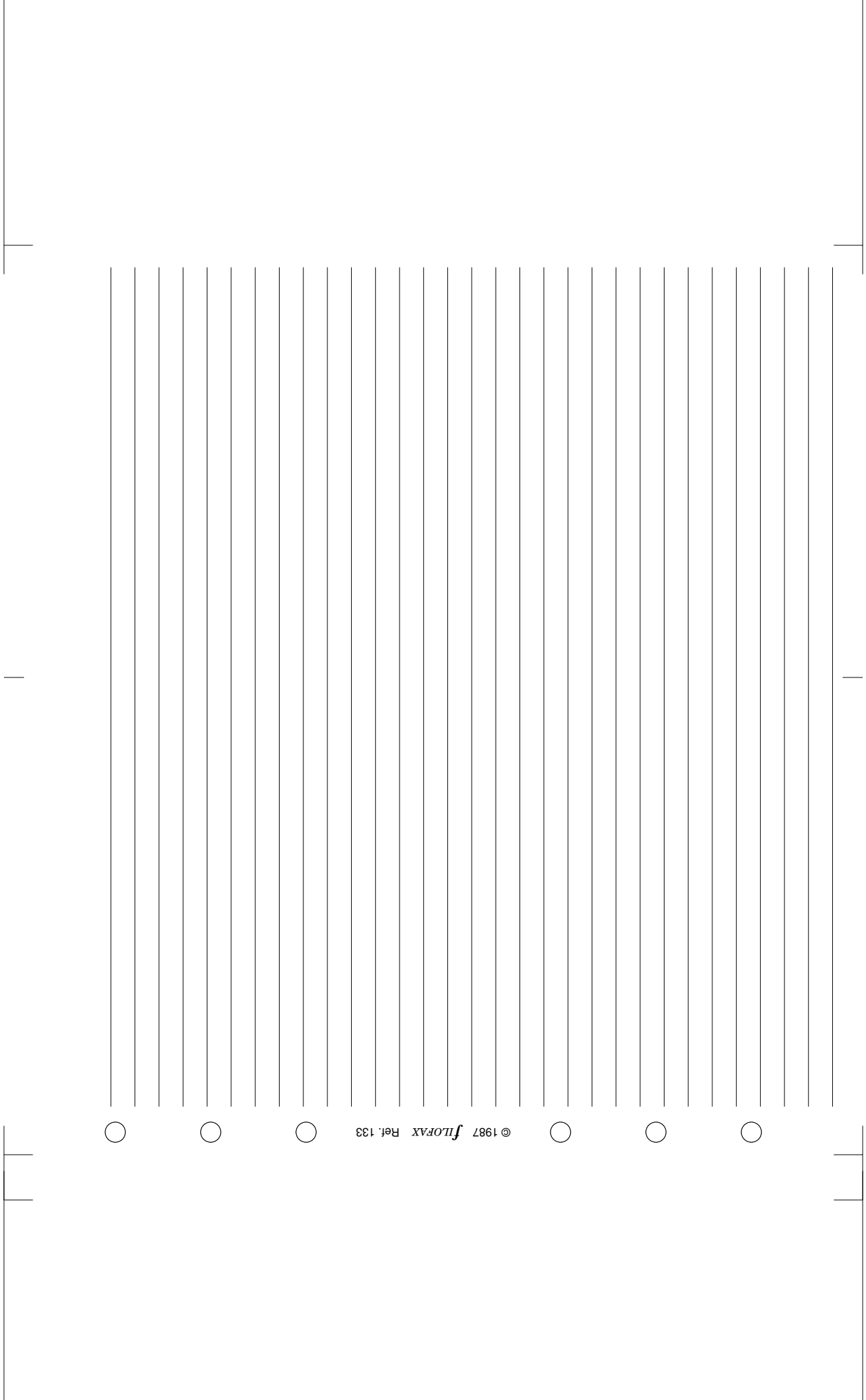
© 1987 *fiLOFAX* Ref. 9

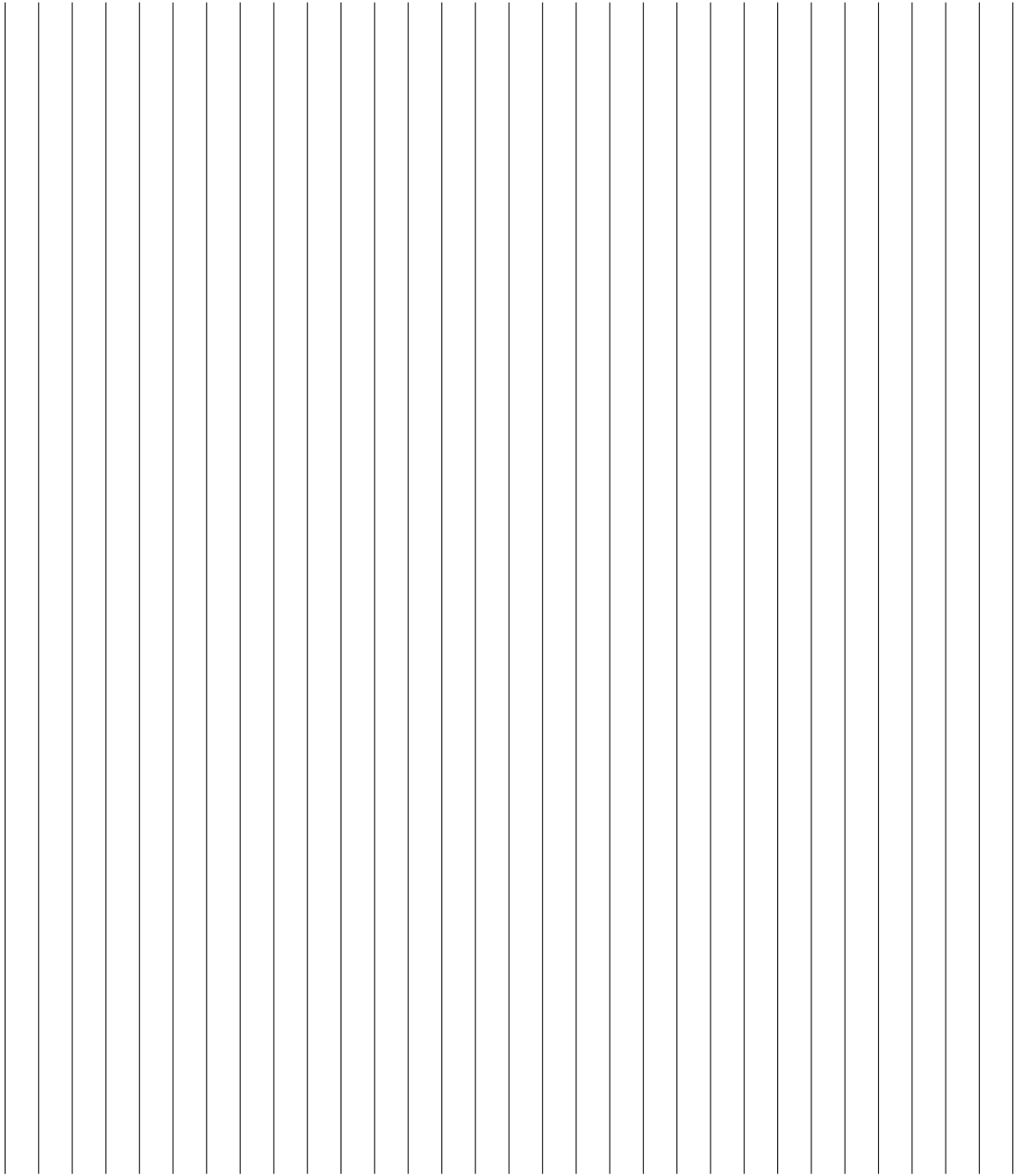
Handwriting practice area with 20 horizontal lines.

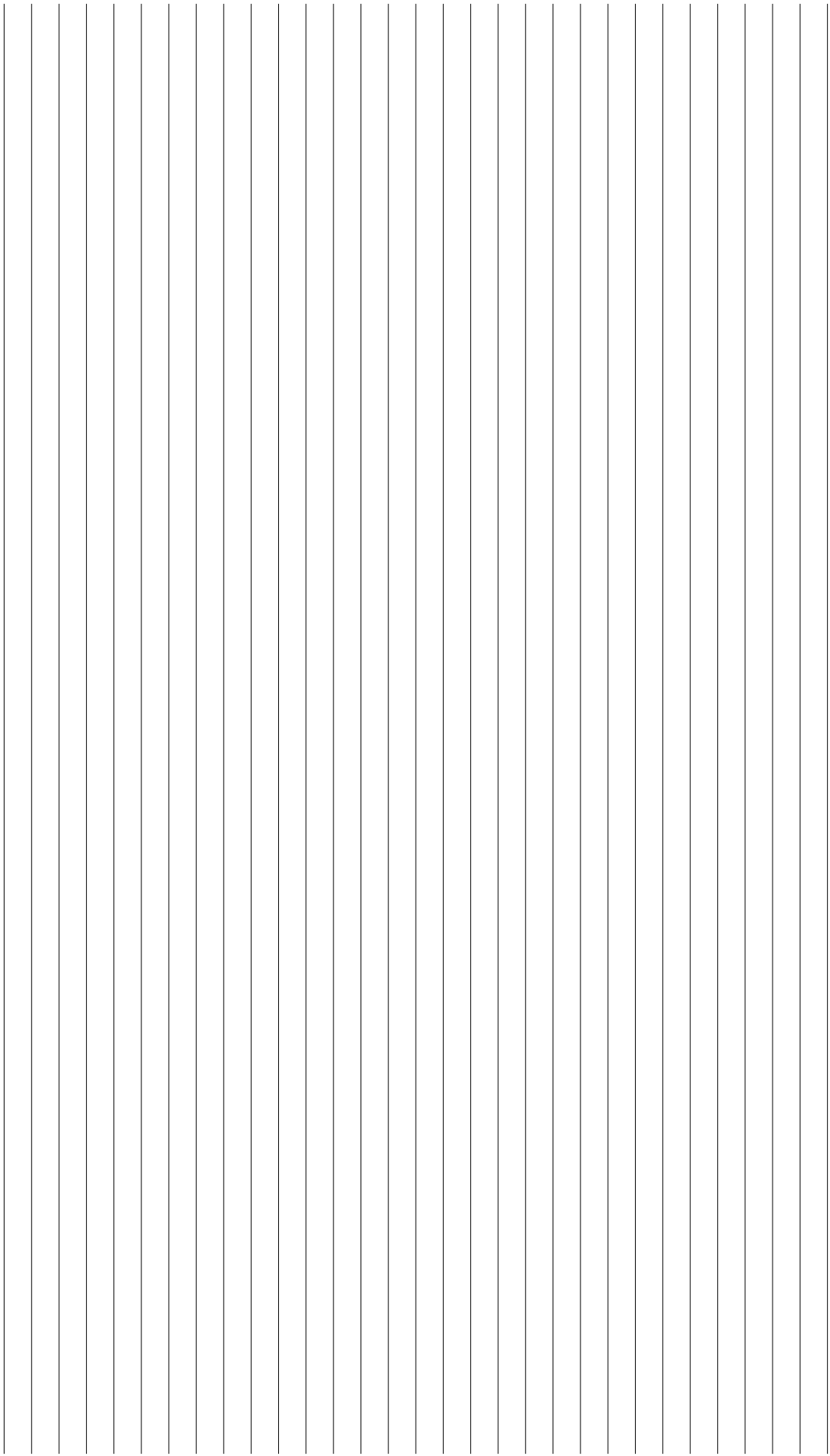
© 1987 *fiLOFAX* Ref. 9

© 1987 *fiLOFAX* Ref. 9

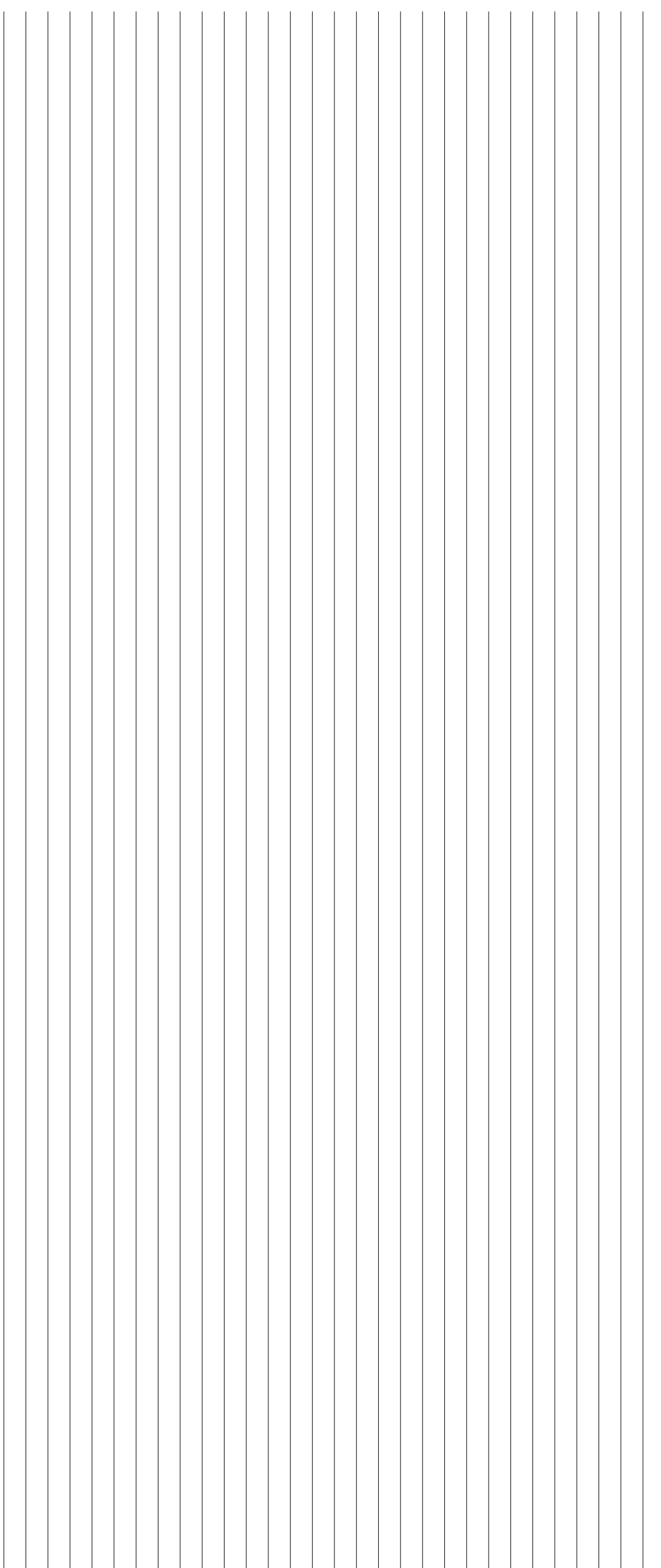
[illegible][illegible]This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.











Blank lined area for notes or writing.

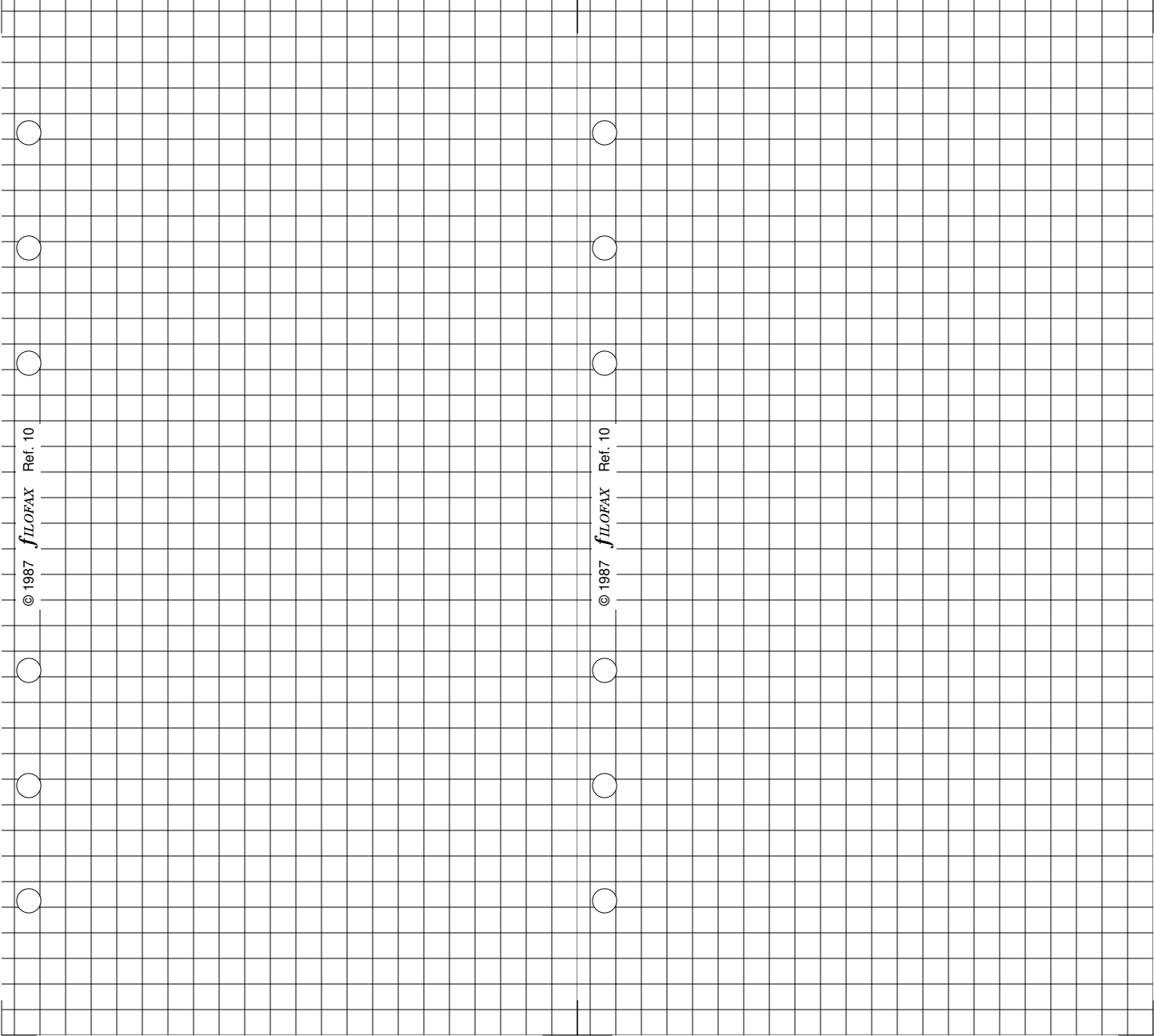
Blank lined area for notes or writing.

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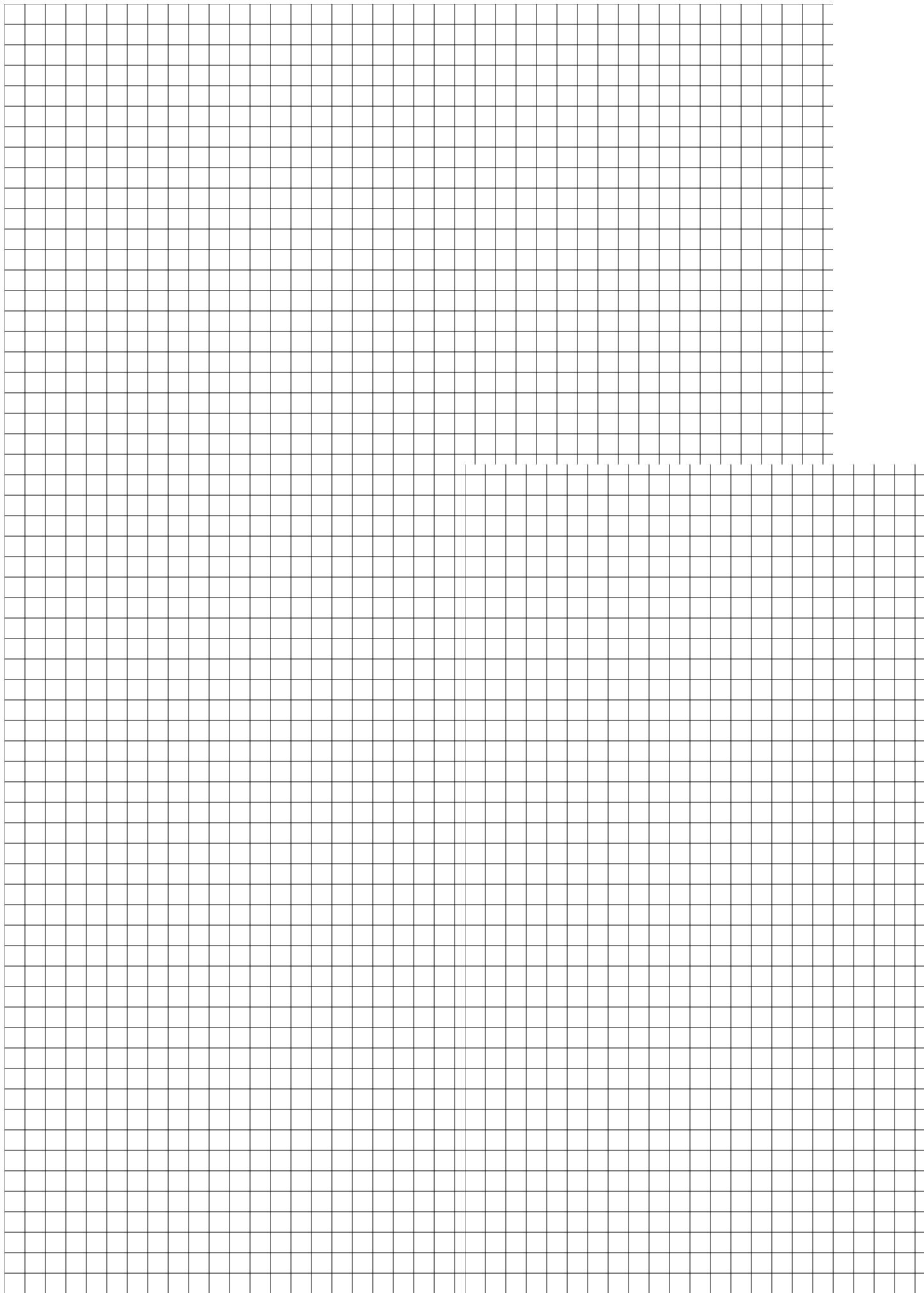
[illegible]This image shows a blank sheet of white paper with vertical blue lines. The lines are evenly spaced and run from the top to the bottom of the page, creating a series of narrow columns. There are no margins, text, or other markings on the paper.

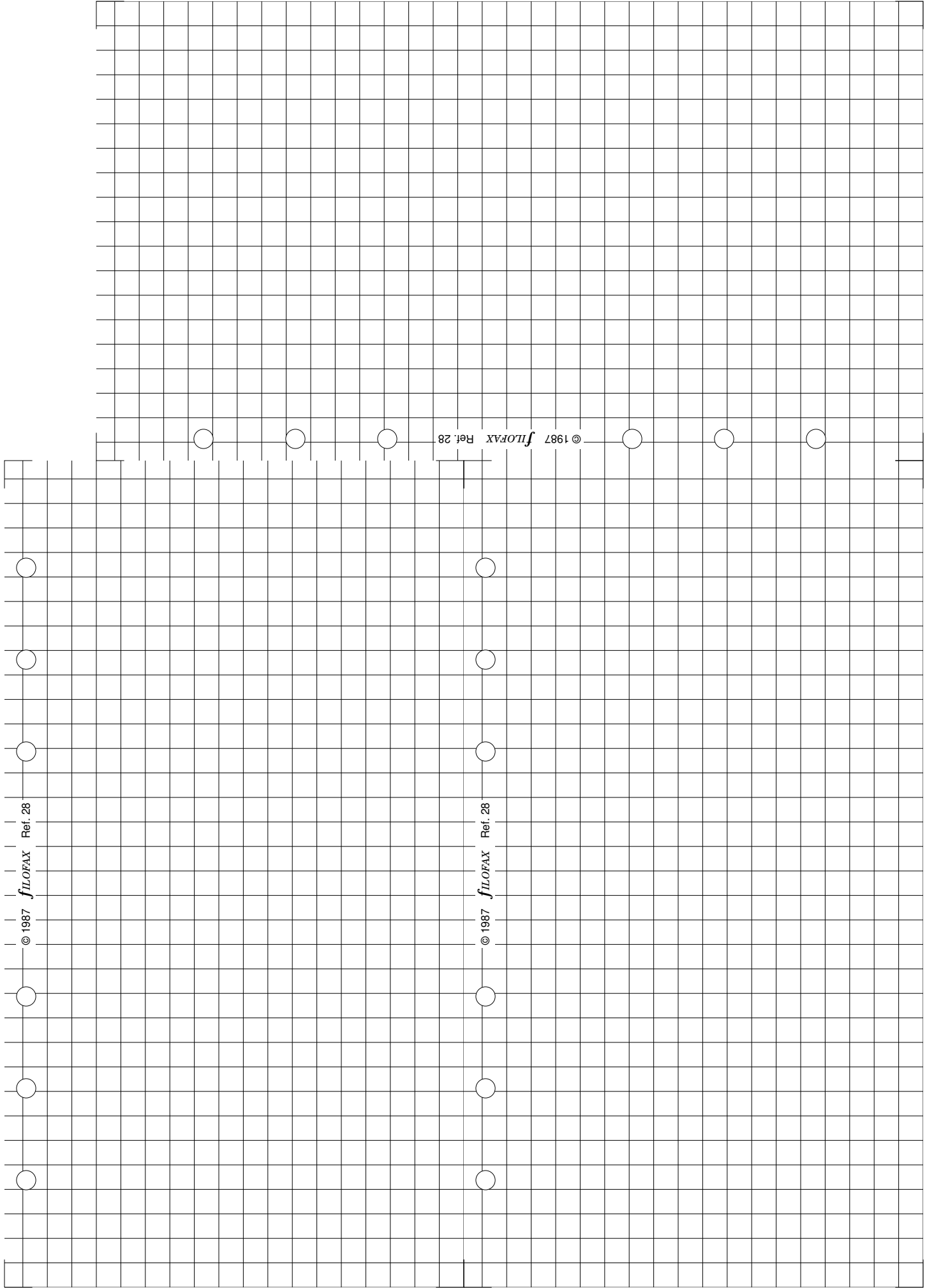


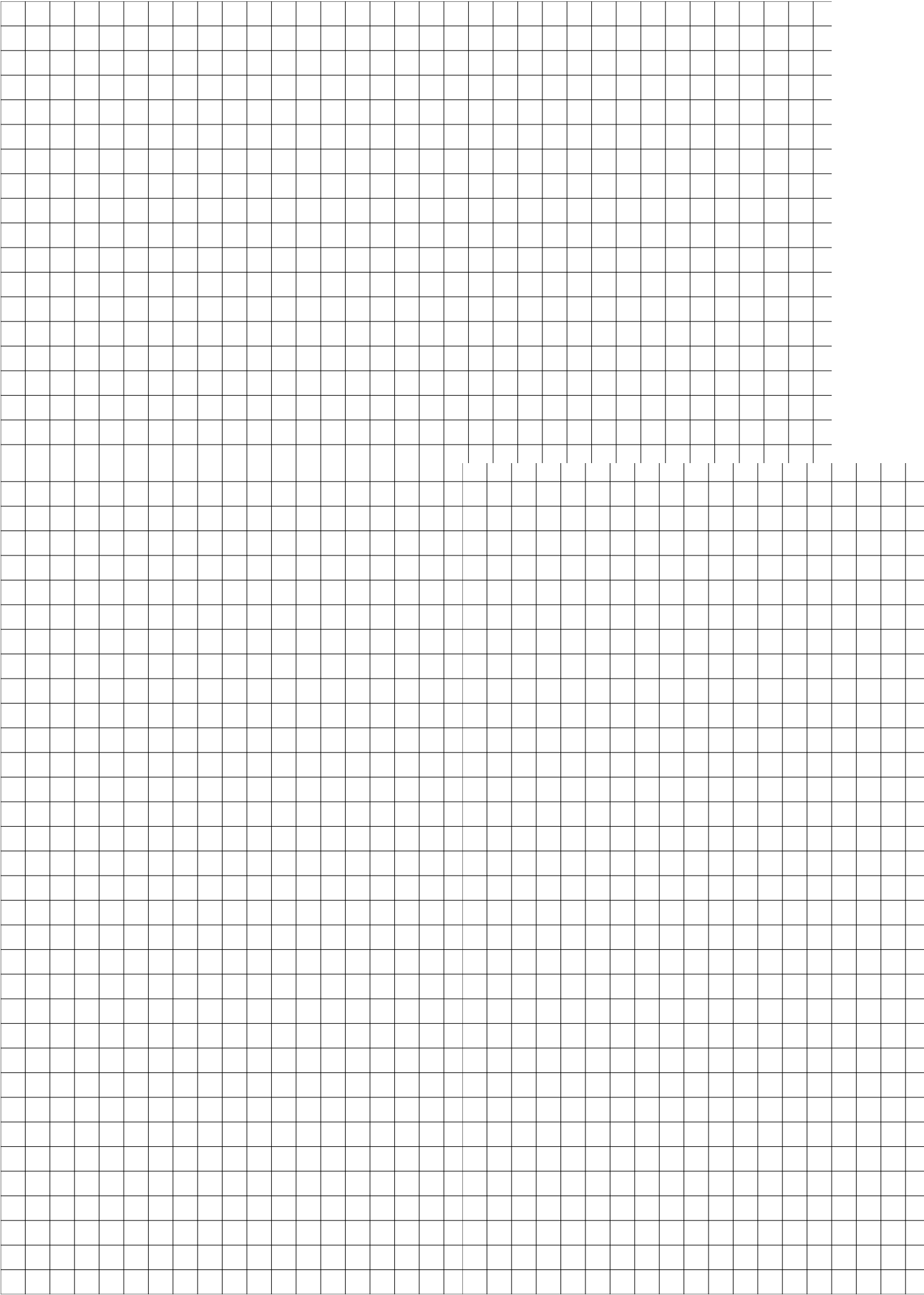
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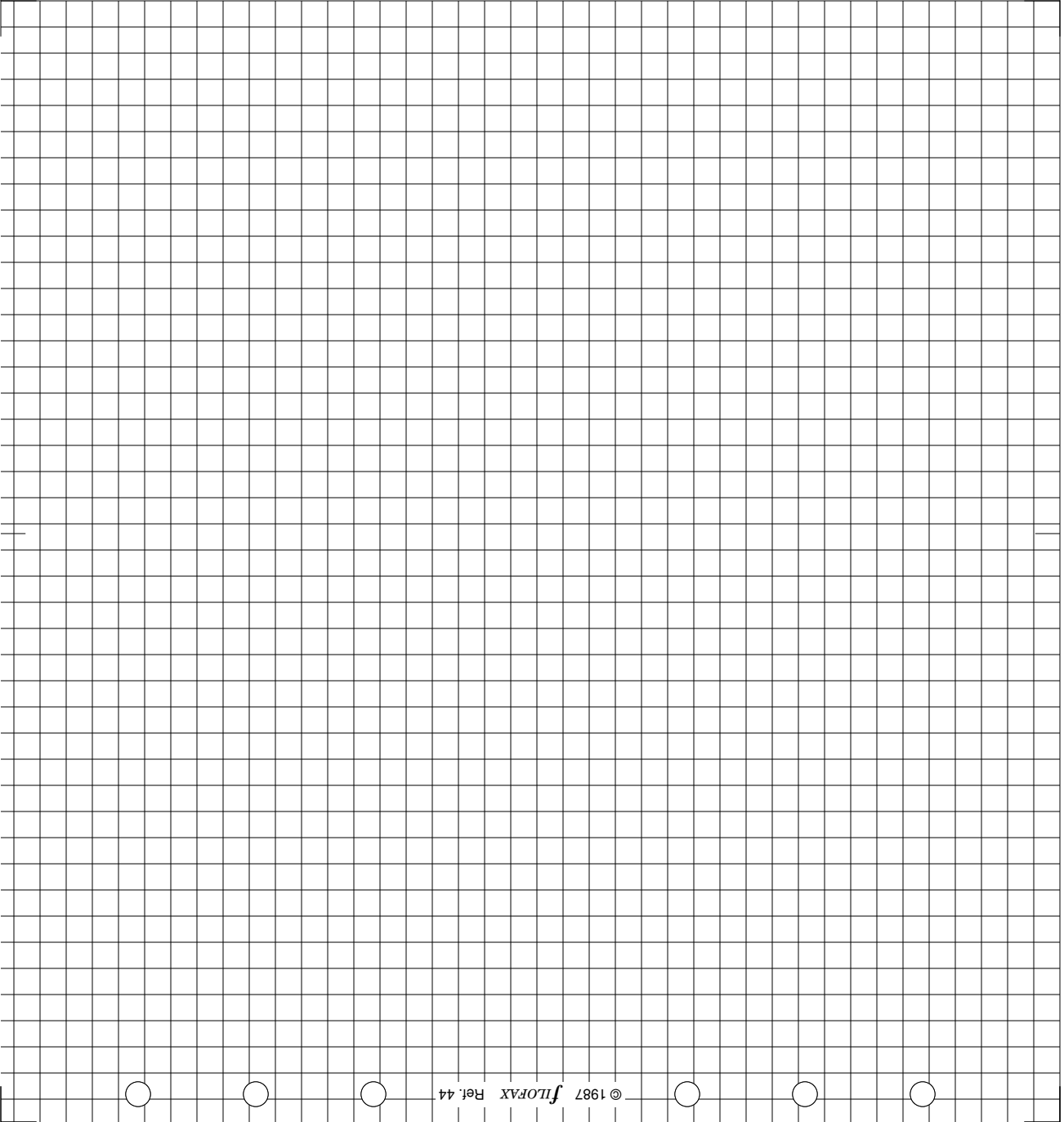
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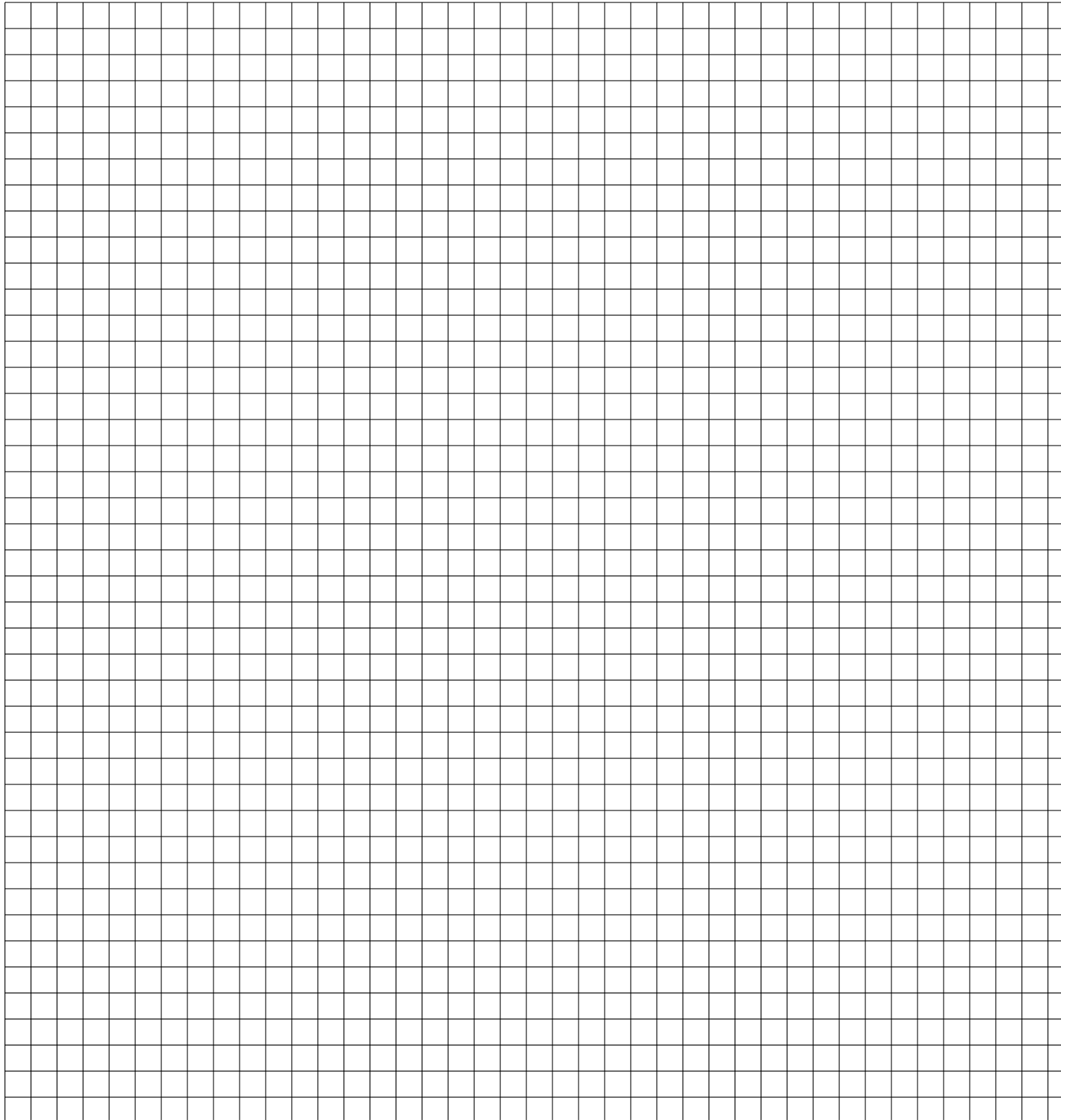
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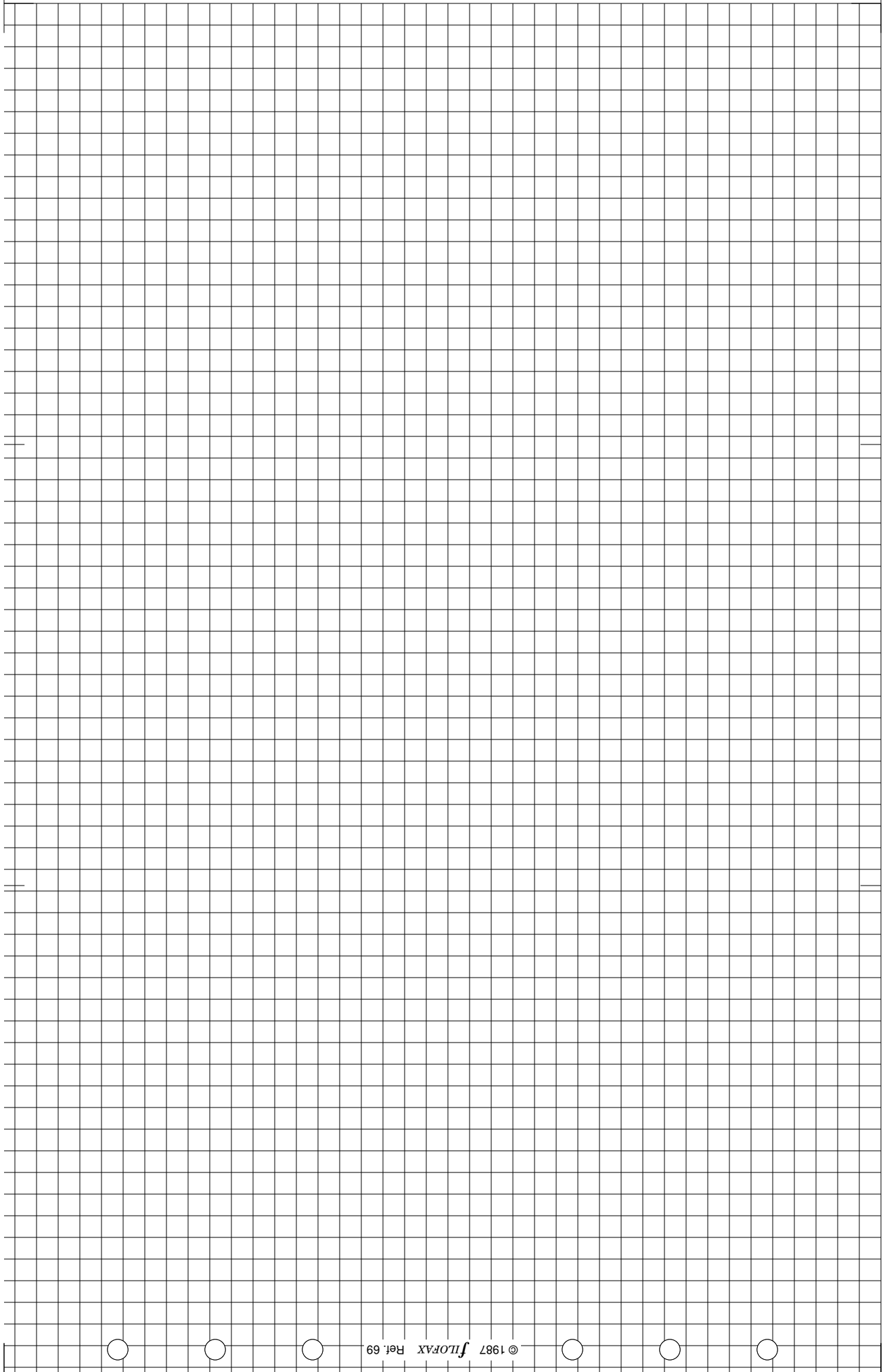


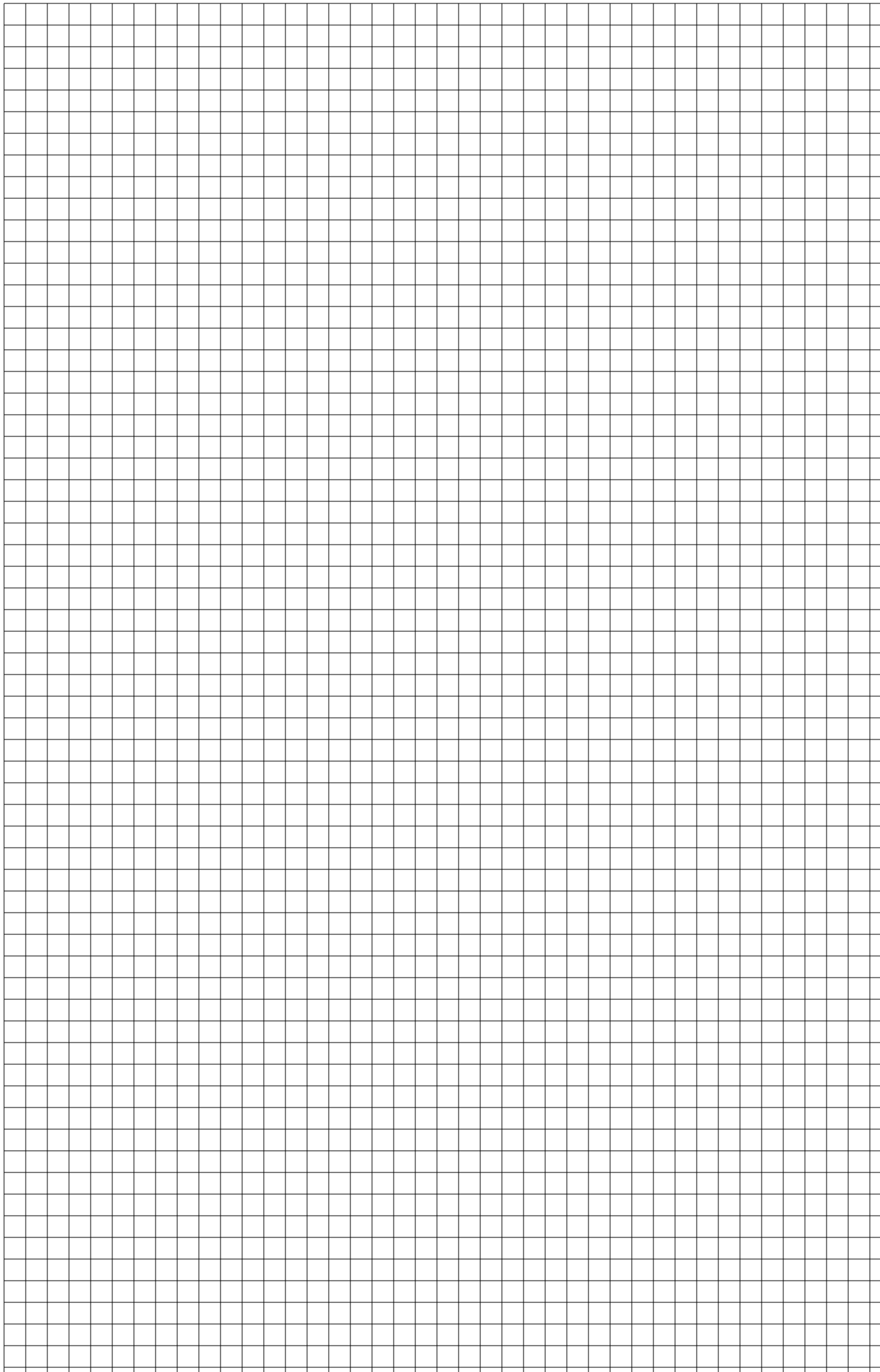


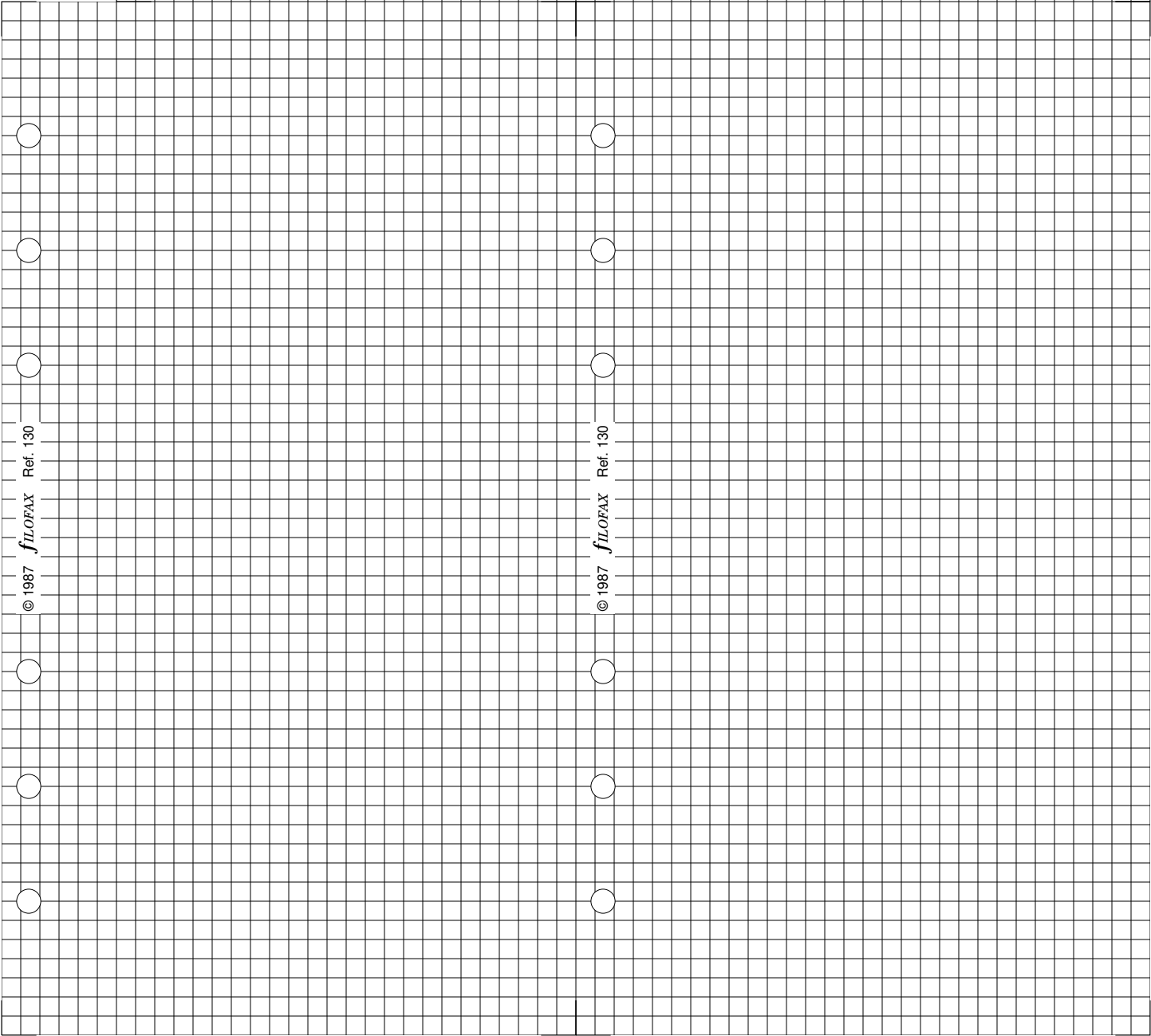








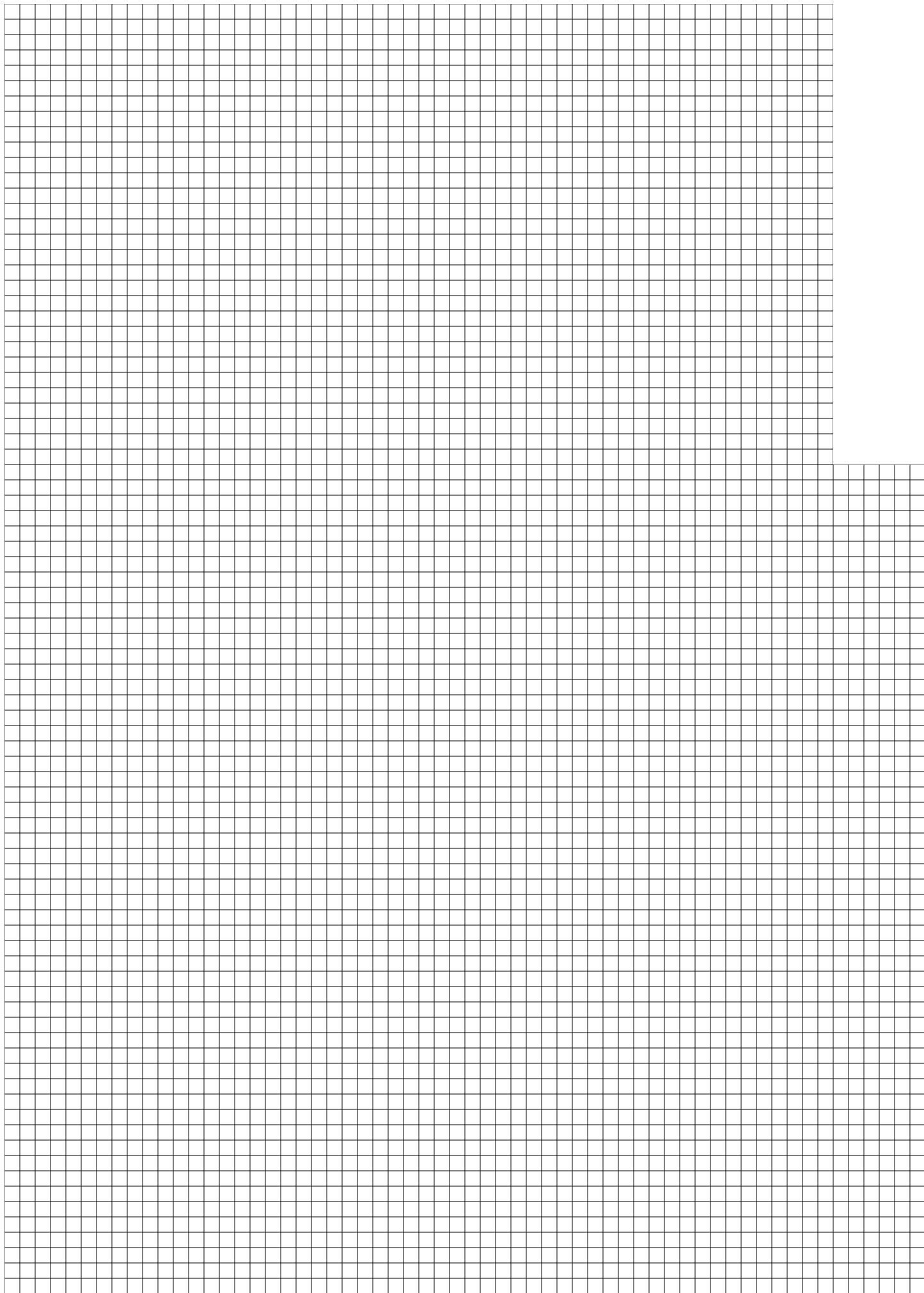


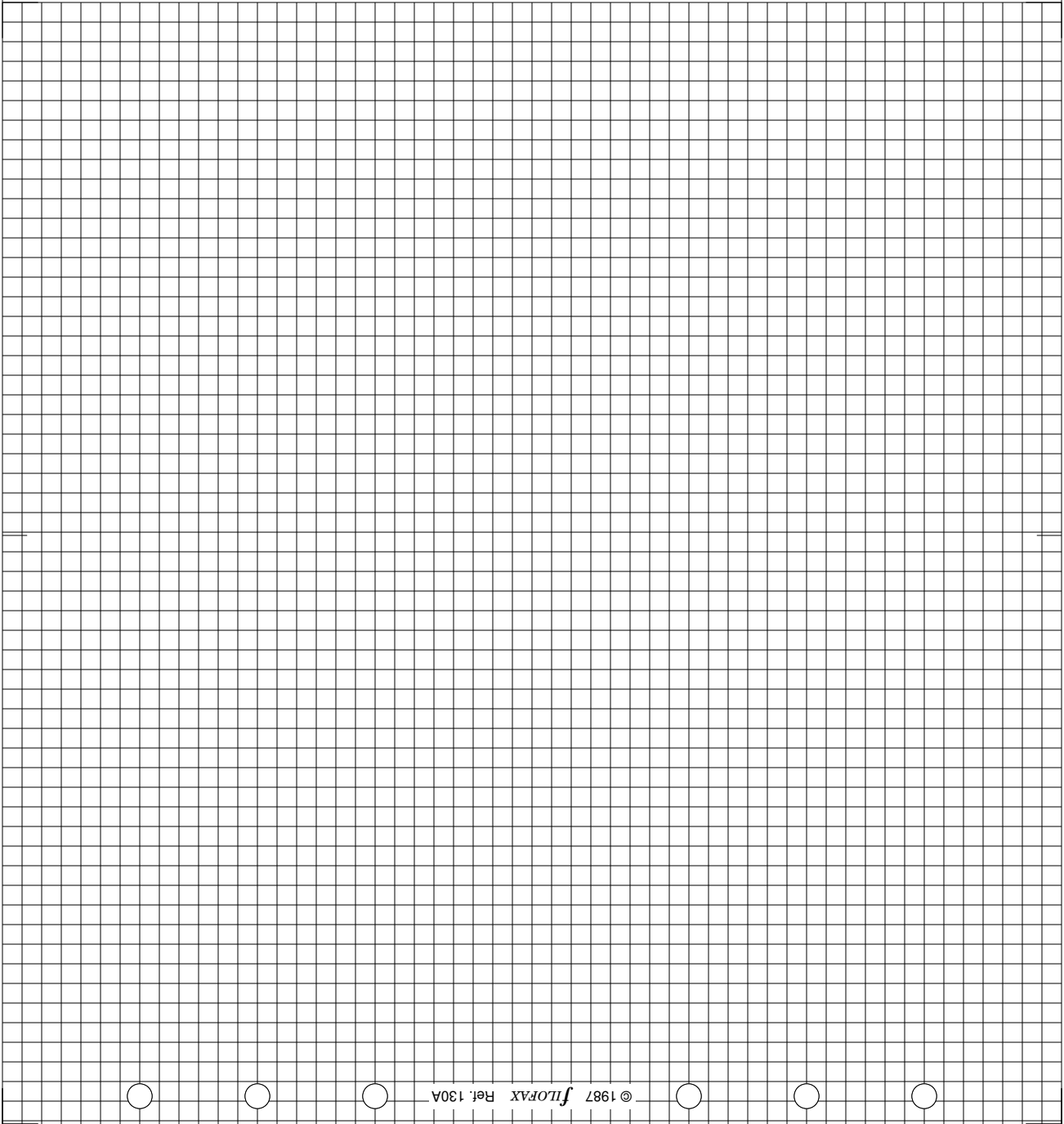


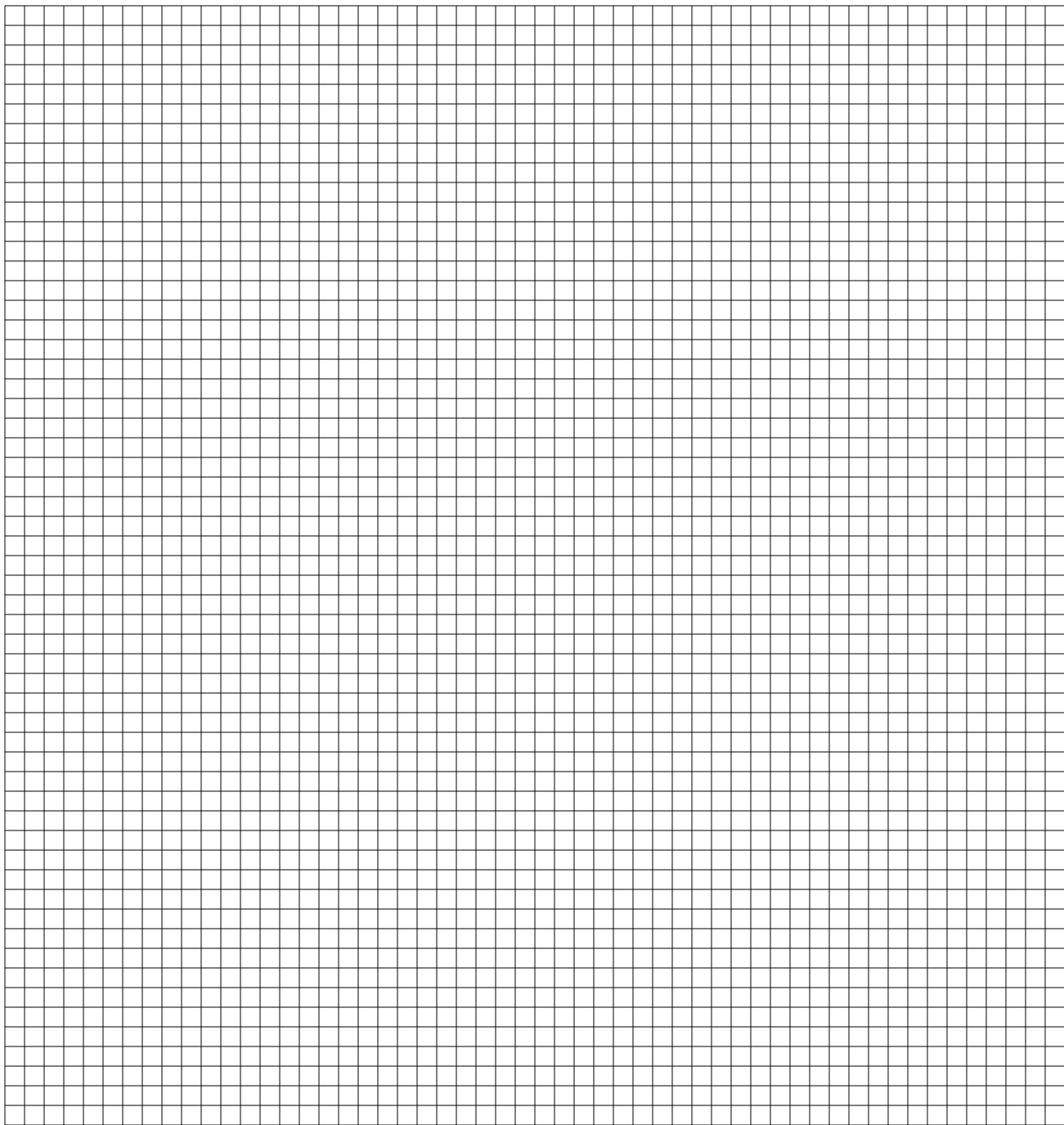
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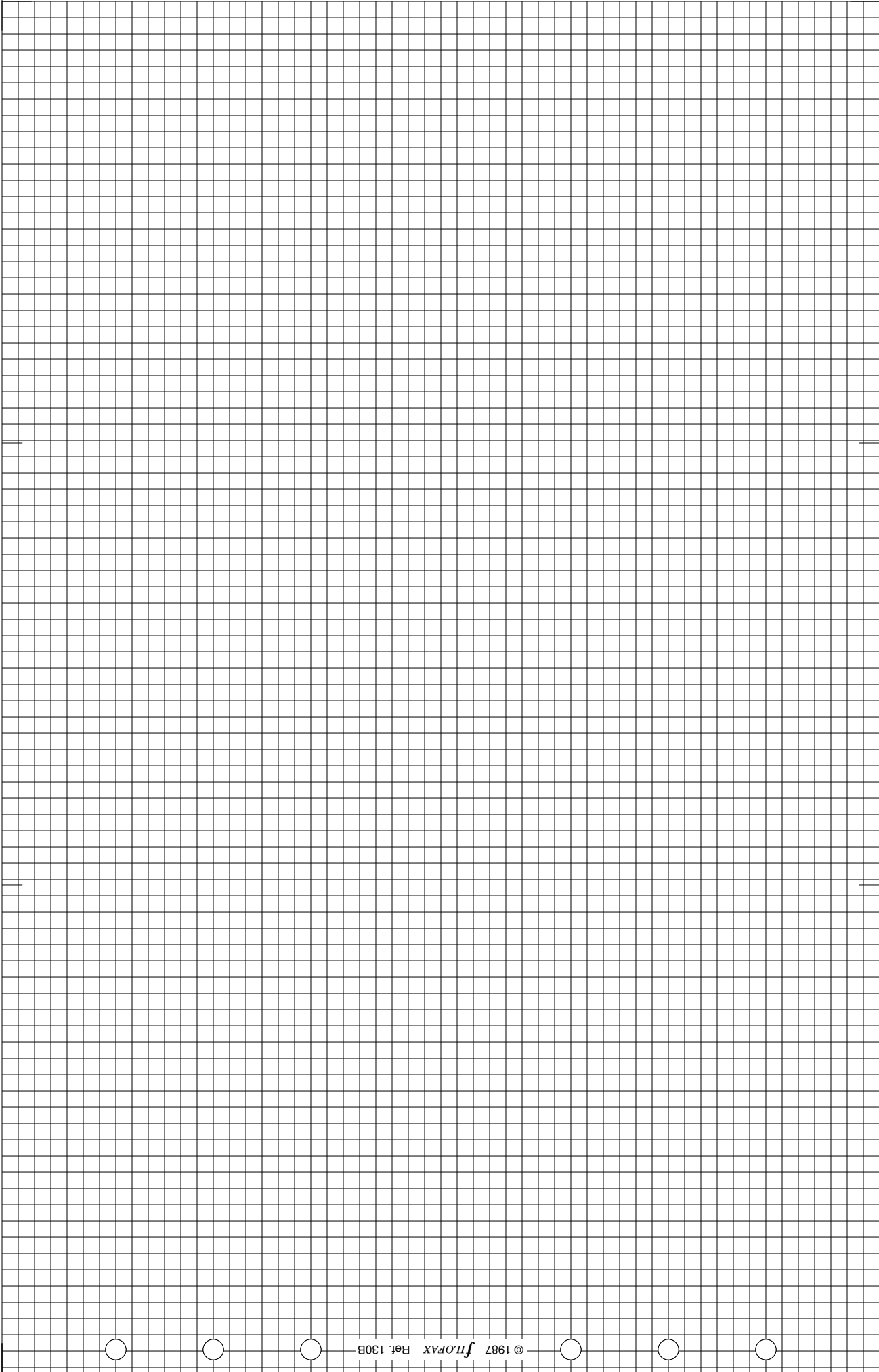
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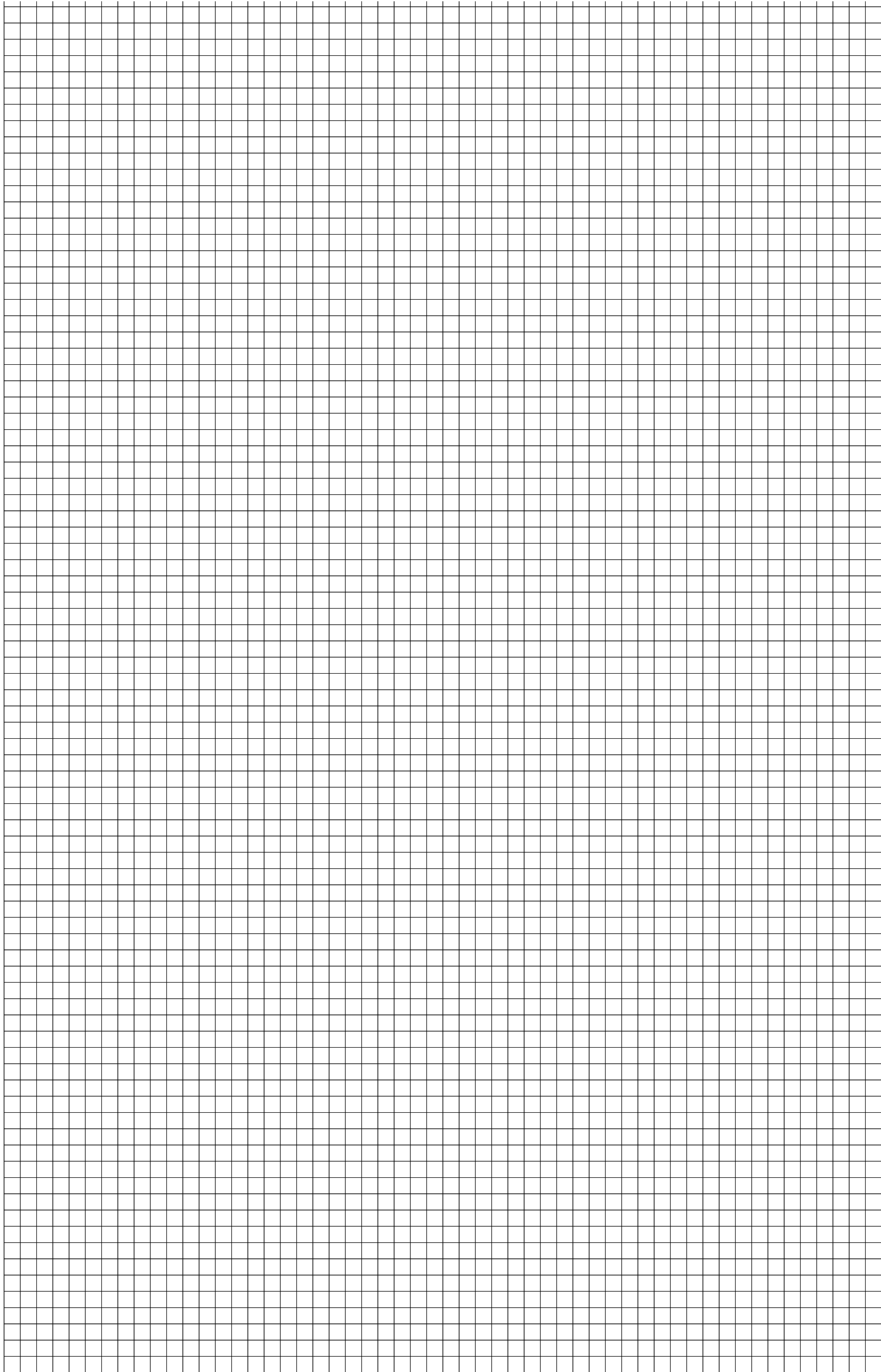
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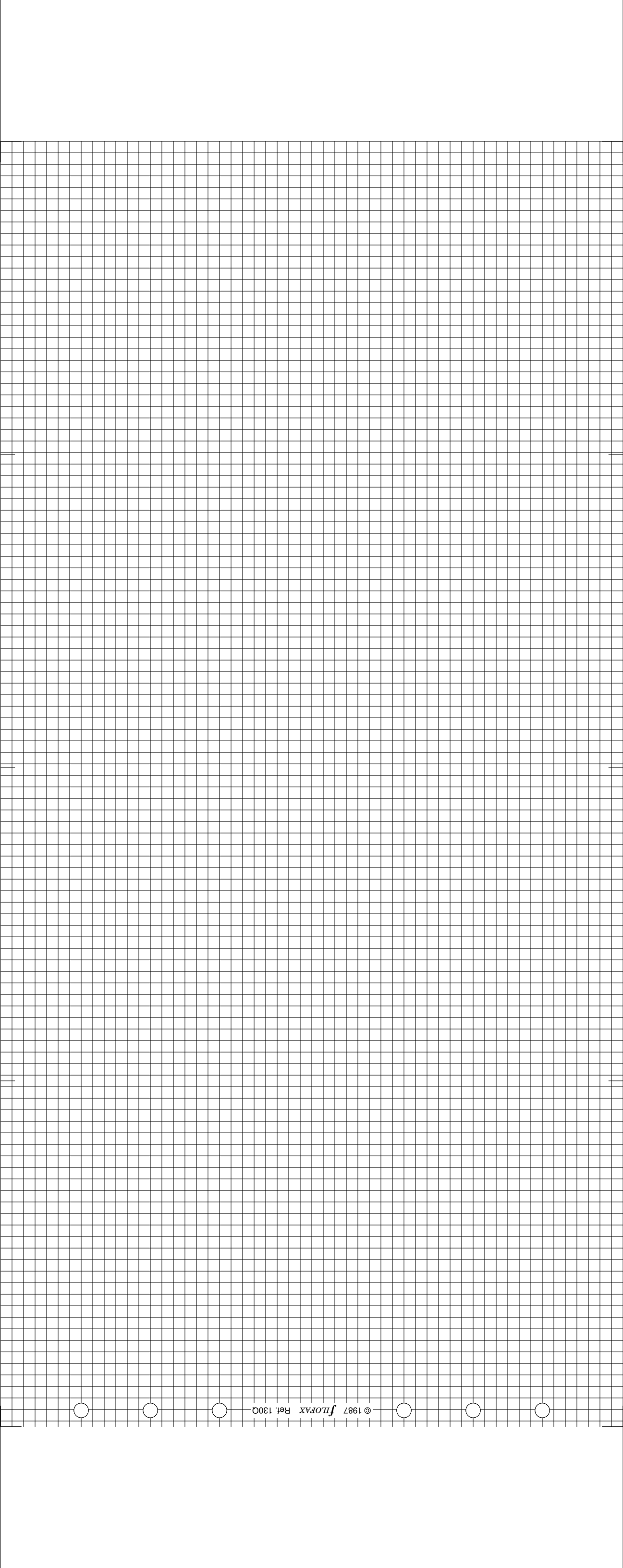


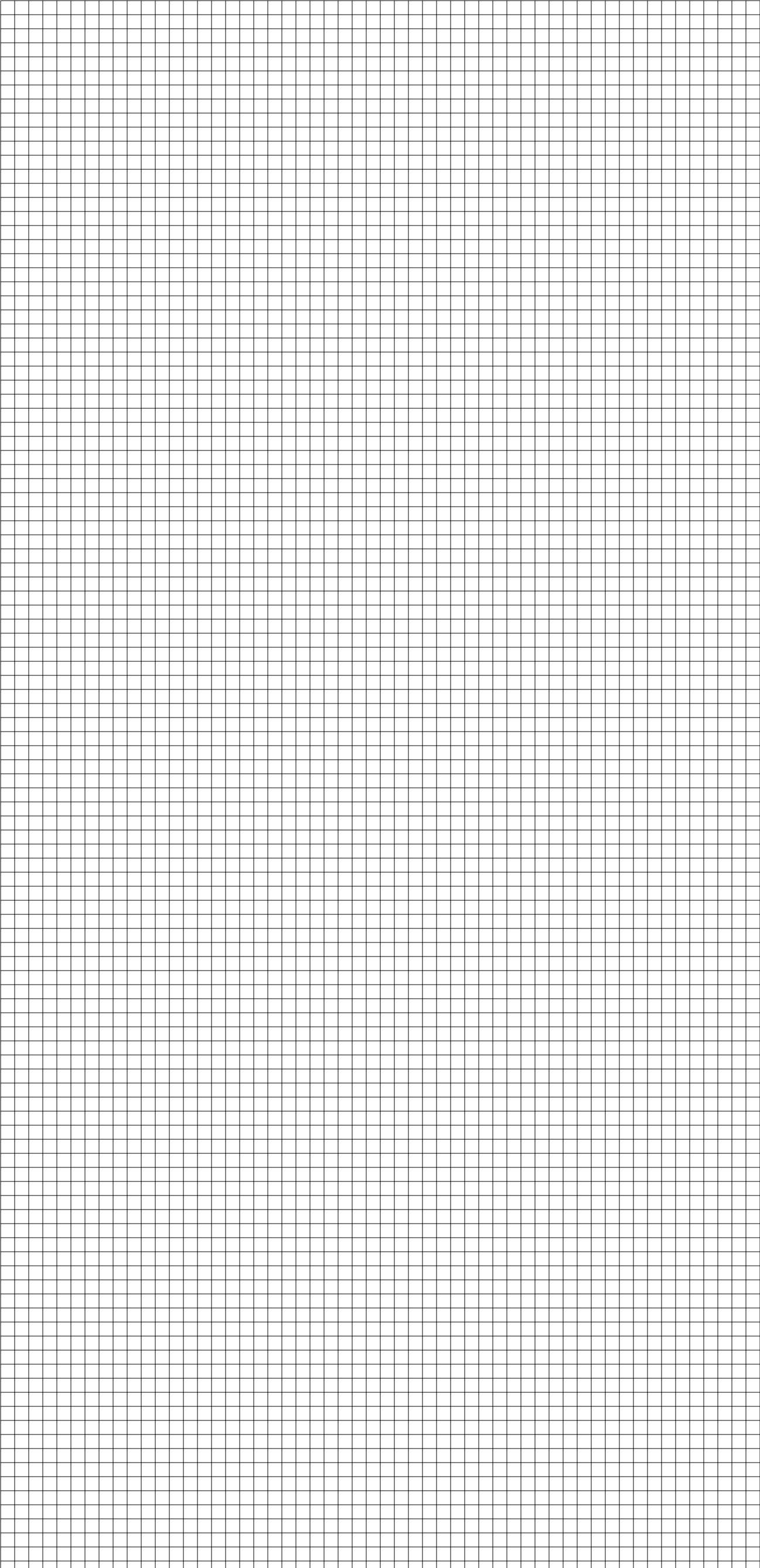


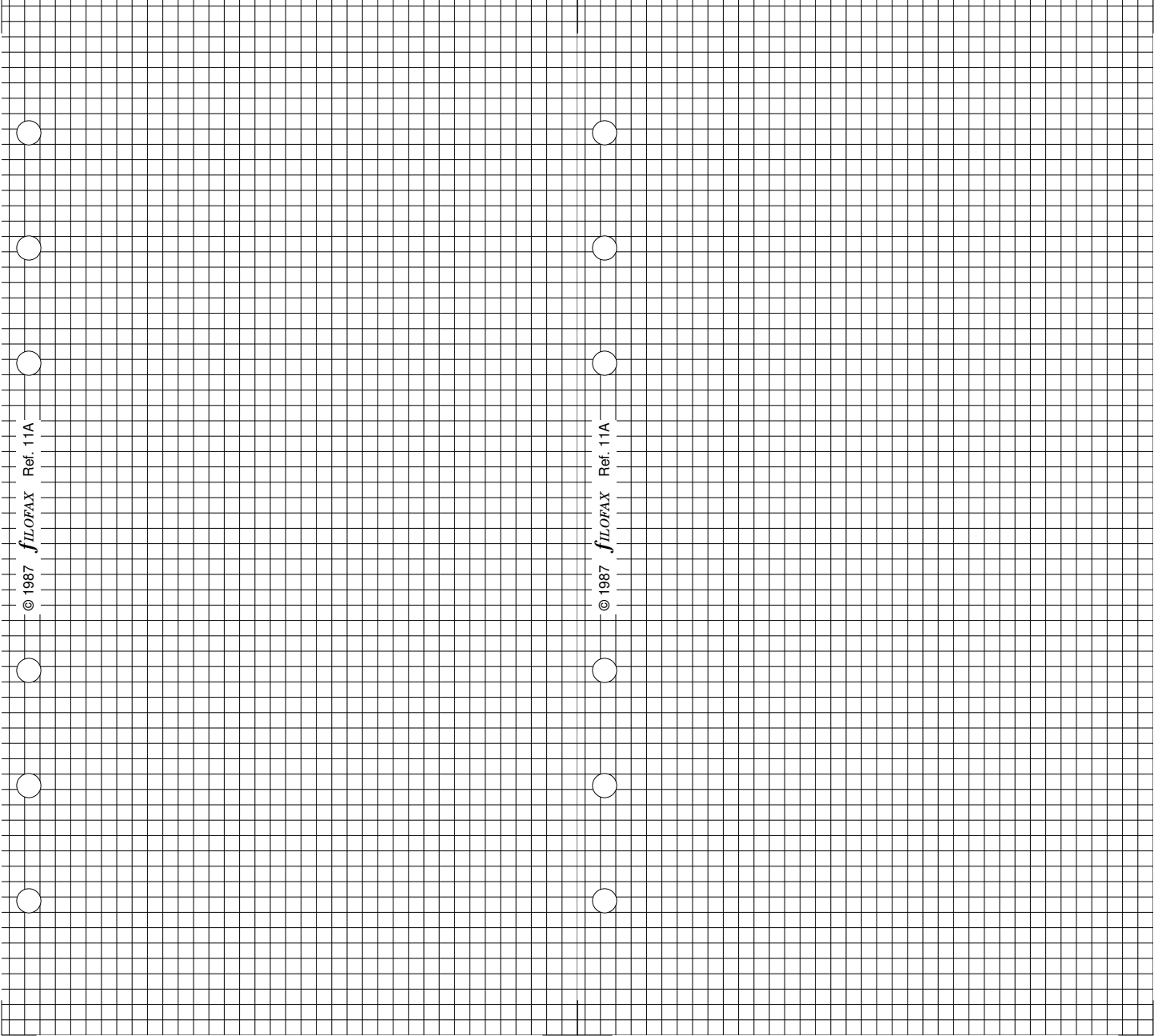






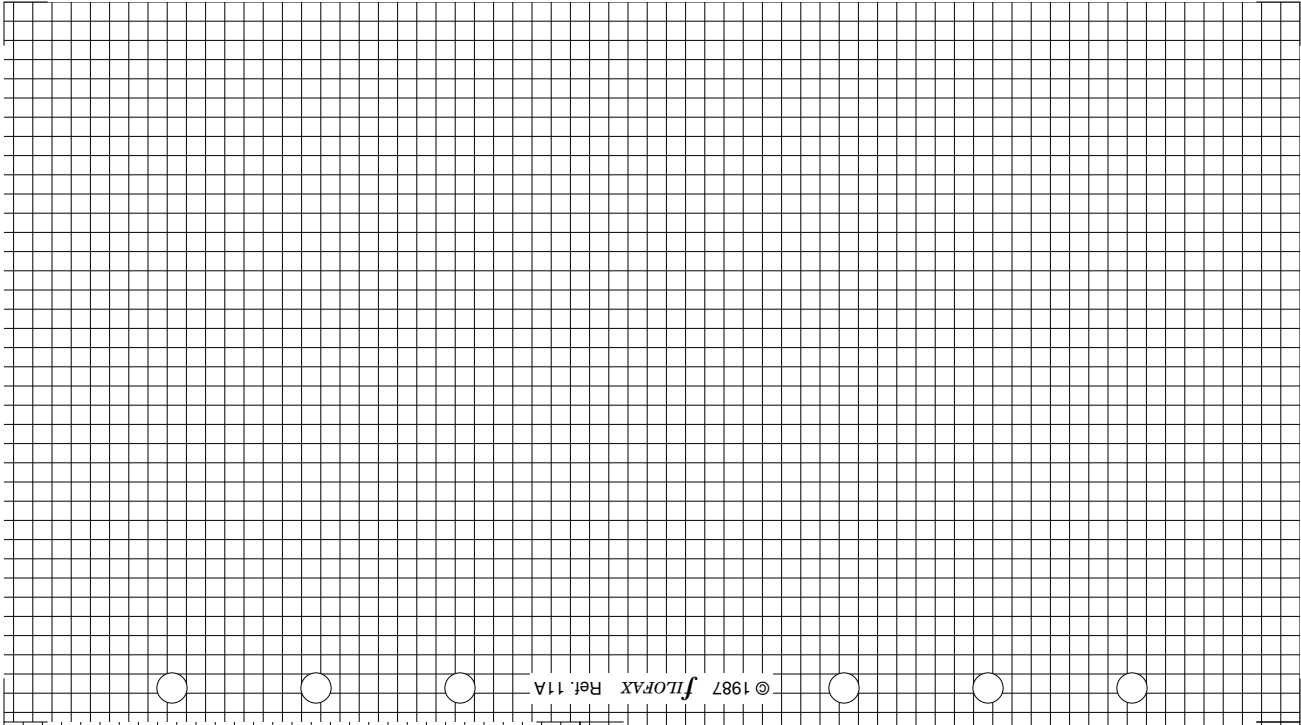




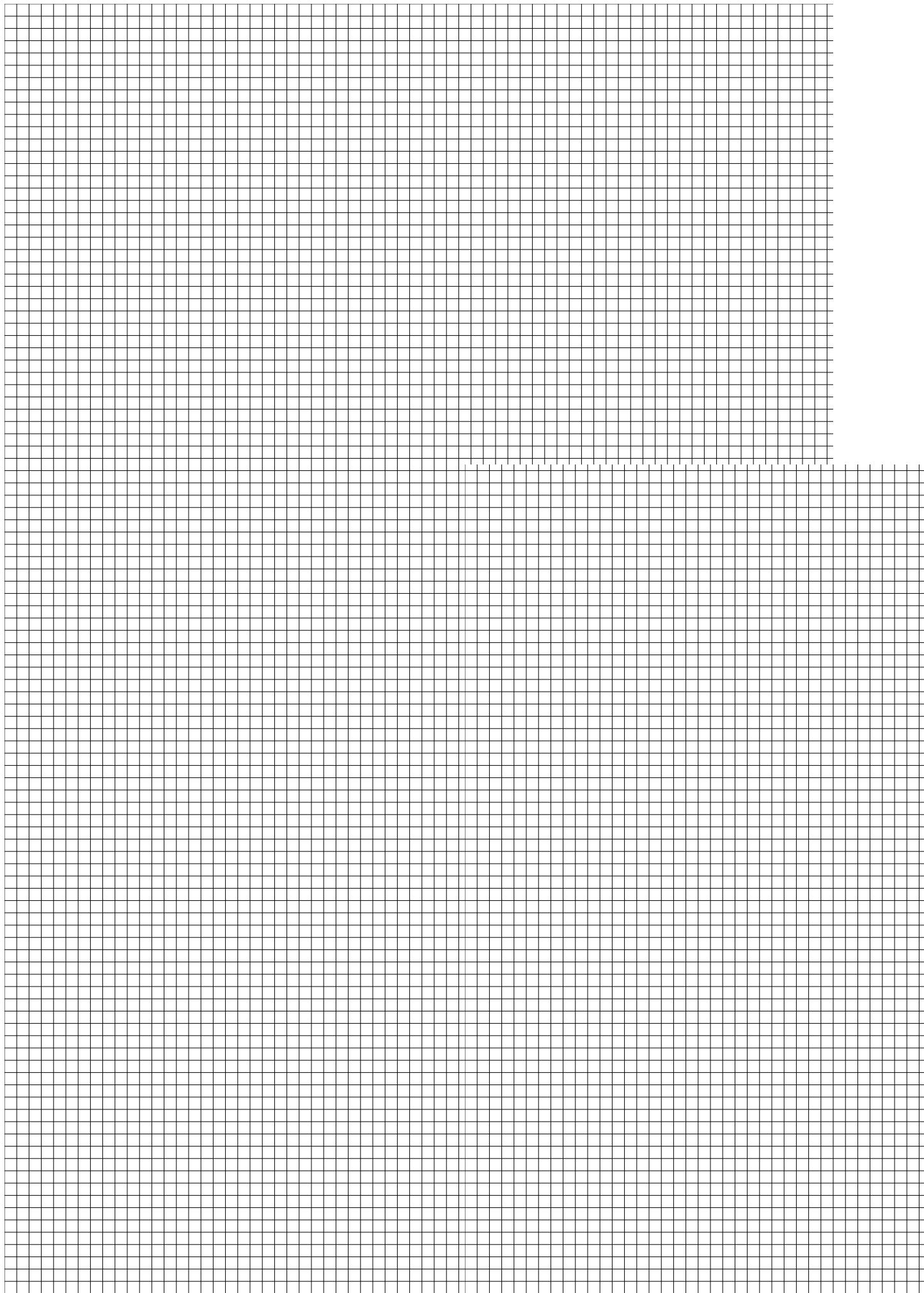


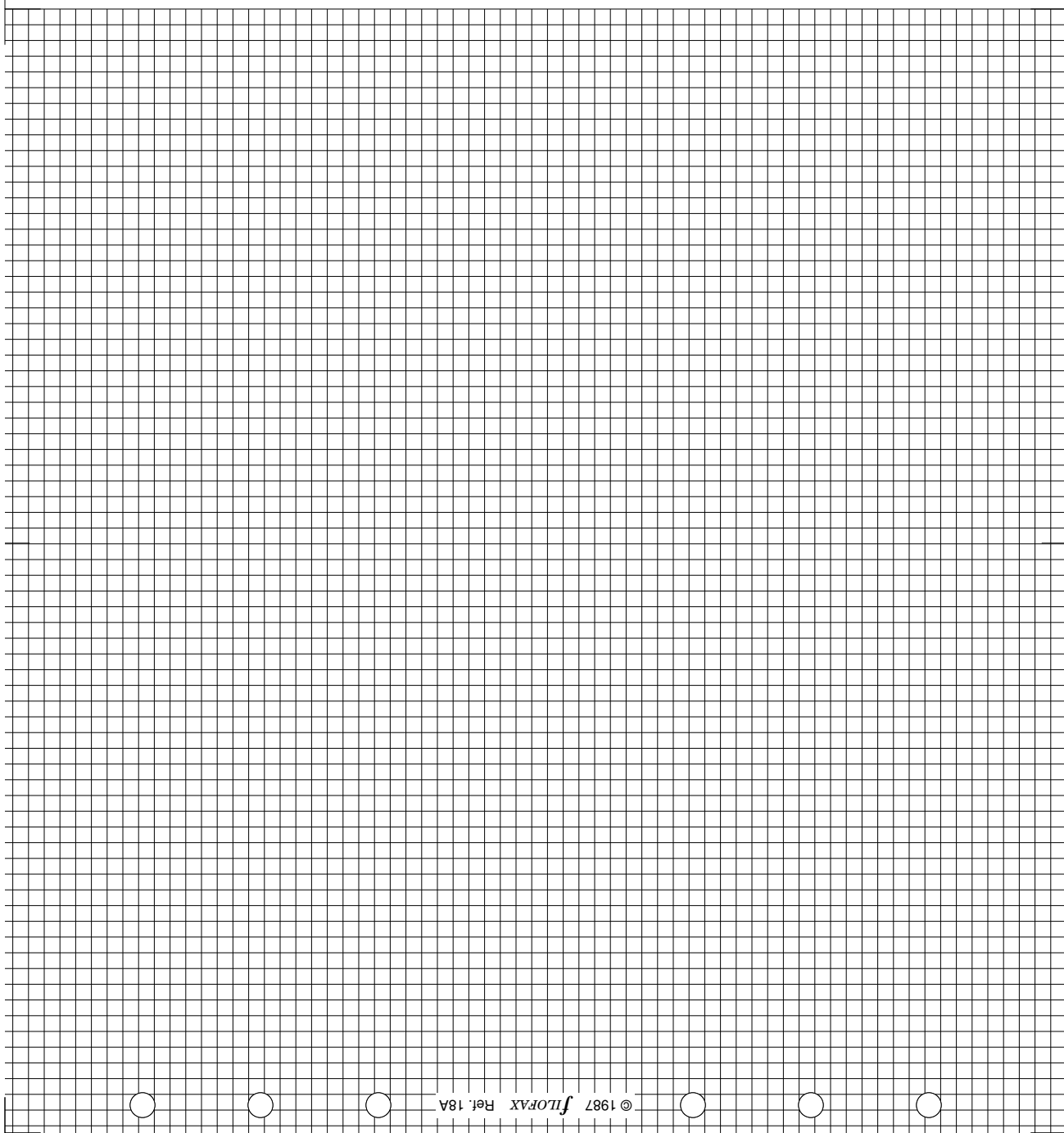
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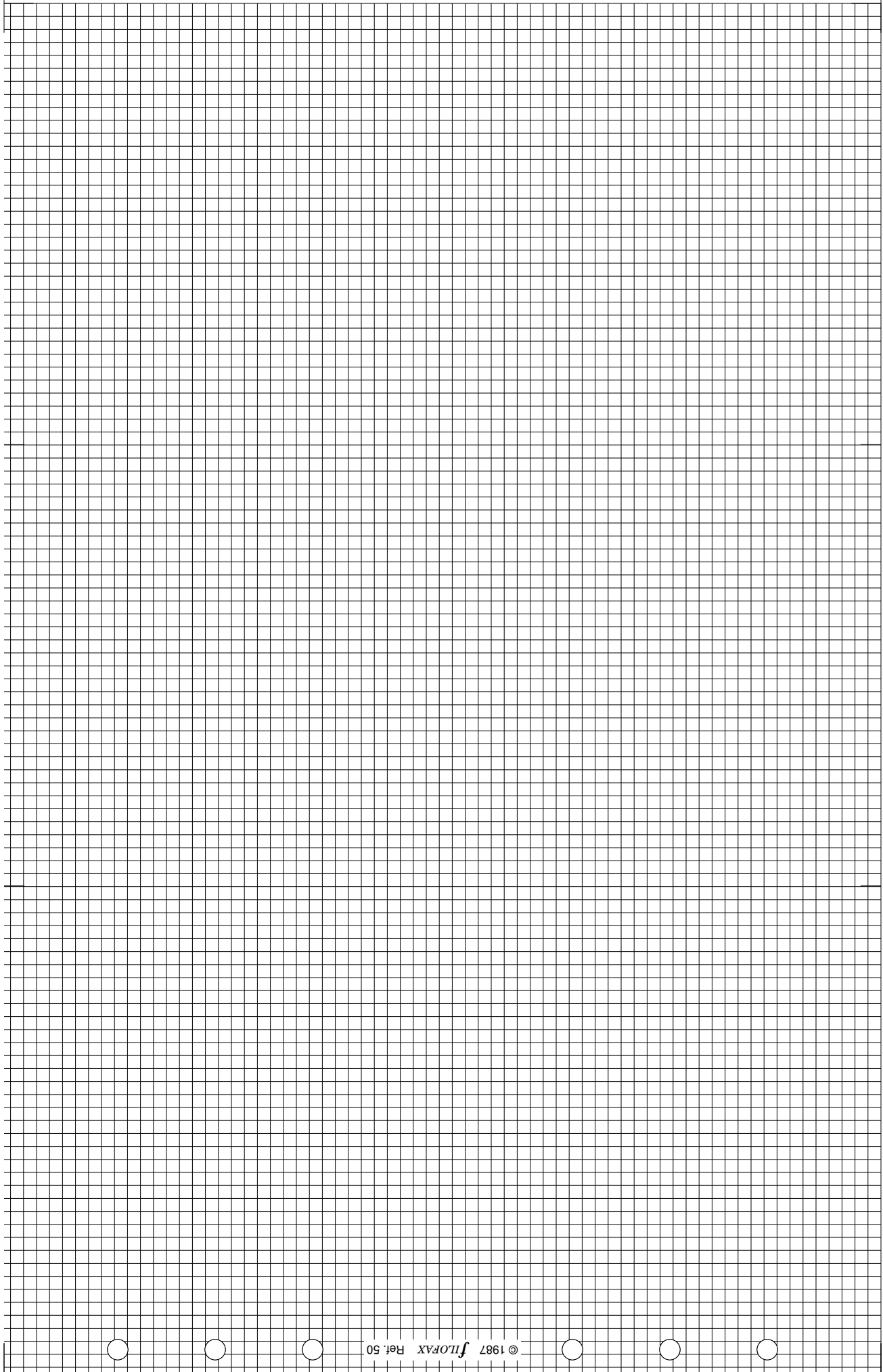


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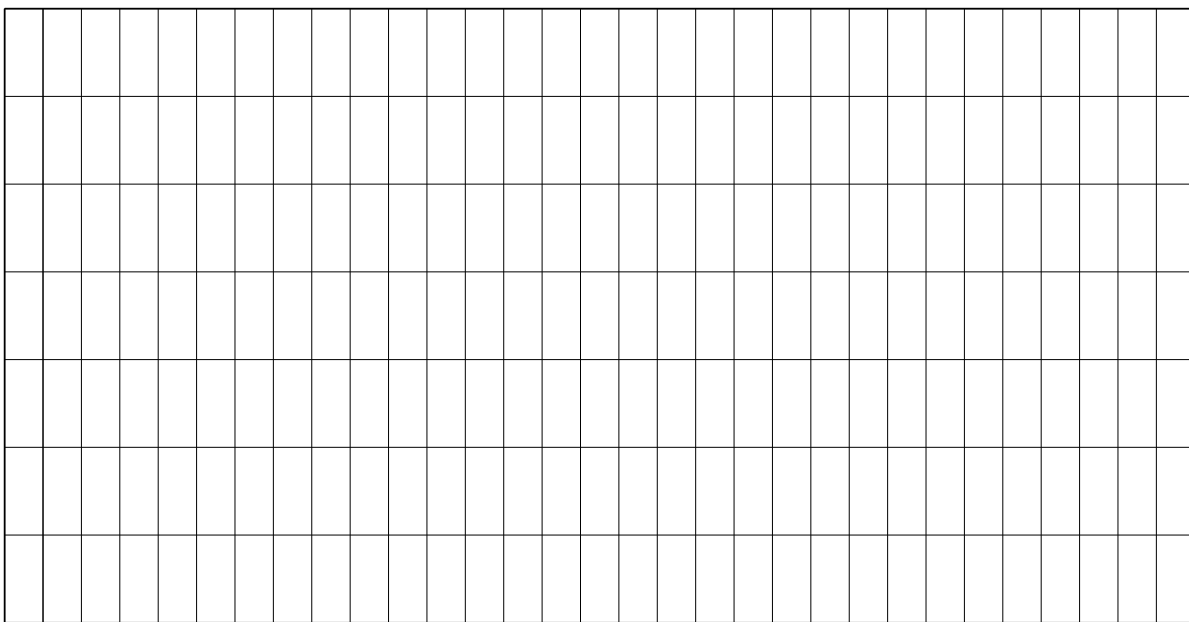




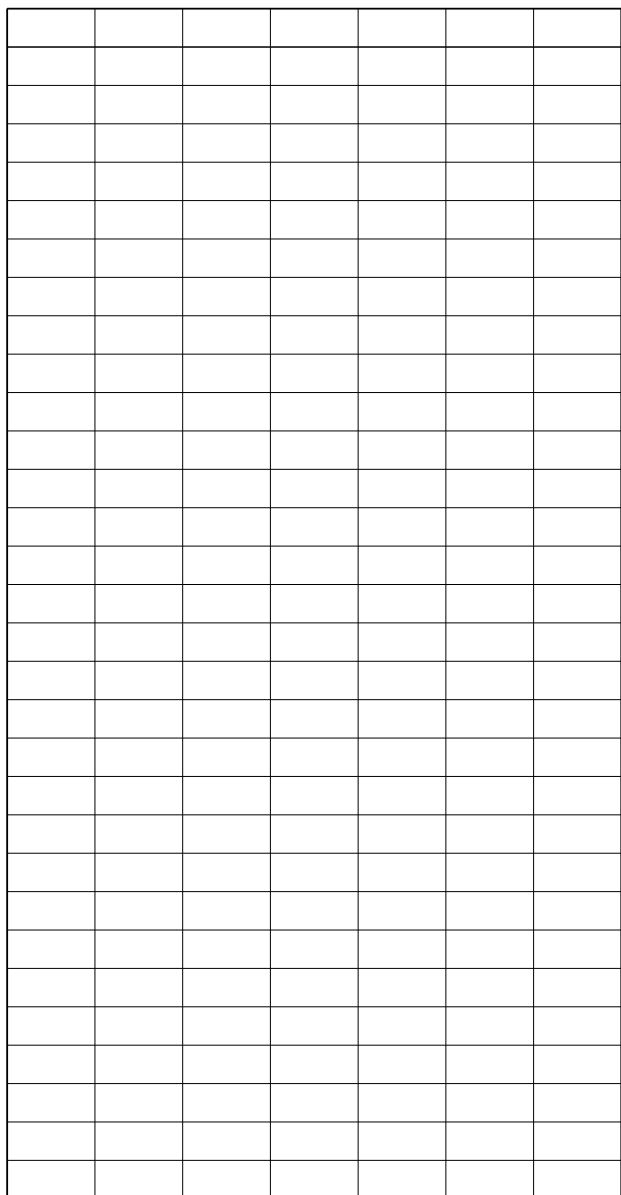




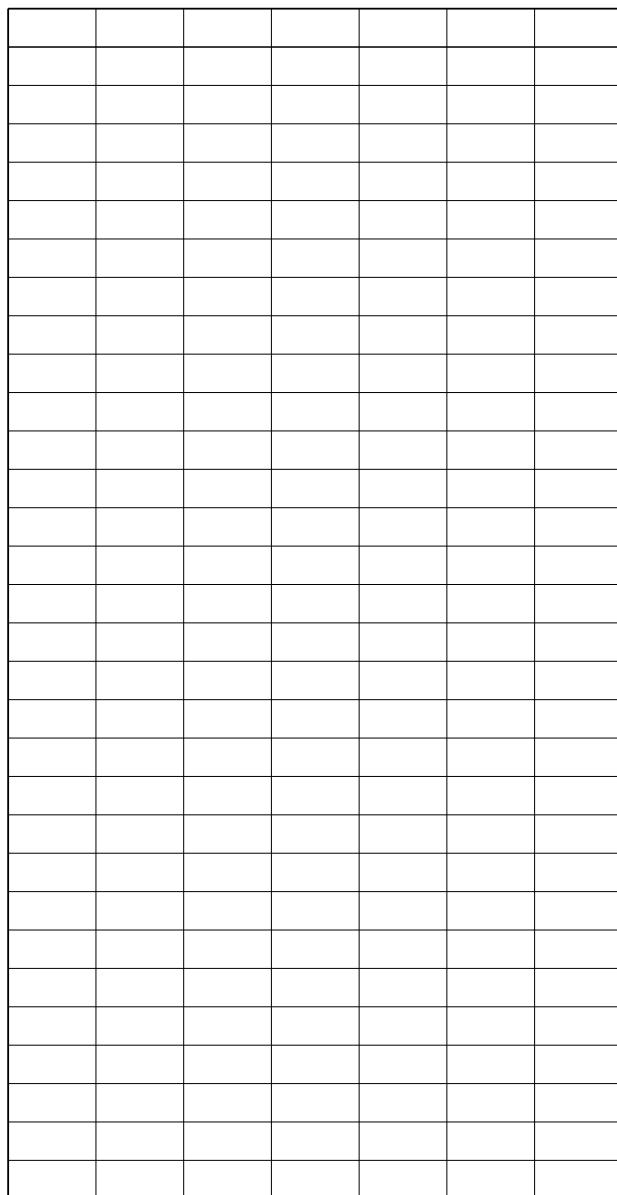




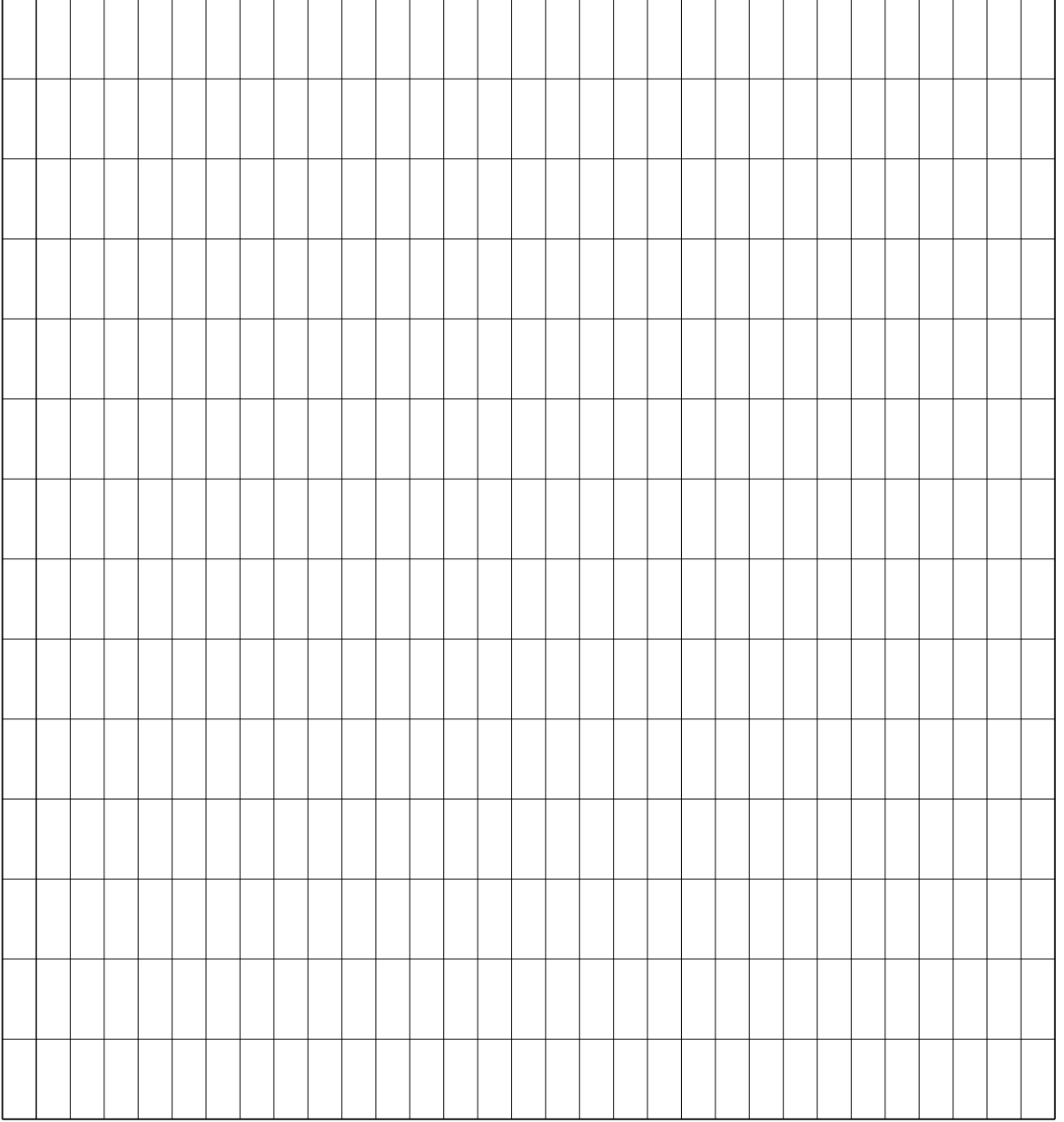
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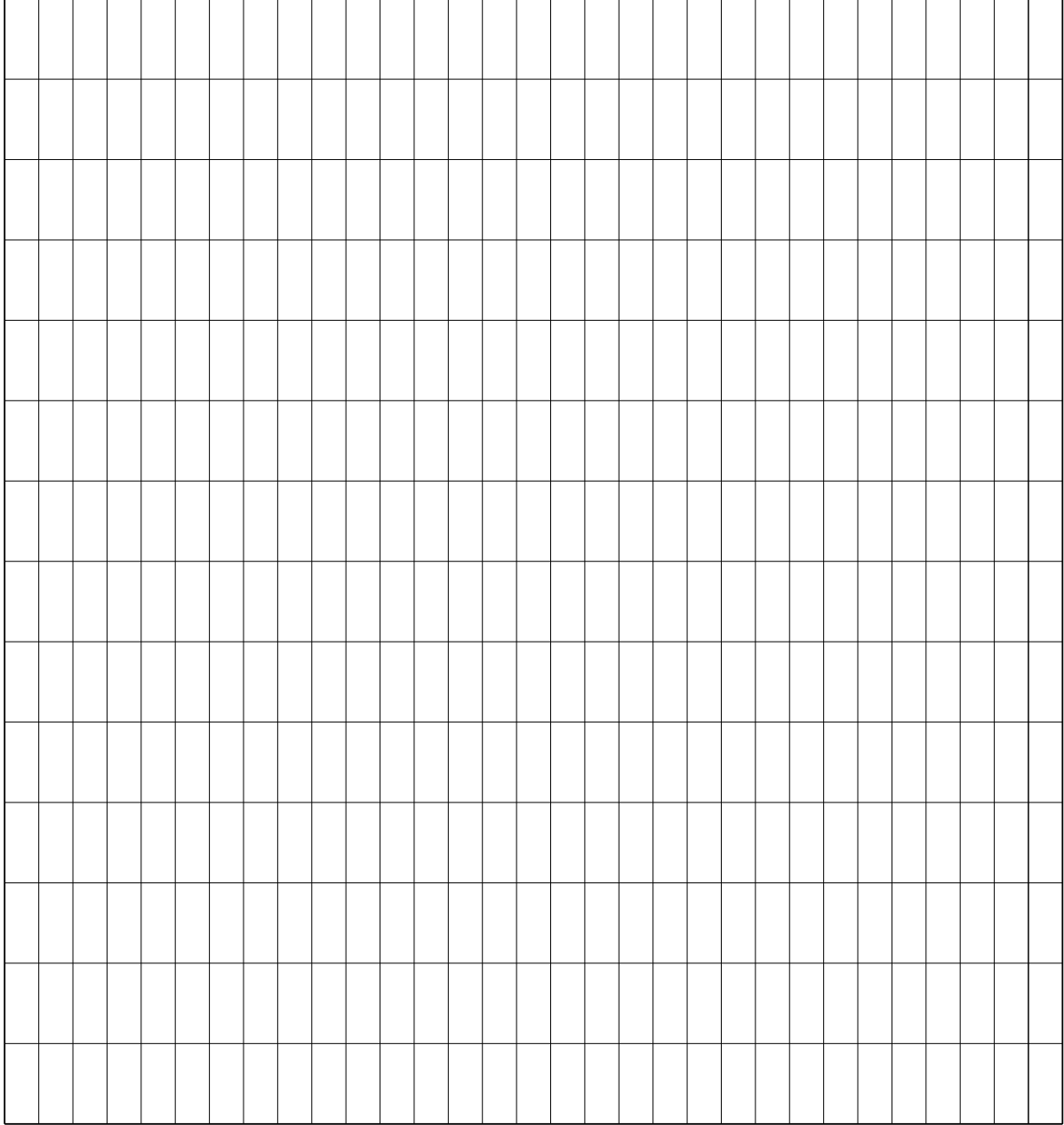


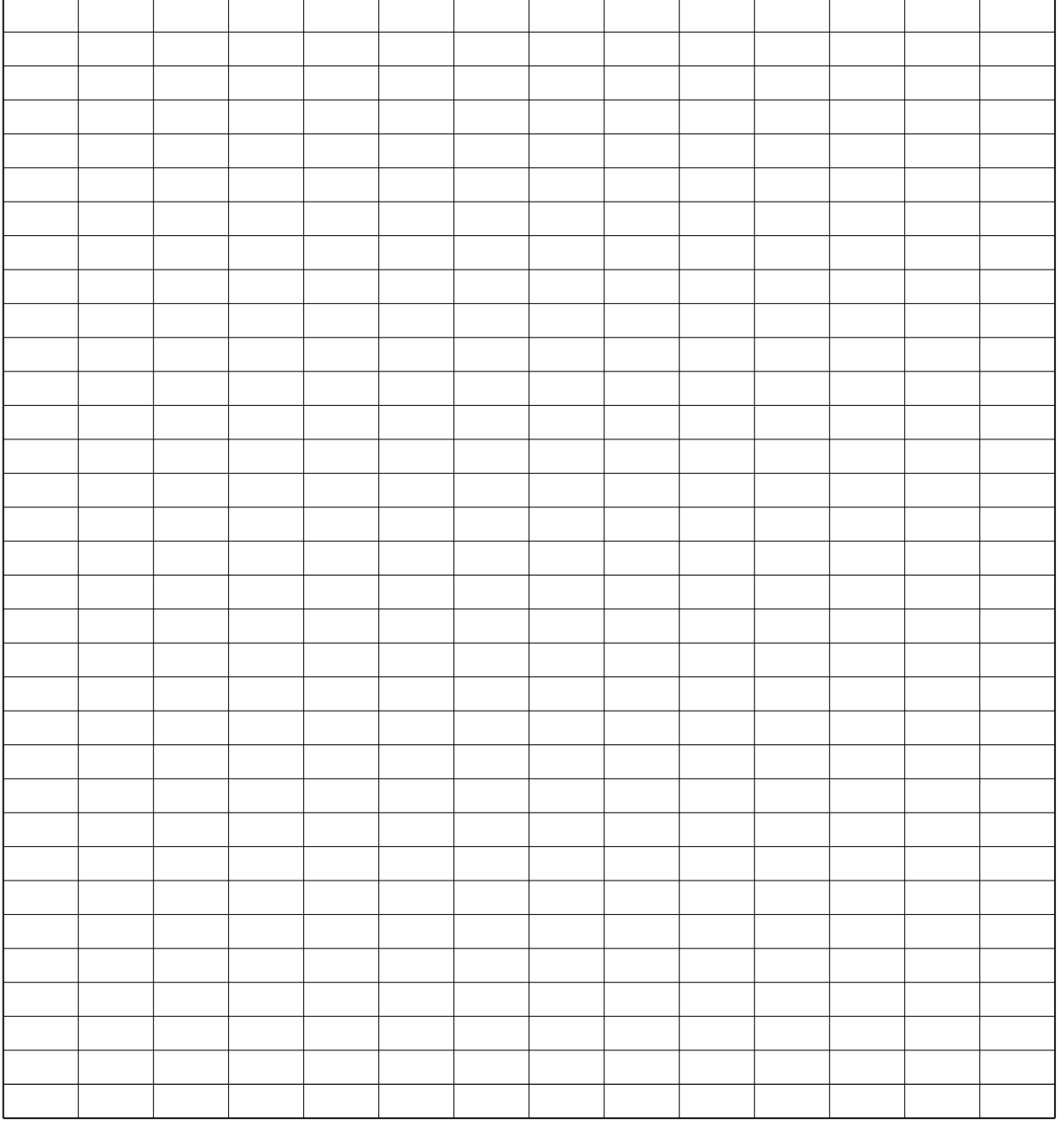
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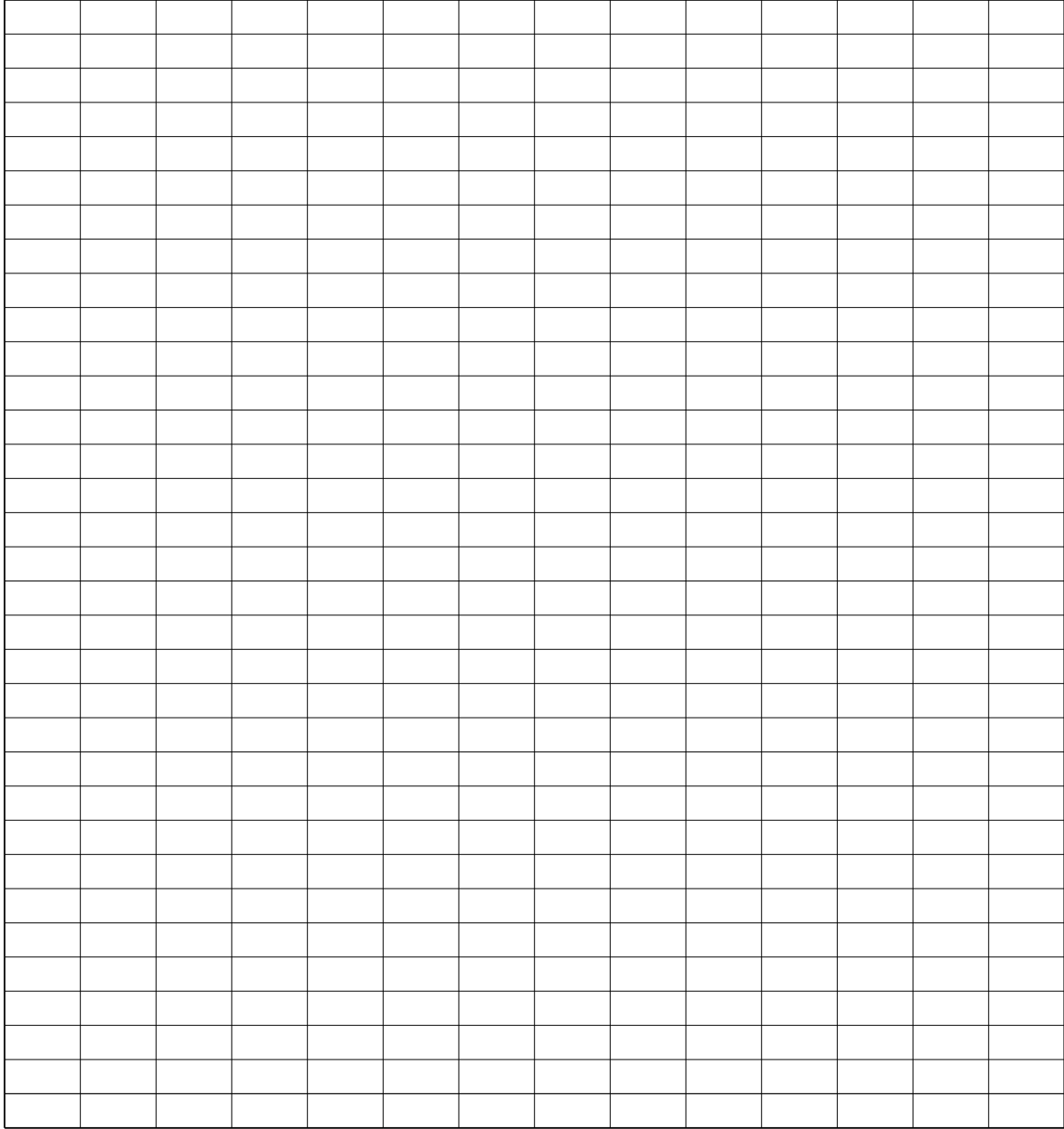




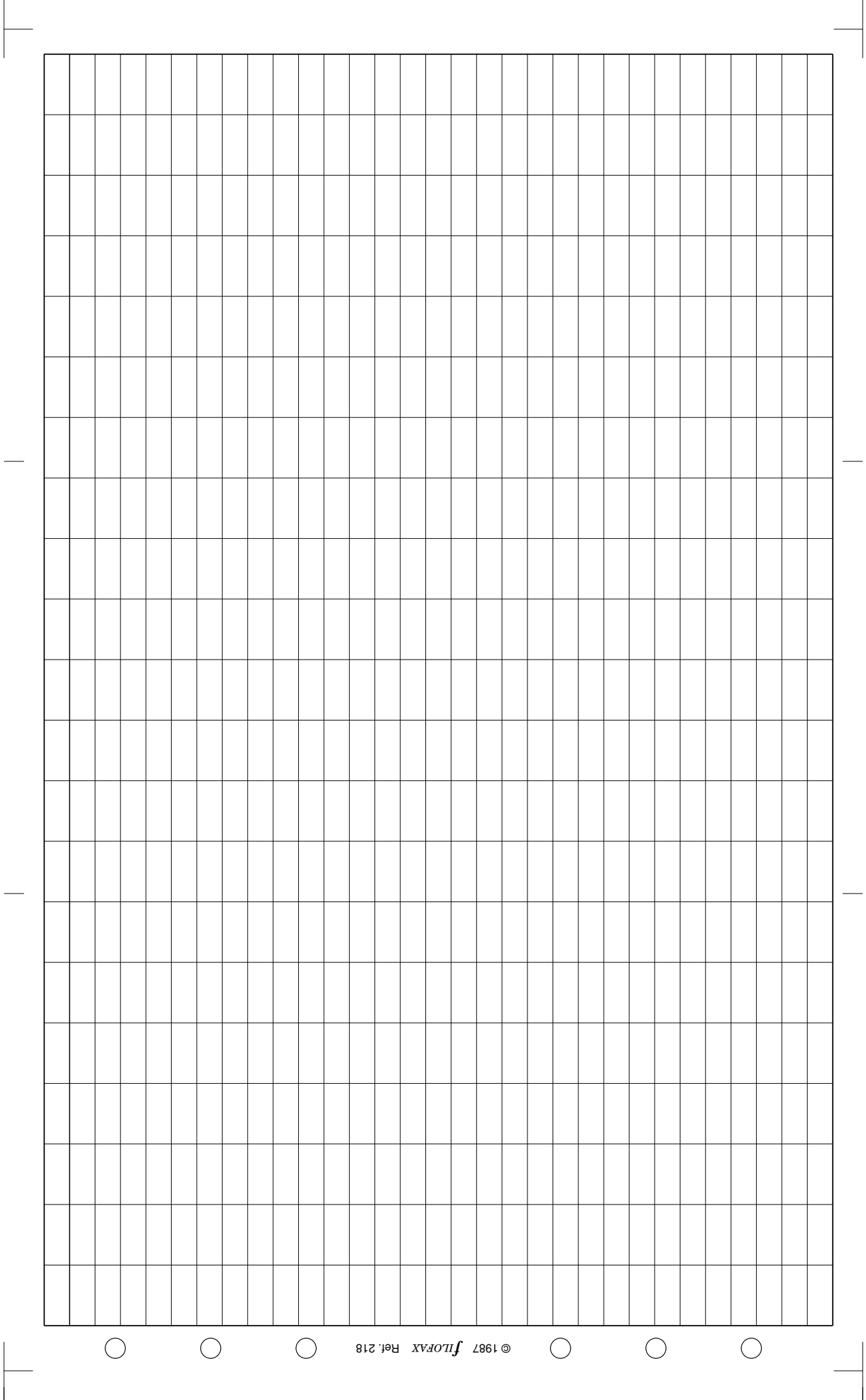


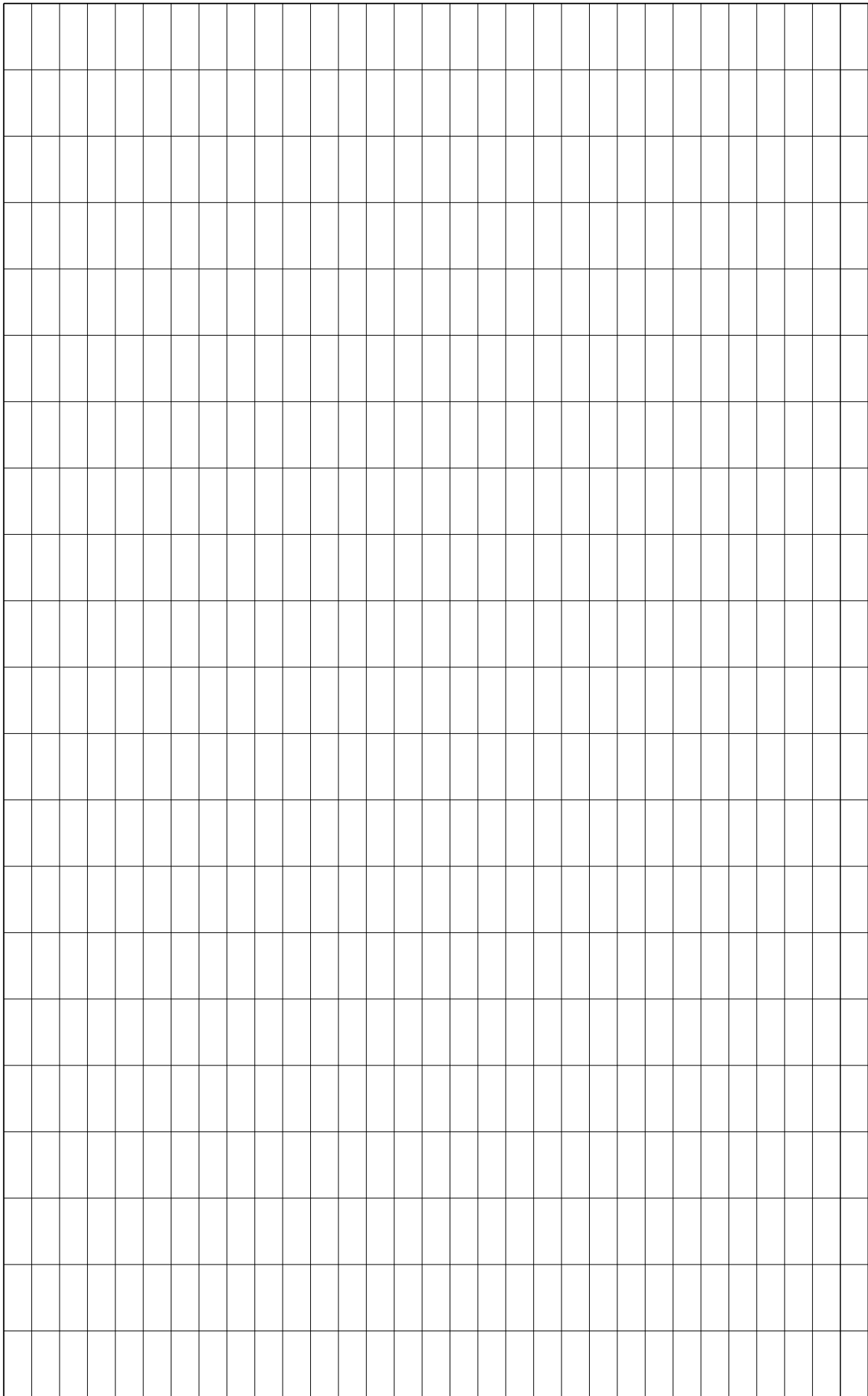
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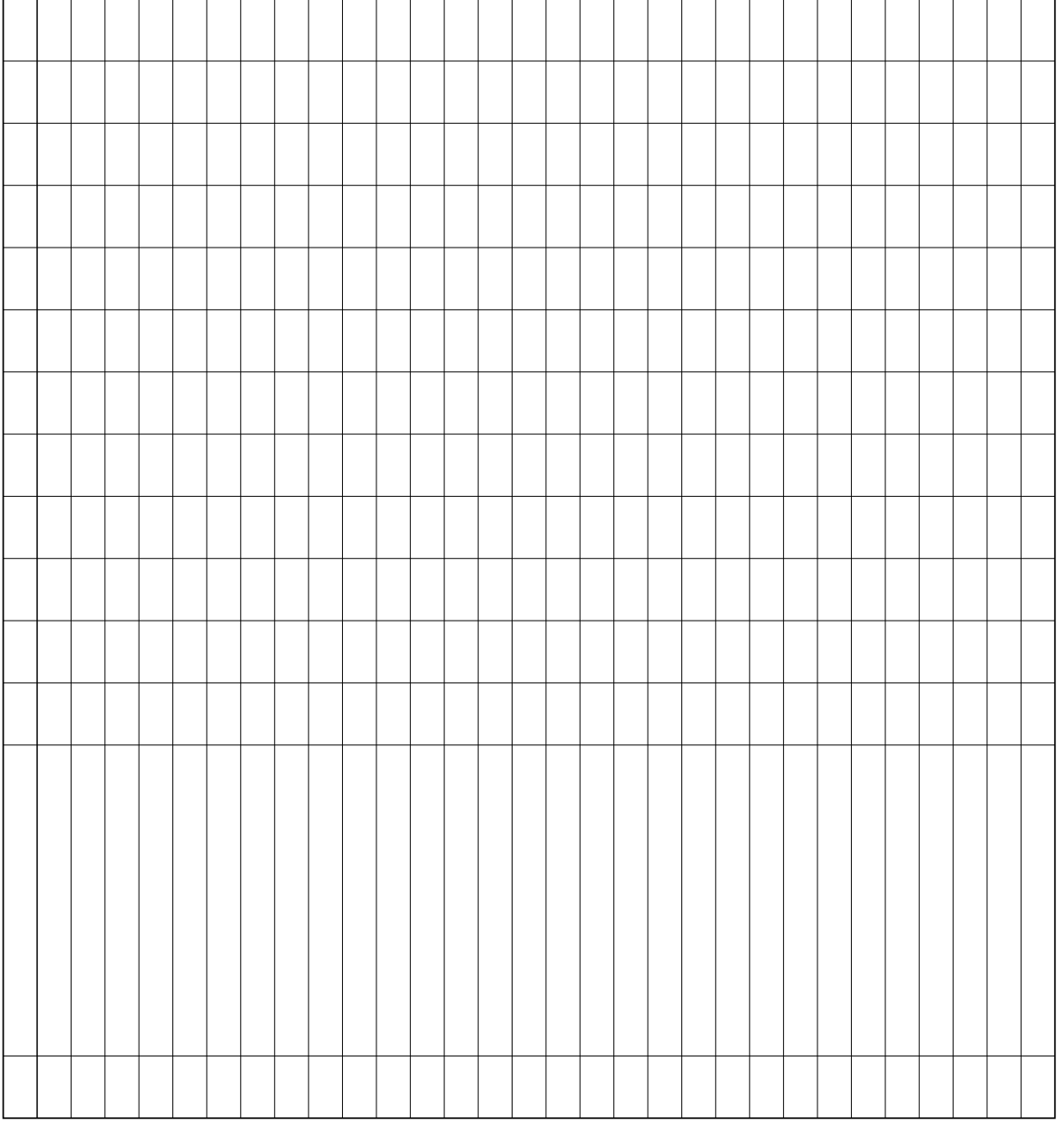
[illegible][illegible][illegible]











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[illegible]

Six Month Analysis

	January	February	March	April	May	June
1						
2						
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6						
7						
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Six Month Analysis

	January	February	March	April	May	June
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2						
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11						
12						
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29						
30						
31						
T						

Six Month Analysis

	January	February	March	April	May	June
1						
2						
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4						
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12						
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27						
28						
29						
30						
31						
T						

Six Month Analysis

	July	August	September	October	November	December
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Six Month Analysis

	July	August	September	October	November	December
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Six Month Analysis

	July	August	September	October	November	December
1						
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30						
31						
T						

Seven by Seven Analysis

Single Cash Ledger

[illegible]

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Single Cash Ledger

[illegible]

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Single Cash Ledger

[illegible]

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[illegible][illegible][illegible]

[illegible]

Single Cash Journal

[illegible]

Single Cash Journal

[illegible]© 1987 *fiLOFAX* Ref. 156

[illegible][illegible][illegible]

[illegible][illegible]

Six Column Cash Analysis

A full-page sheet of white graph paper with a light gray grid. The grid consists of small squares, approximately 10 units wide by 10 units high. There are no margins or additional markings on the page.

Six Column Cash Analysis

[illegible]

Twelve Column Cash Analysis

[illegible][illegible][illegible]

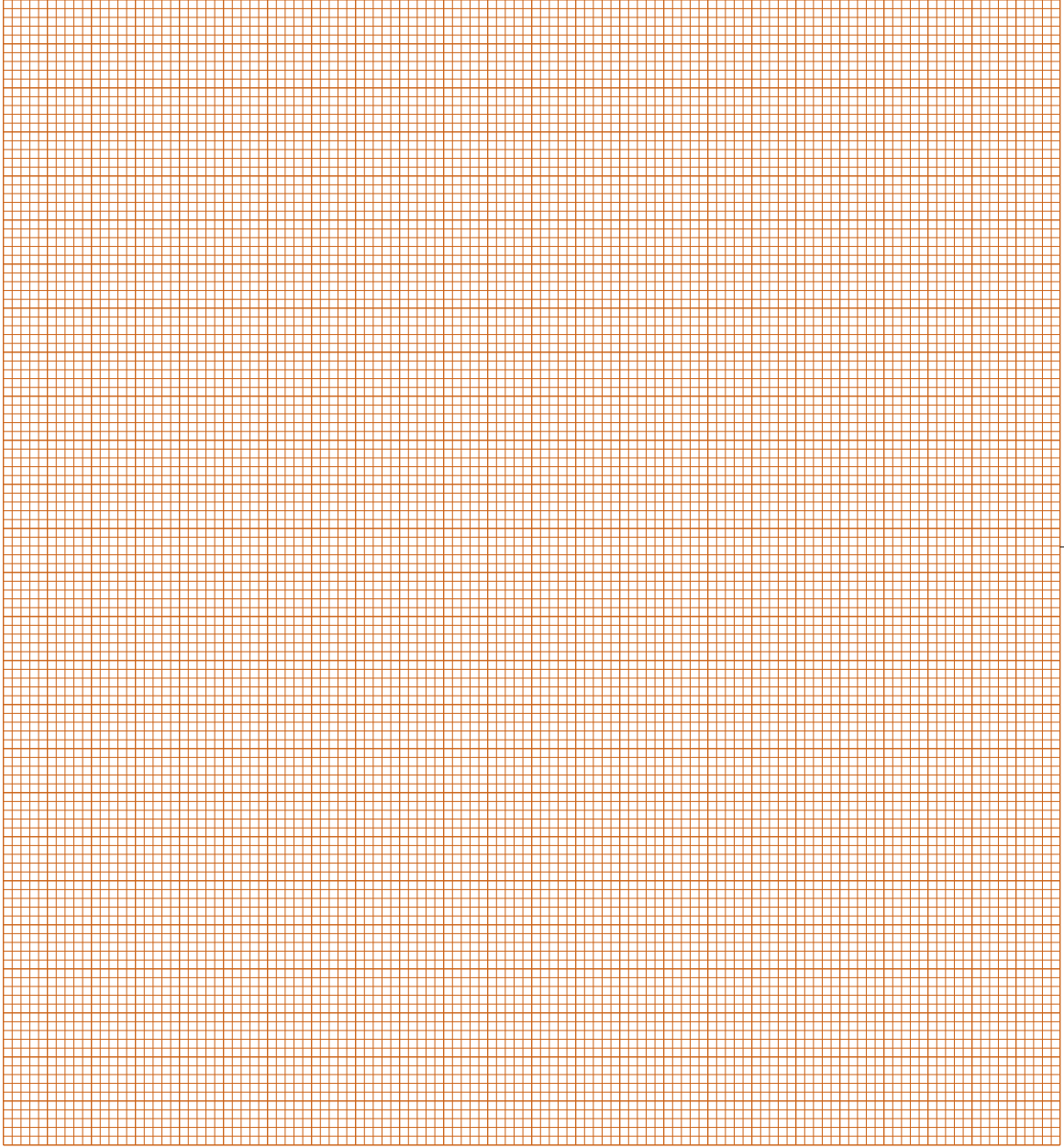
Treble Cash Ledger

Petty Cash Ledger

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

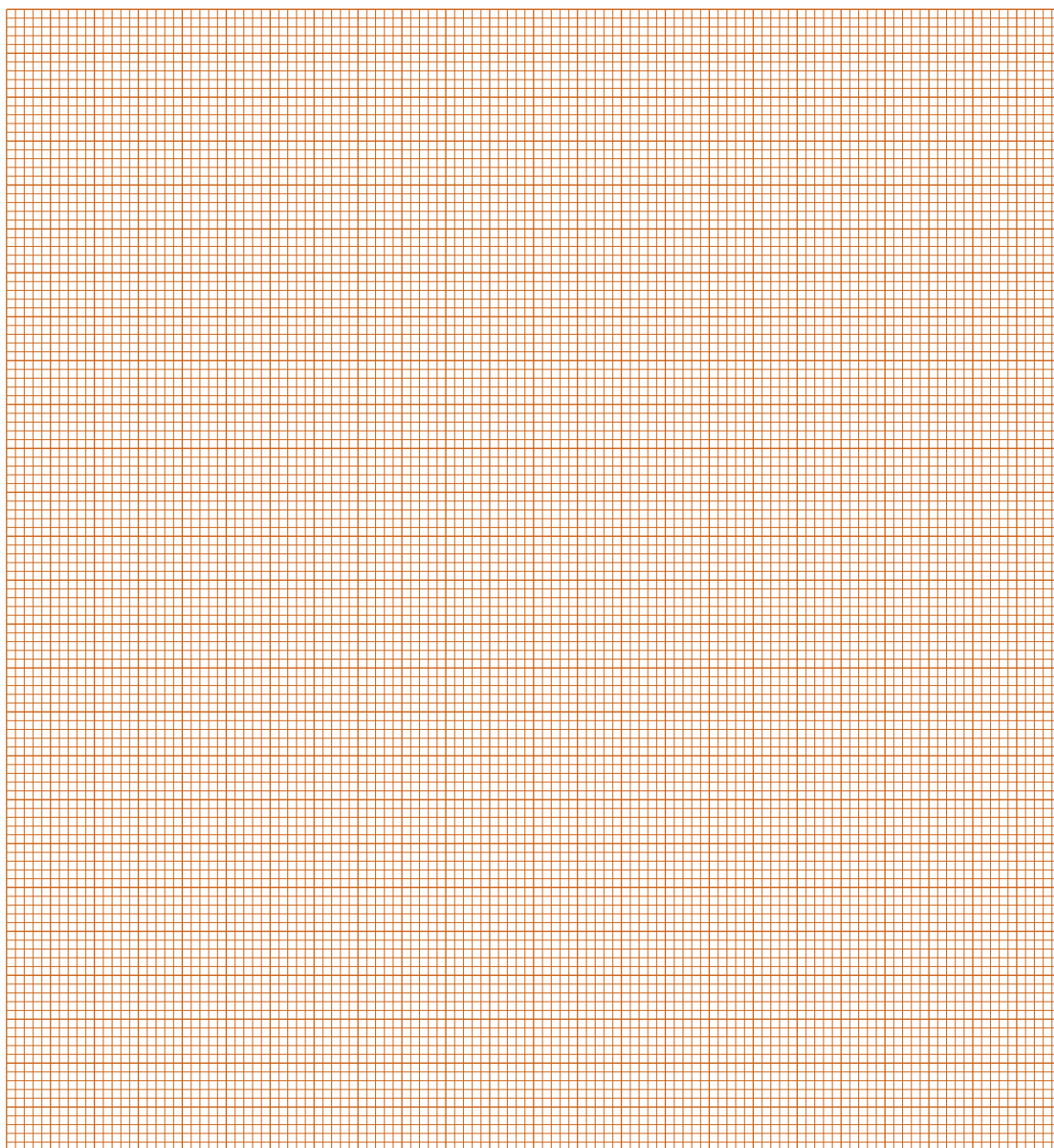
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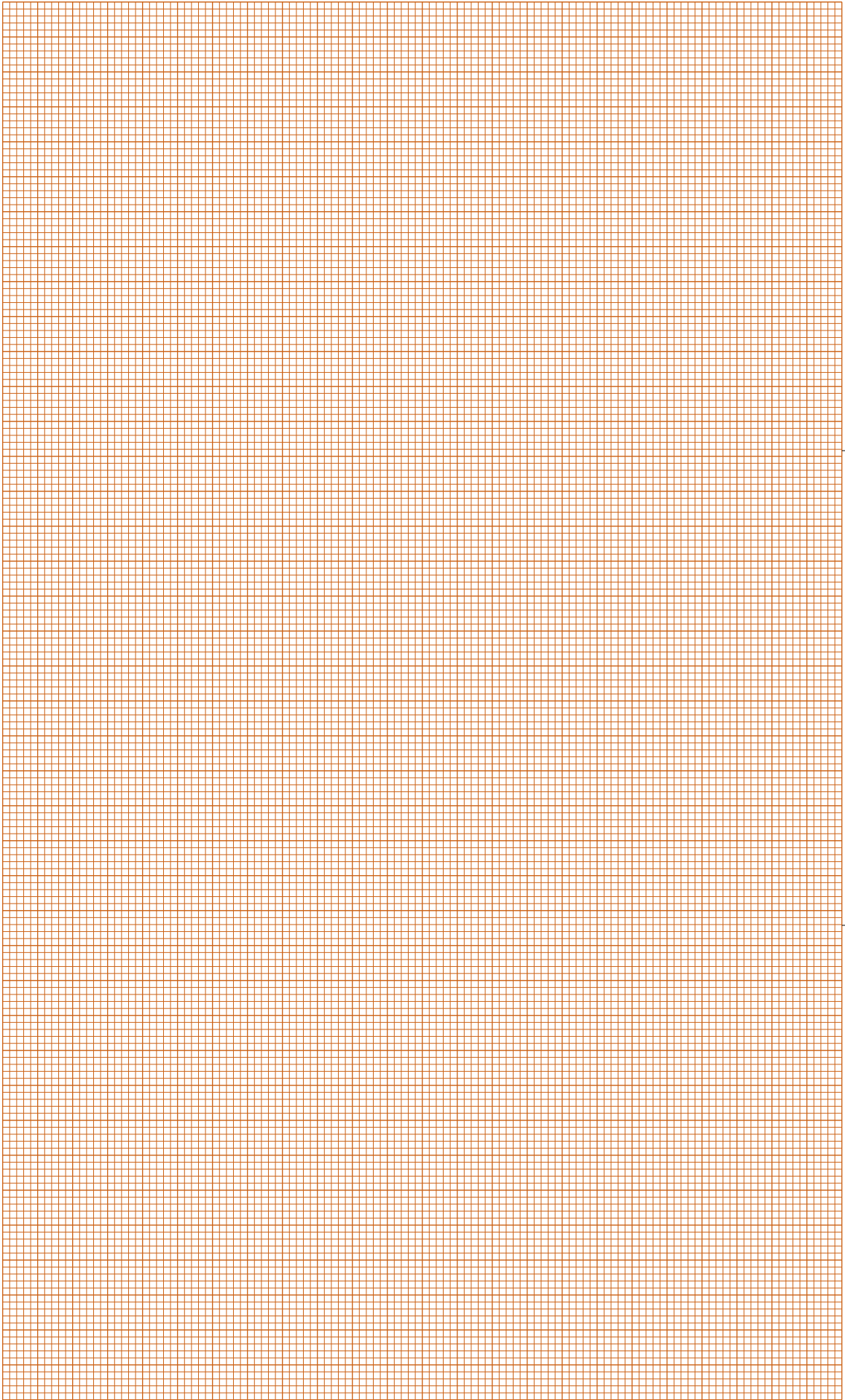
✓ Receipt enclosed

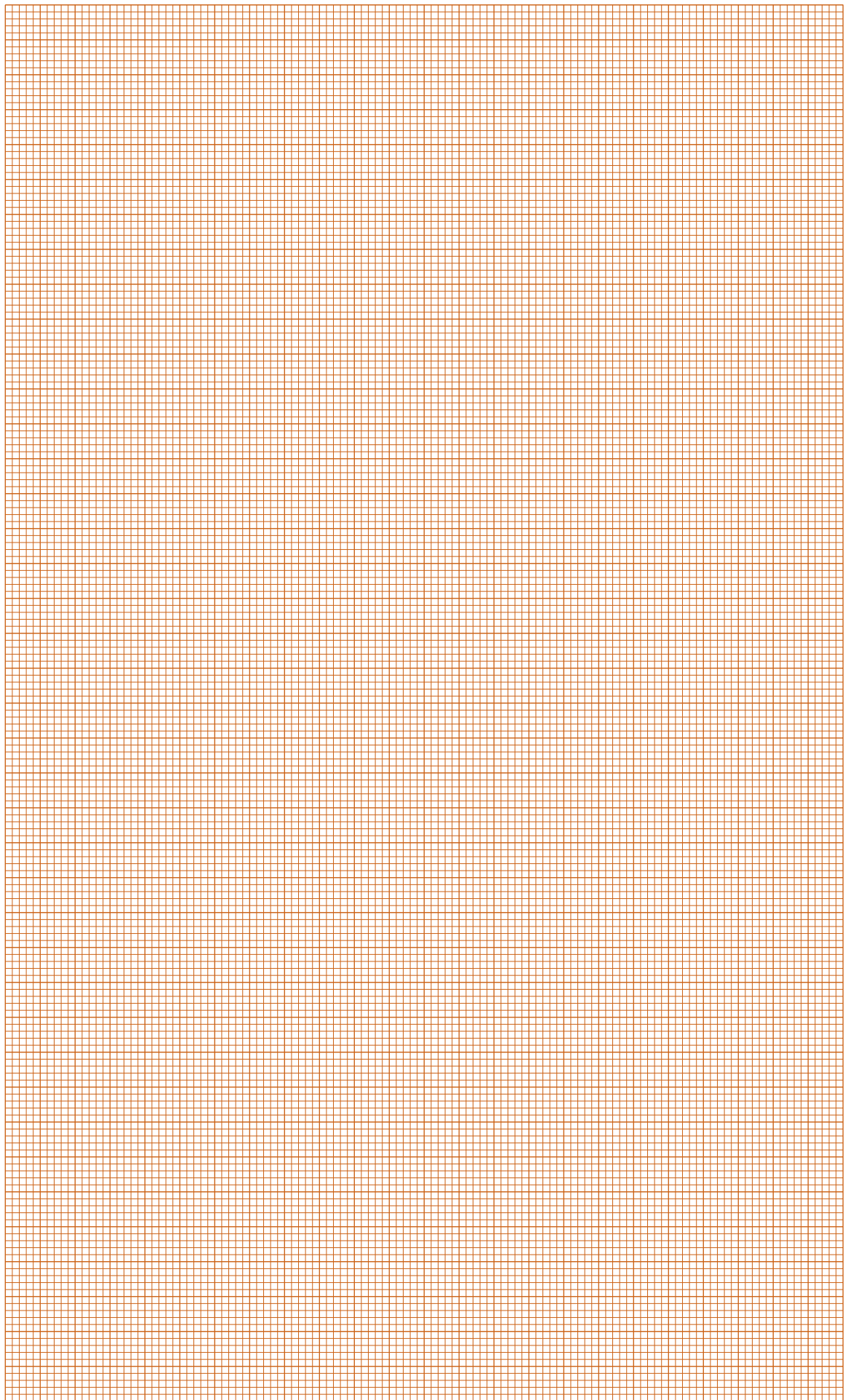


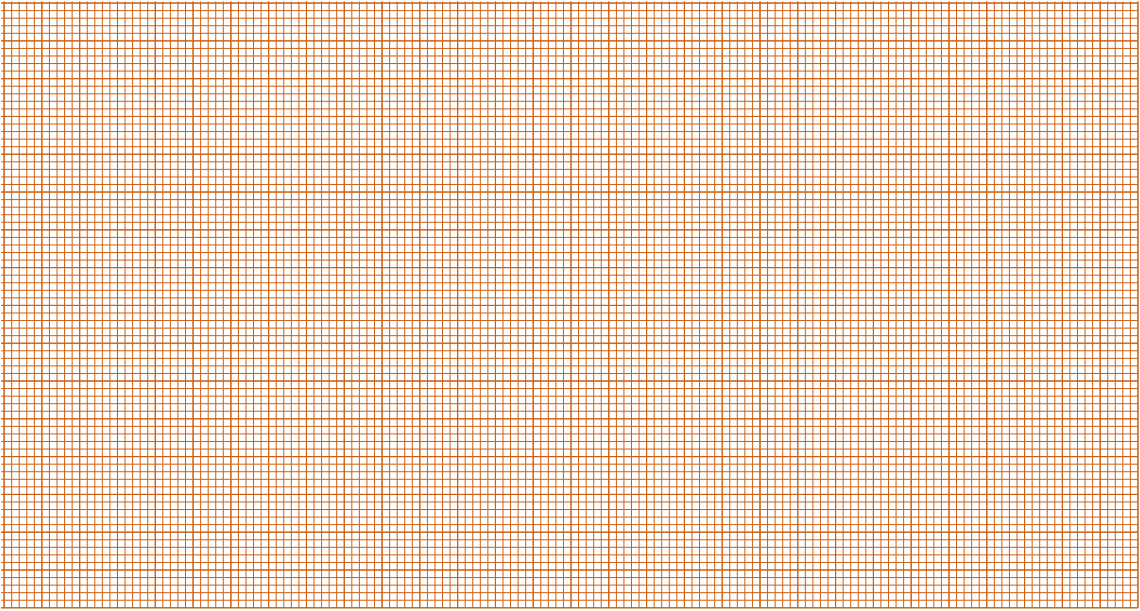
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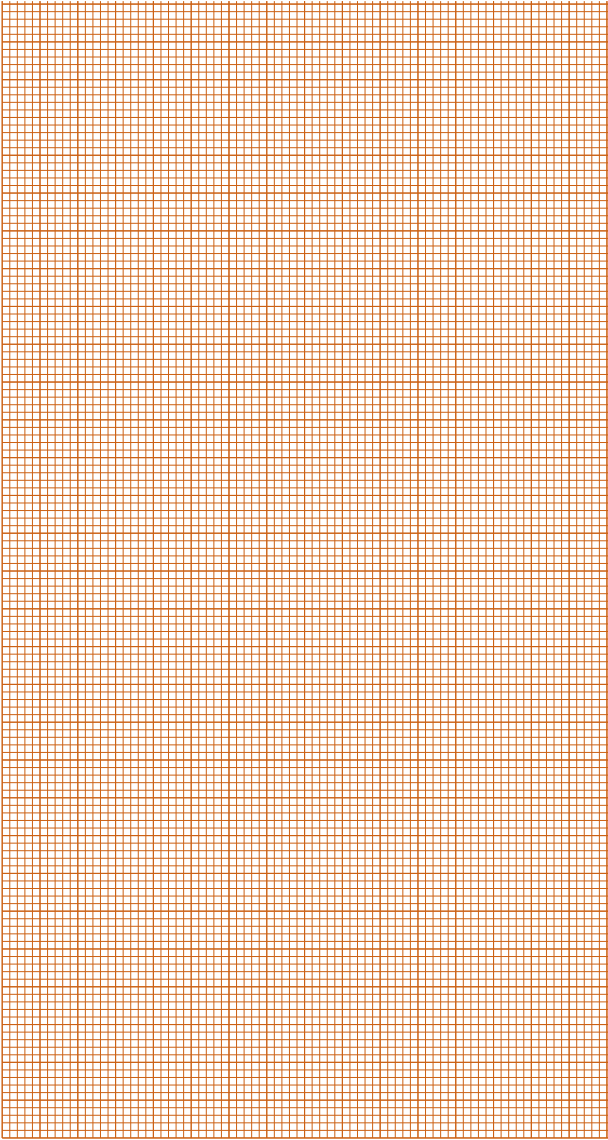




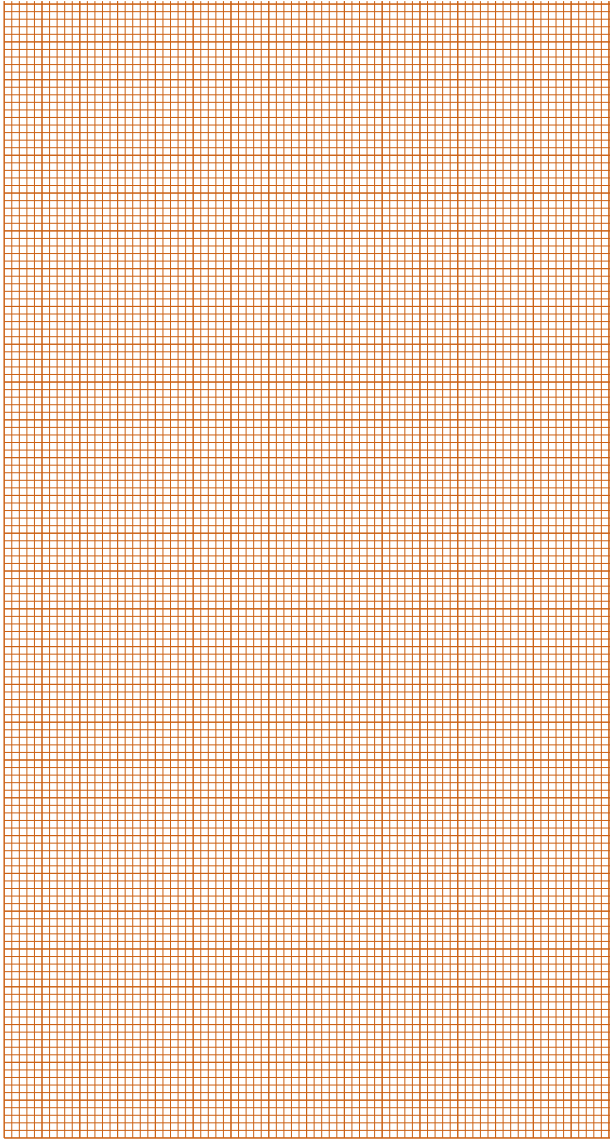




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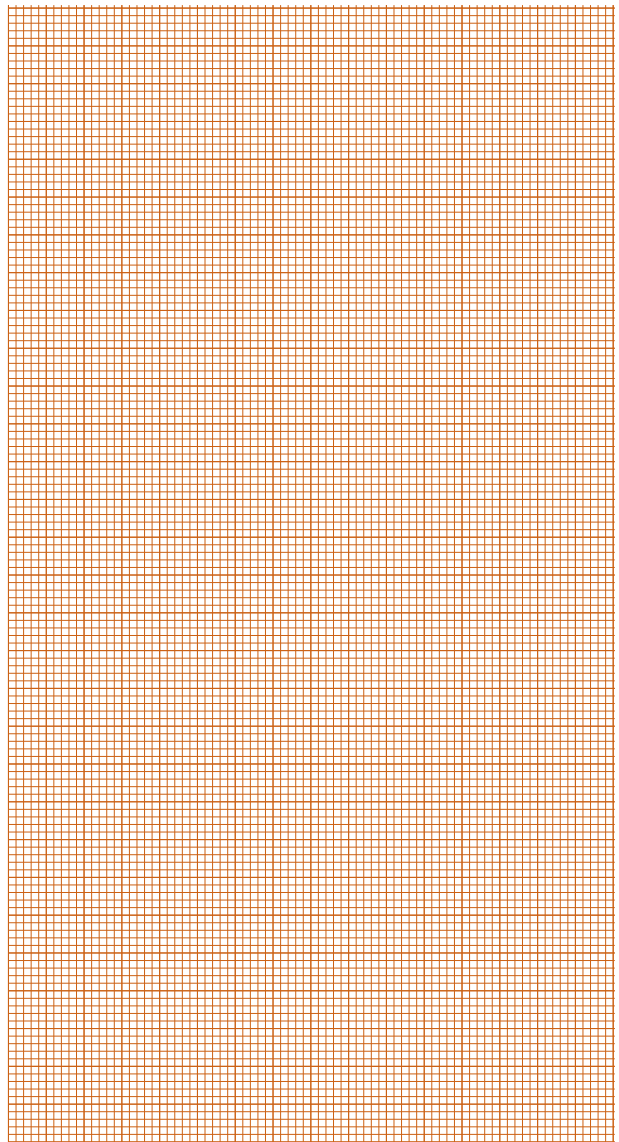
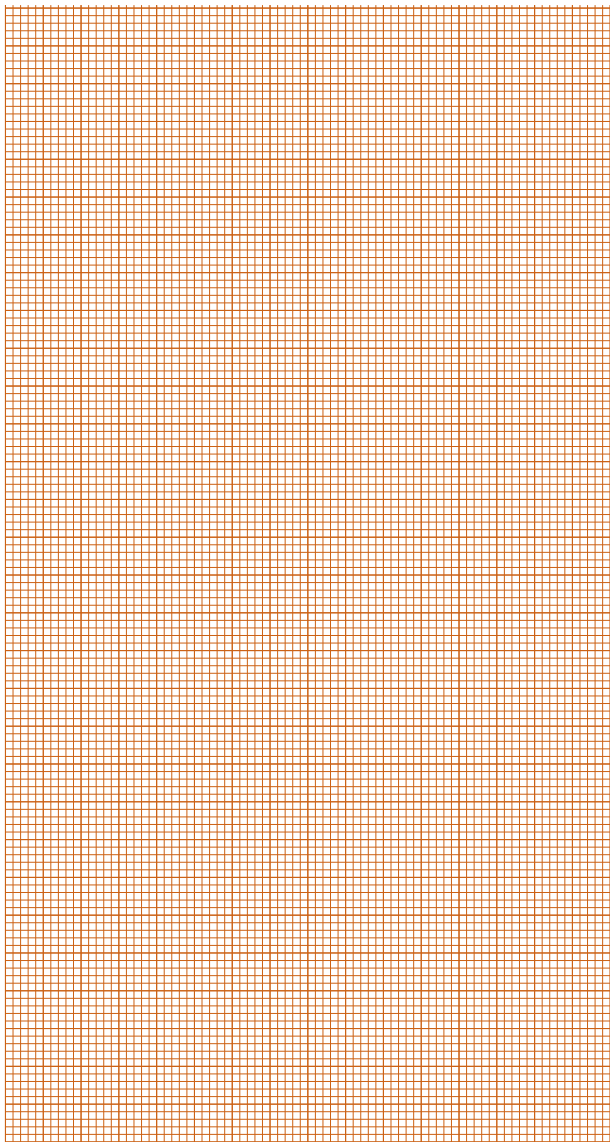
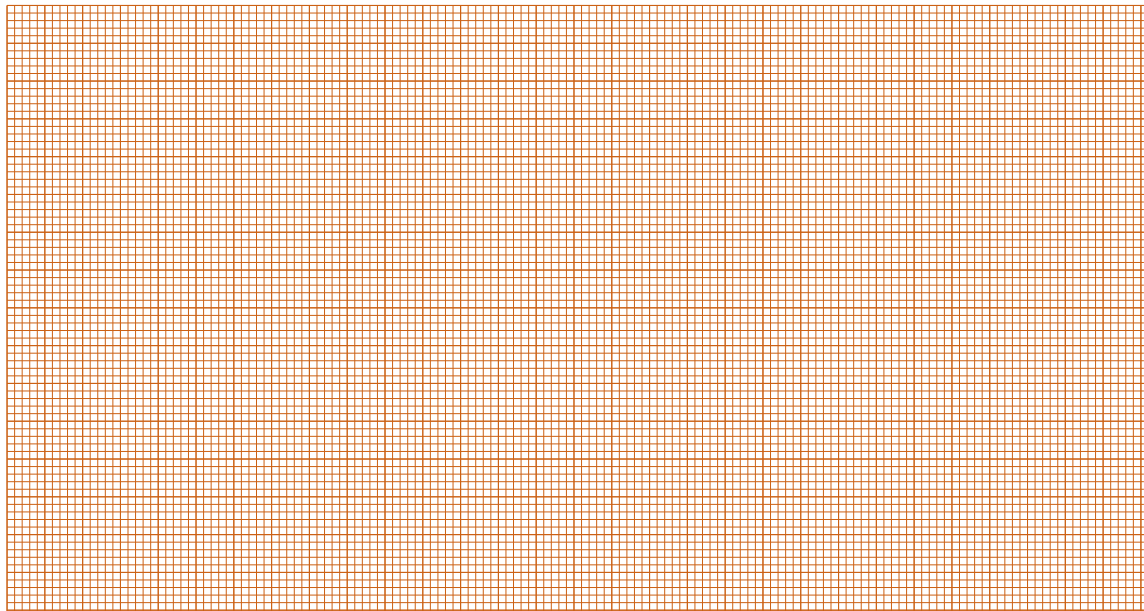


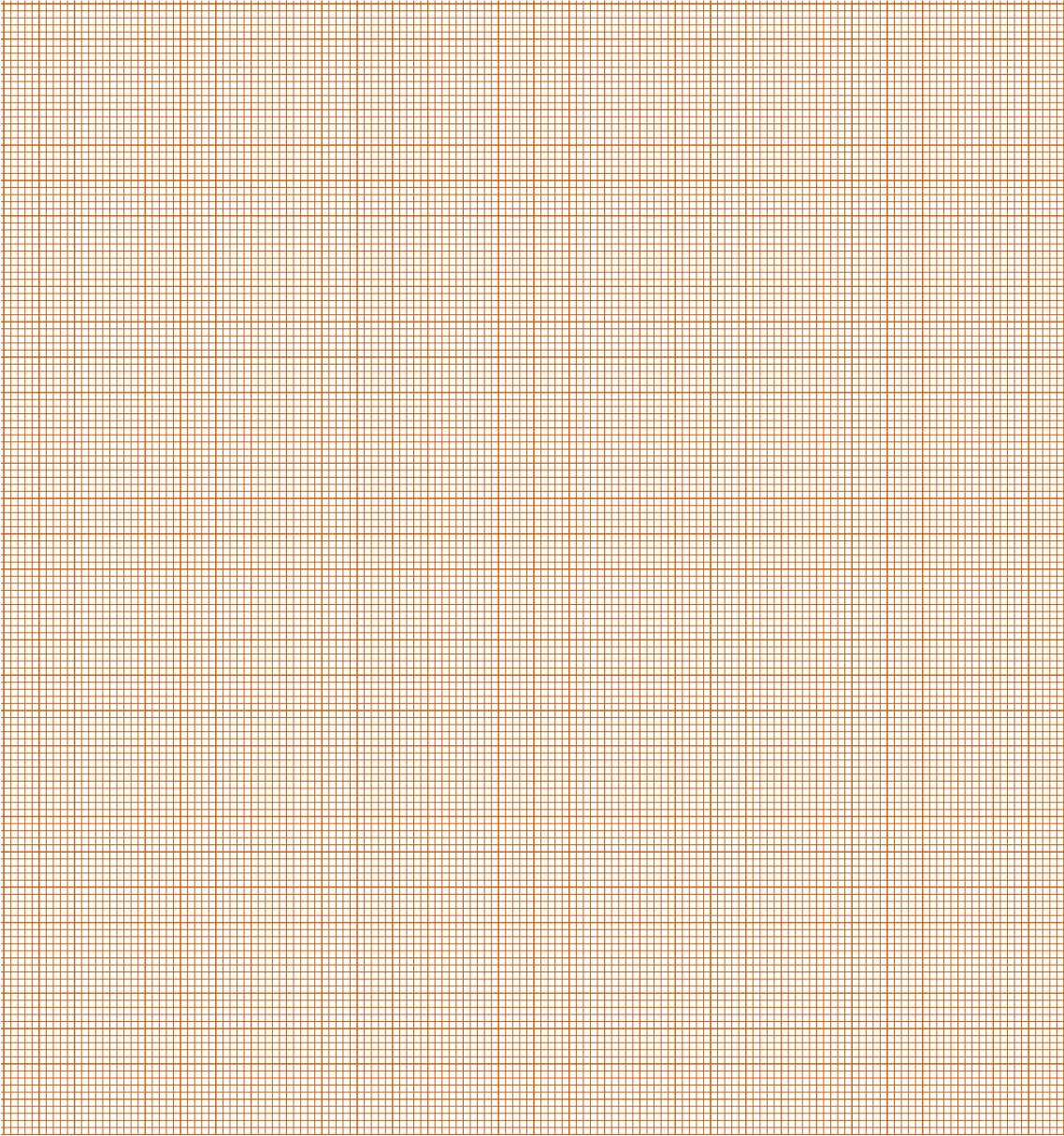
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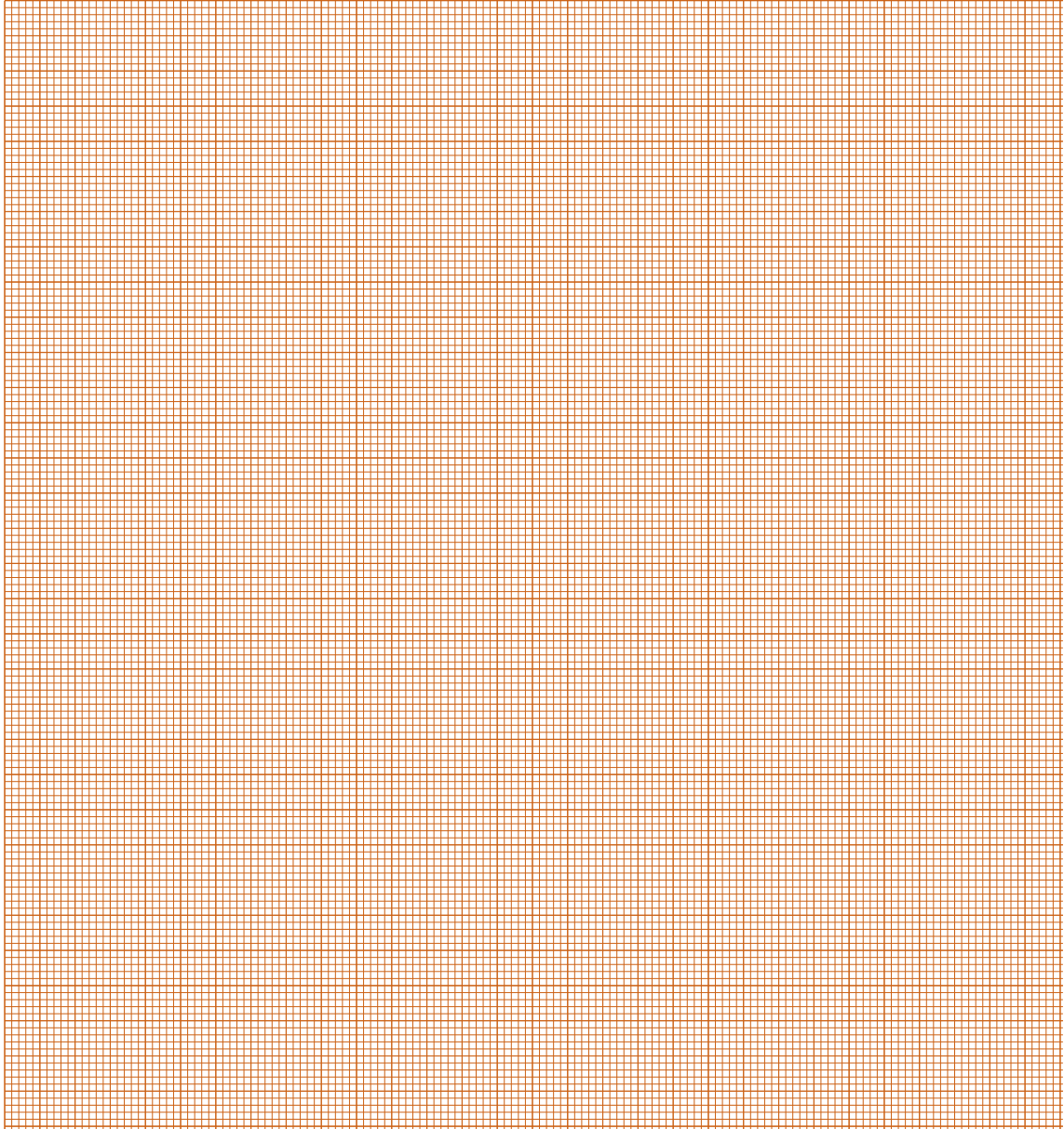


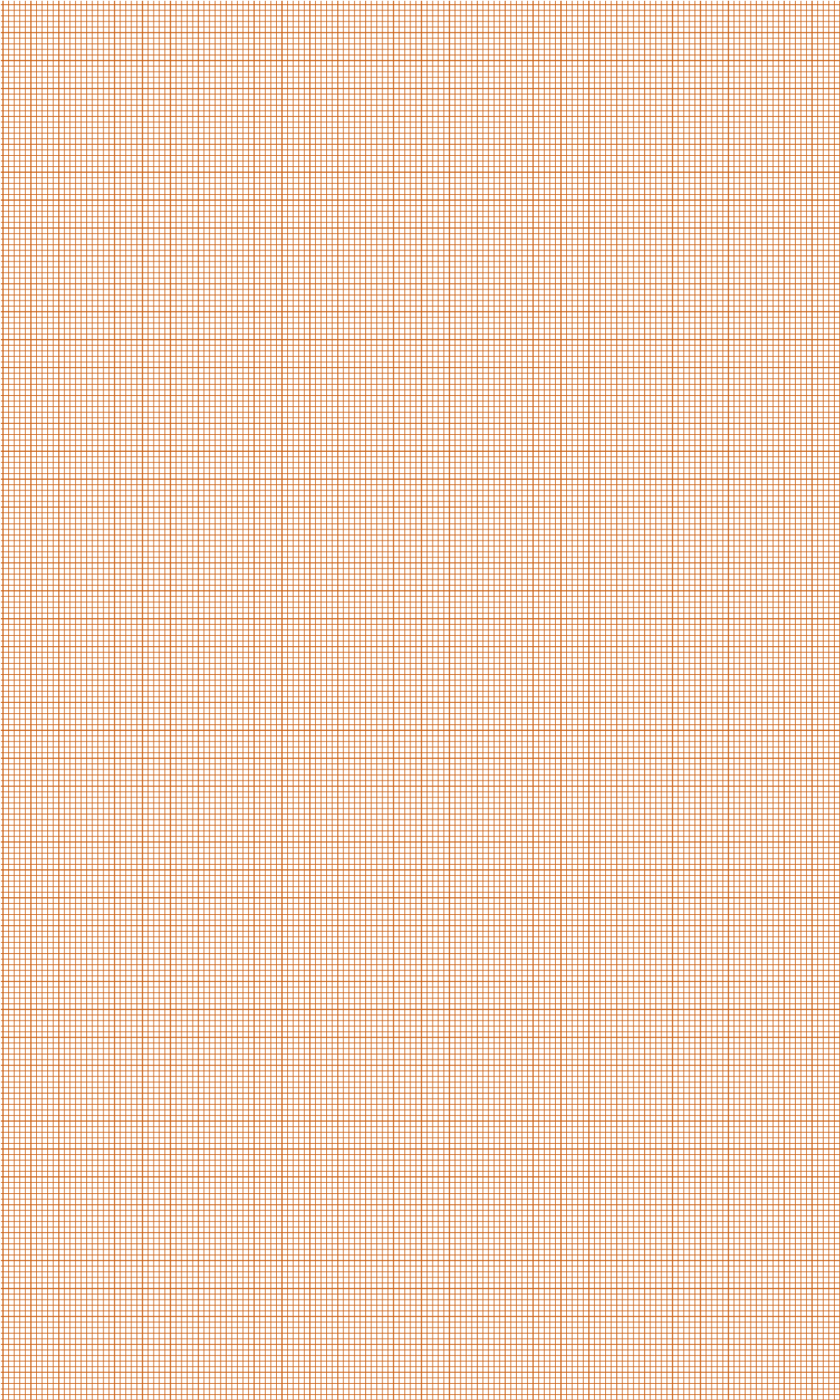


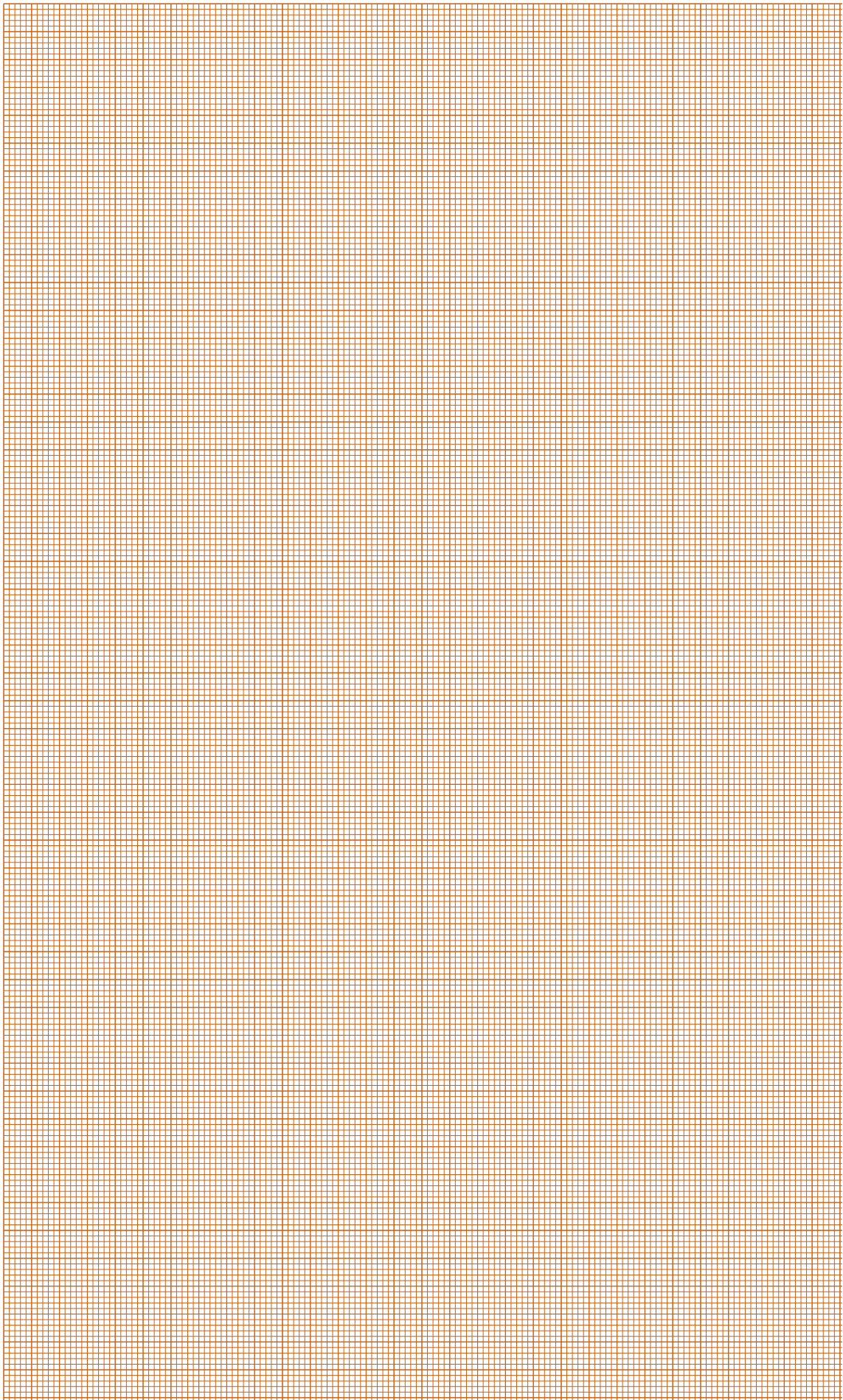


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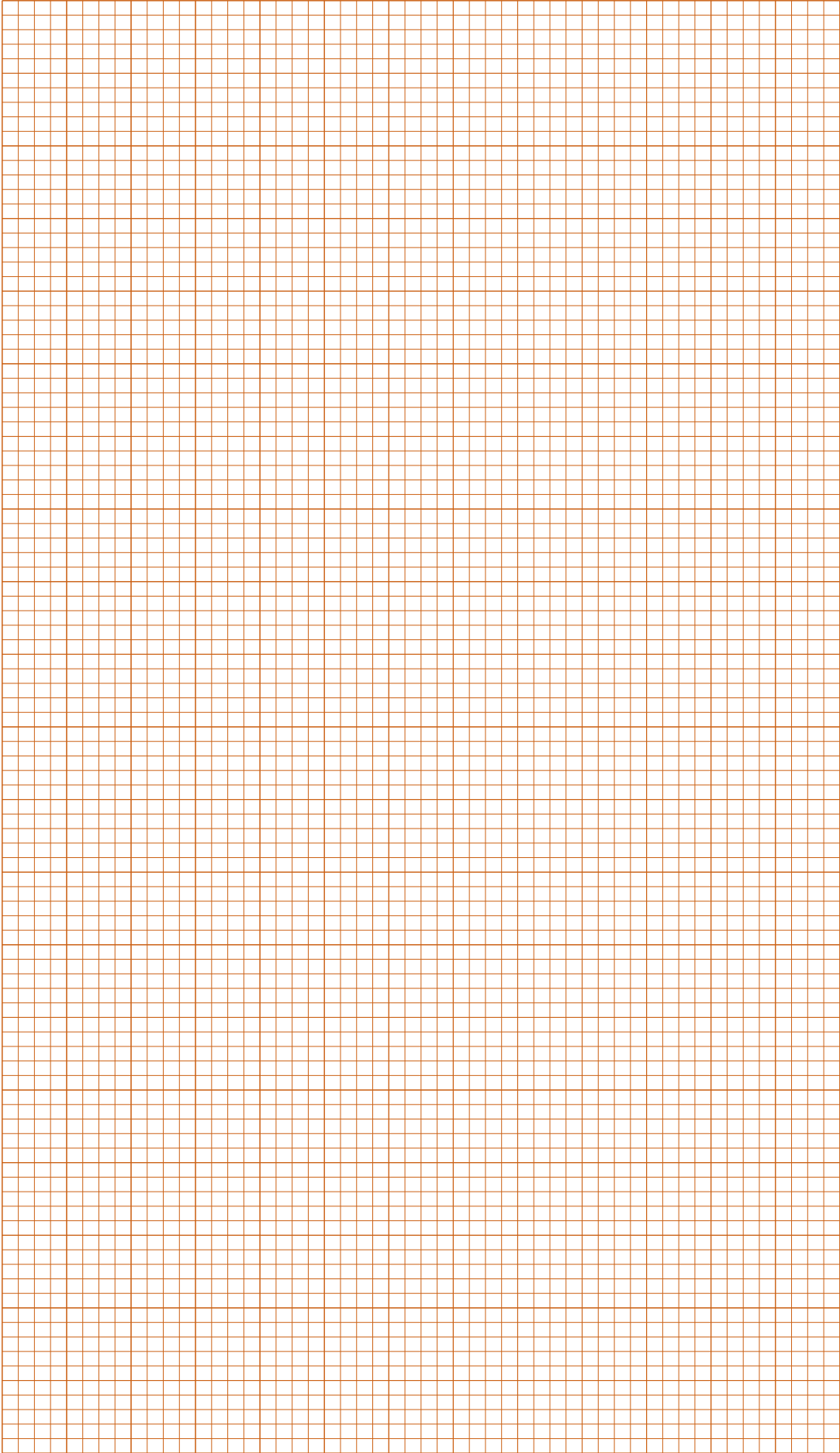


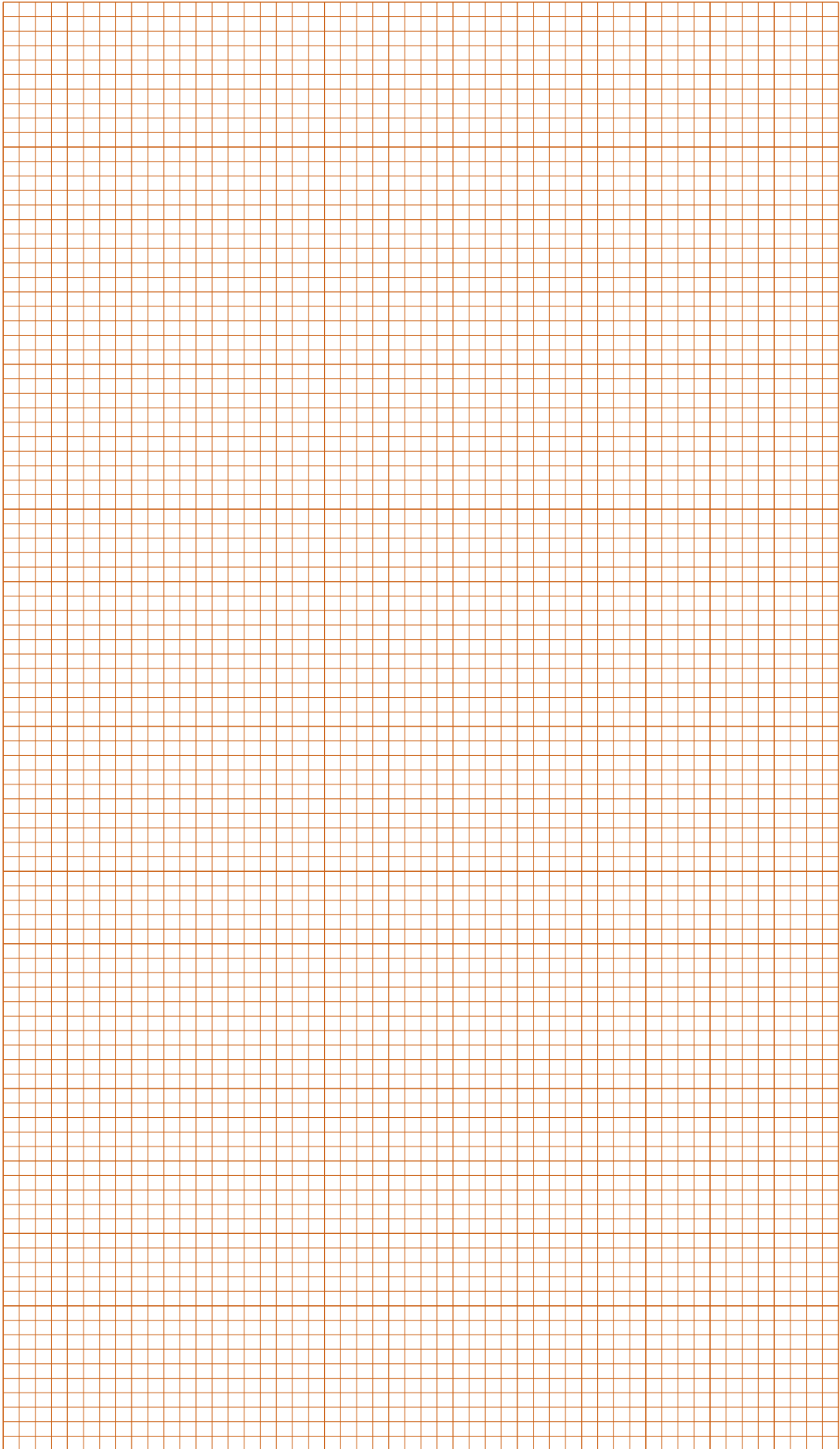


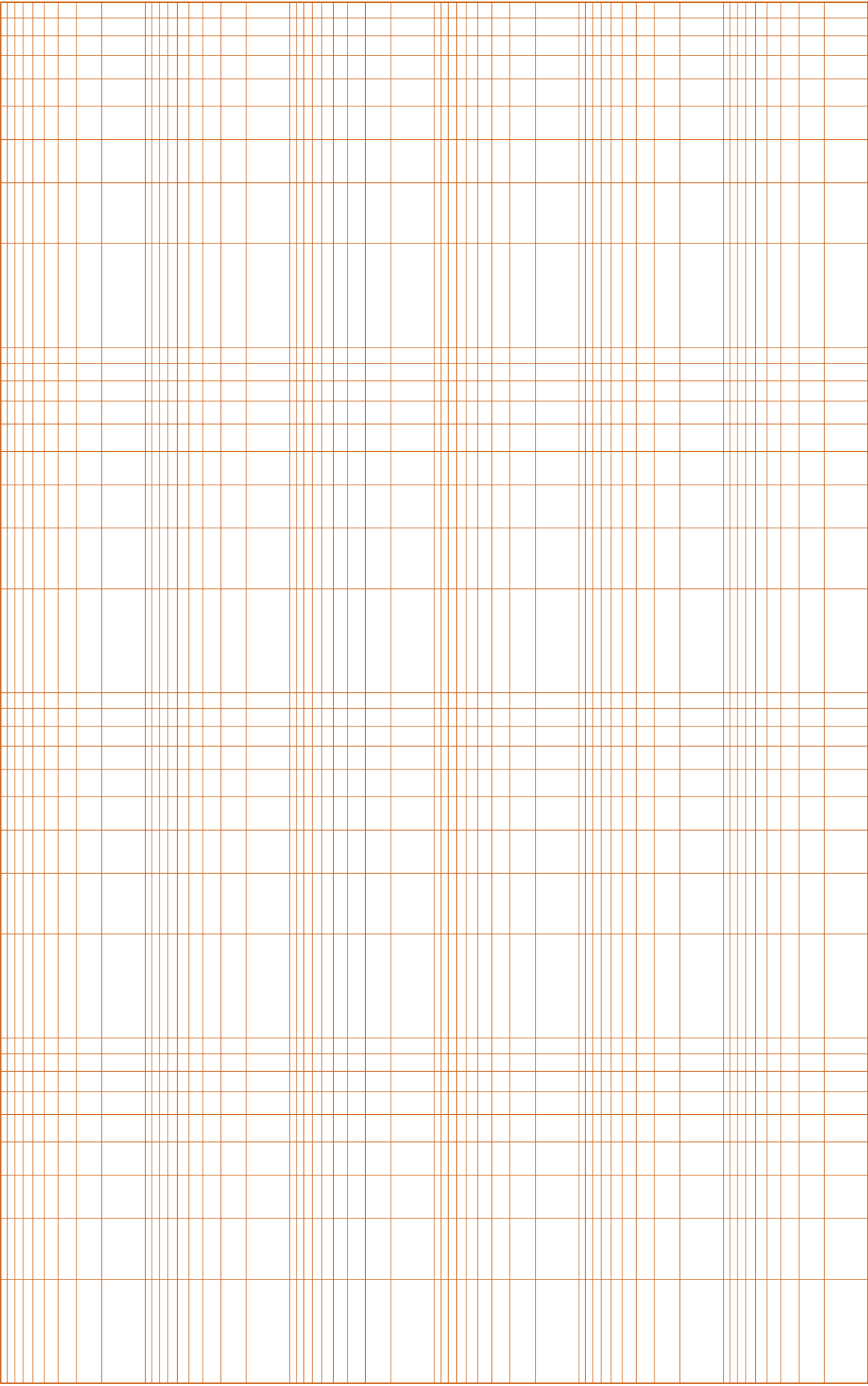


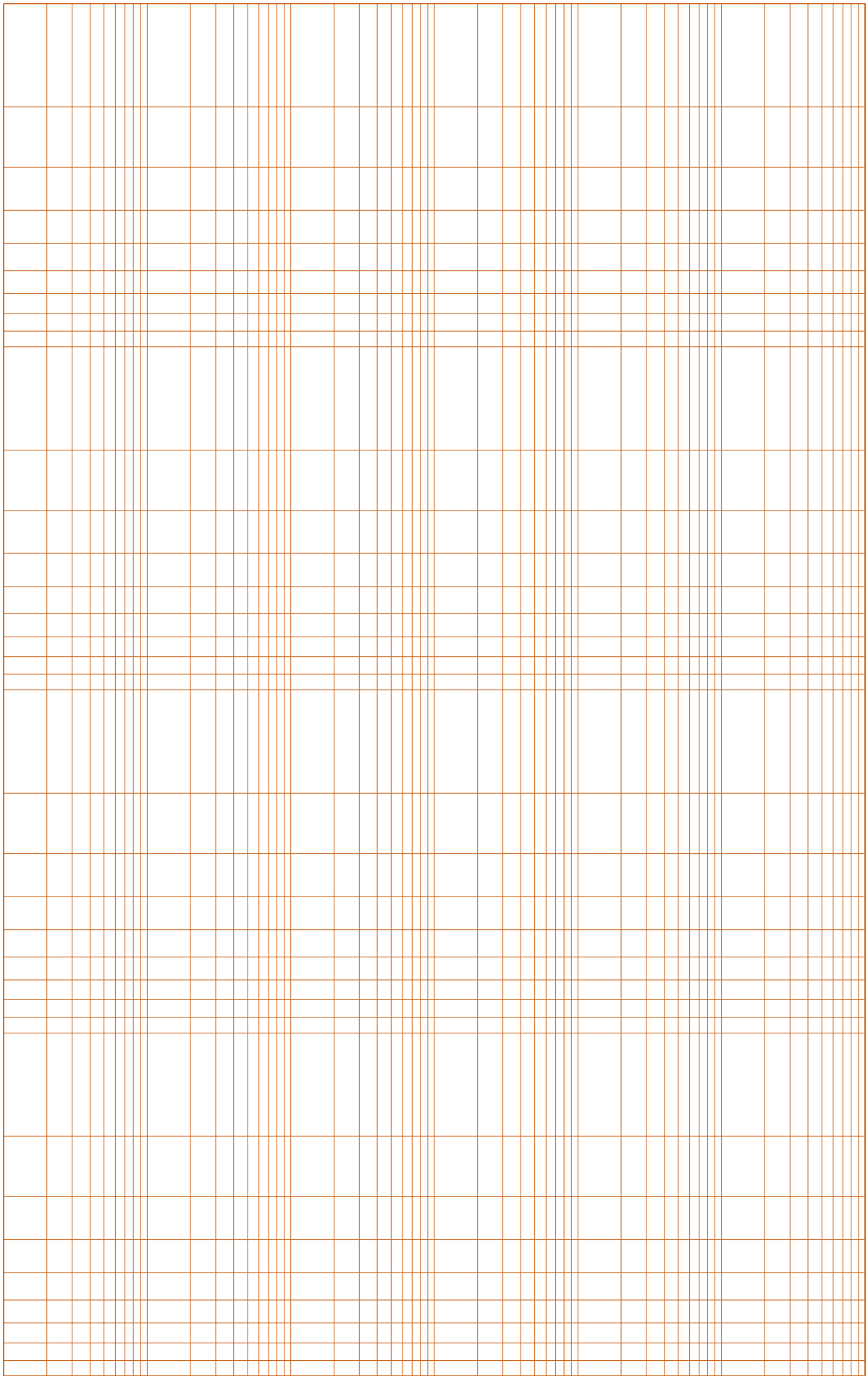


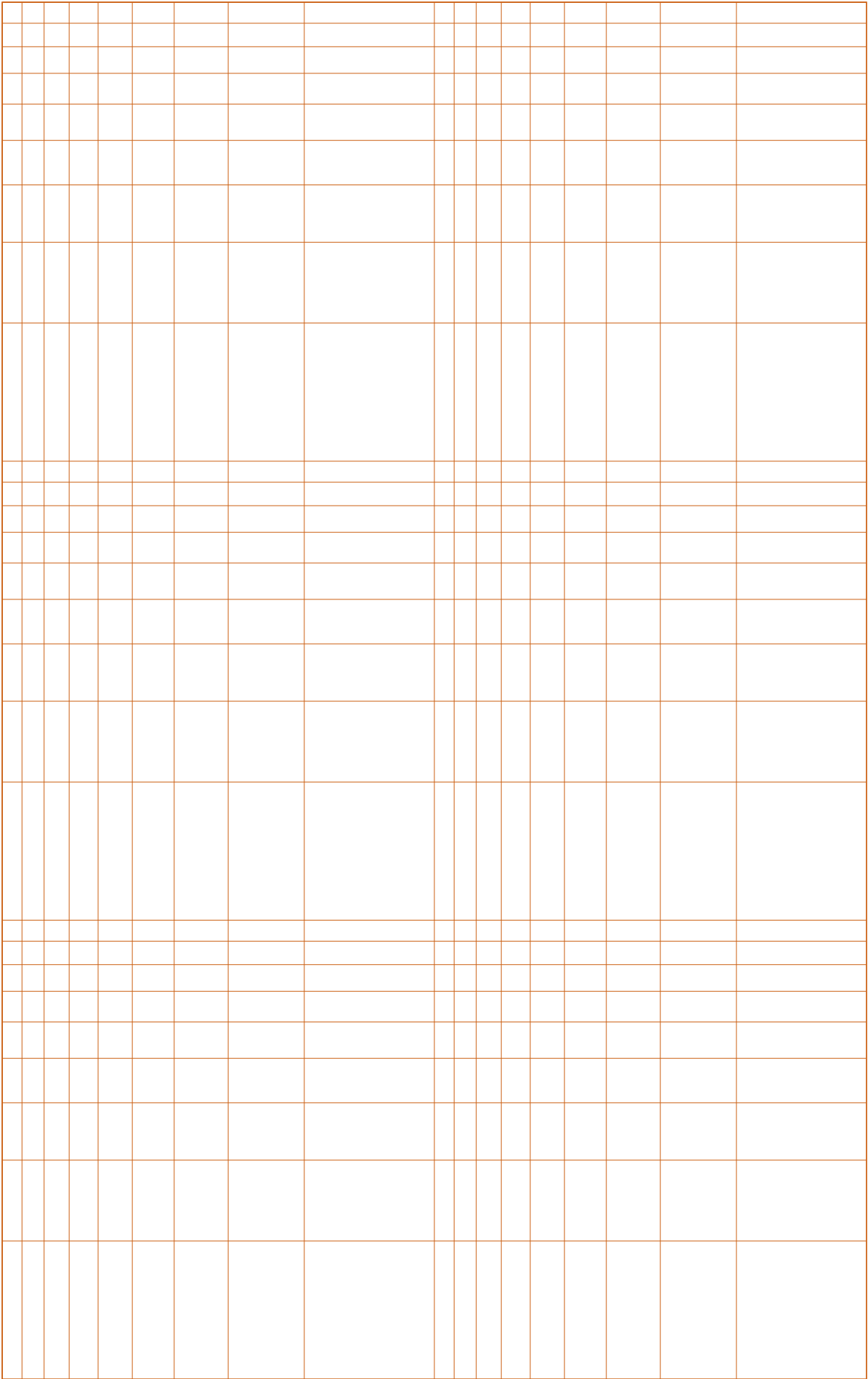
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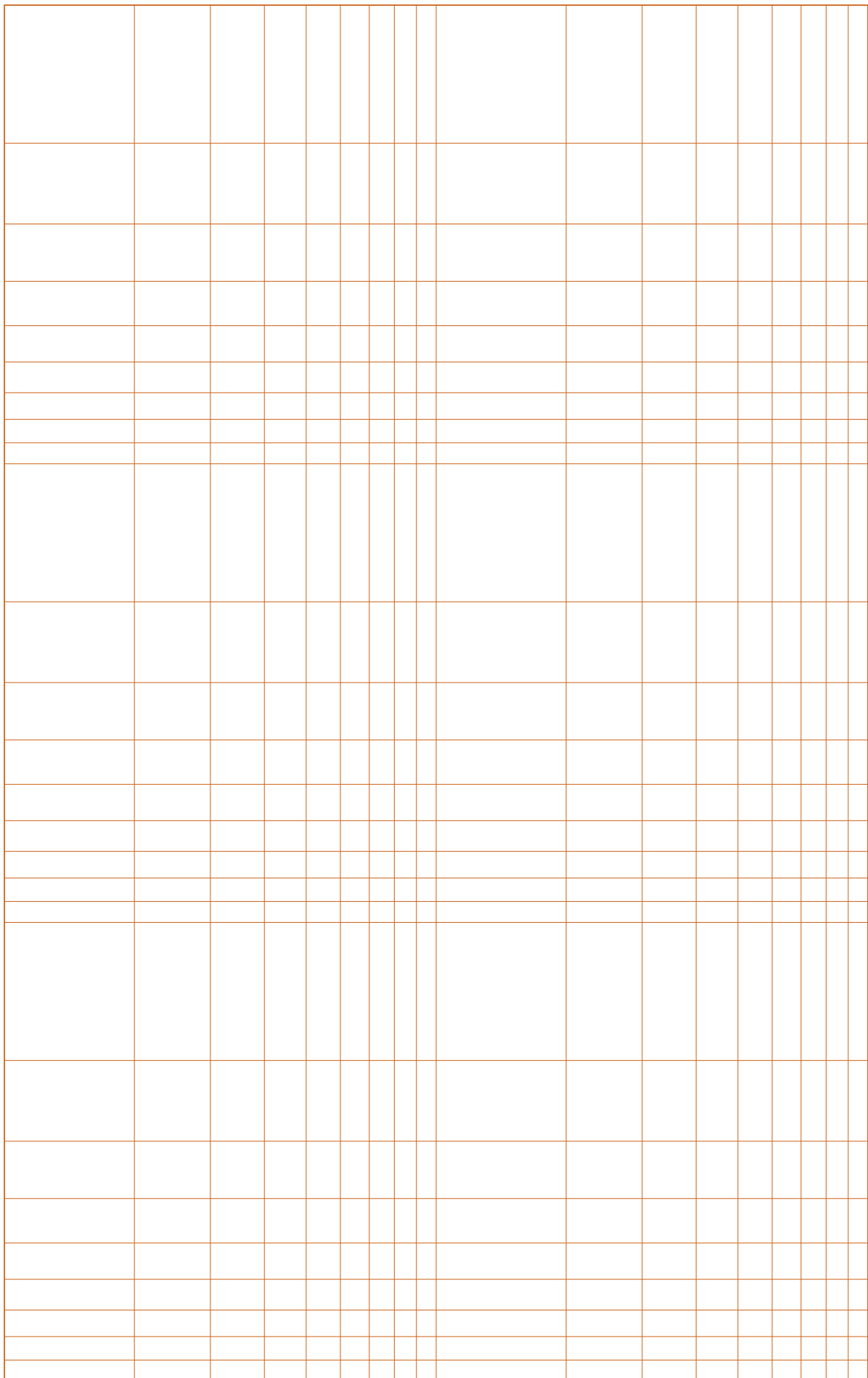


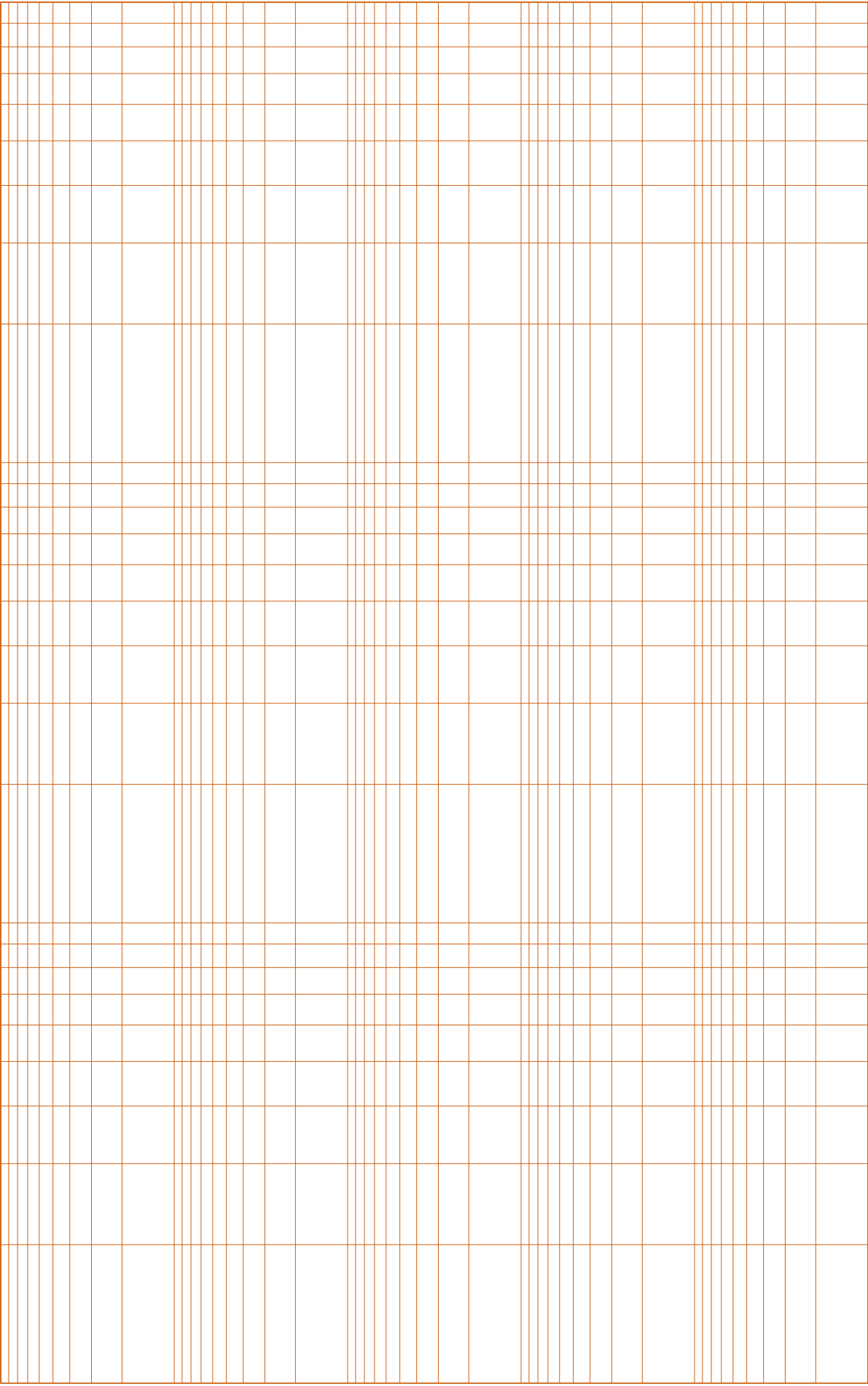


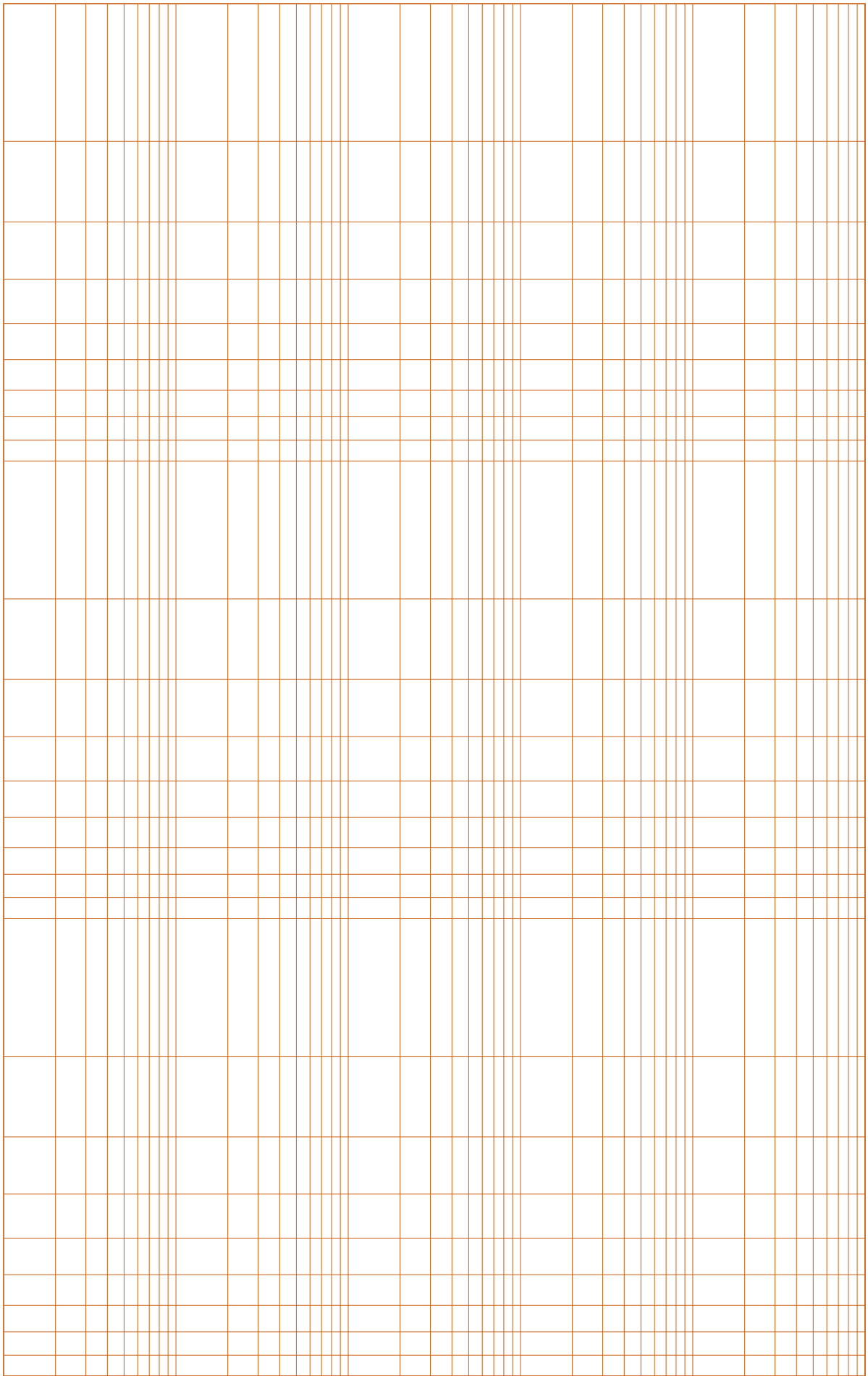


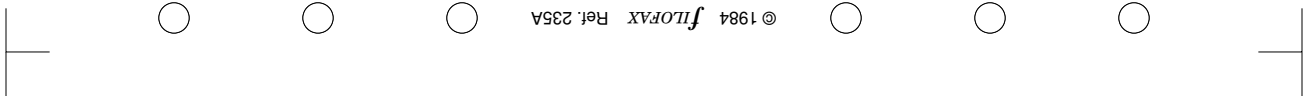
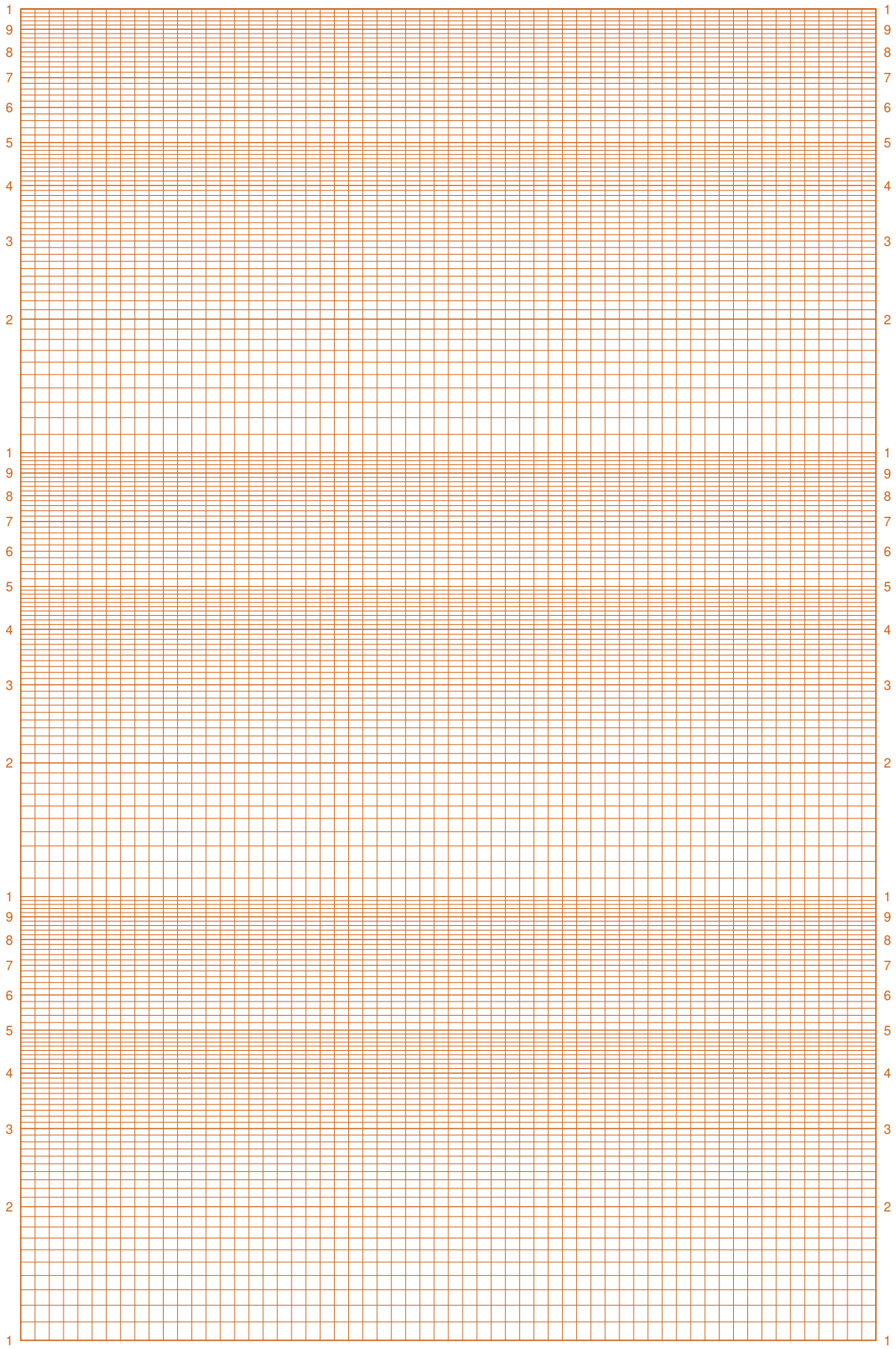


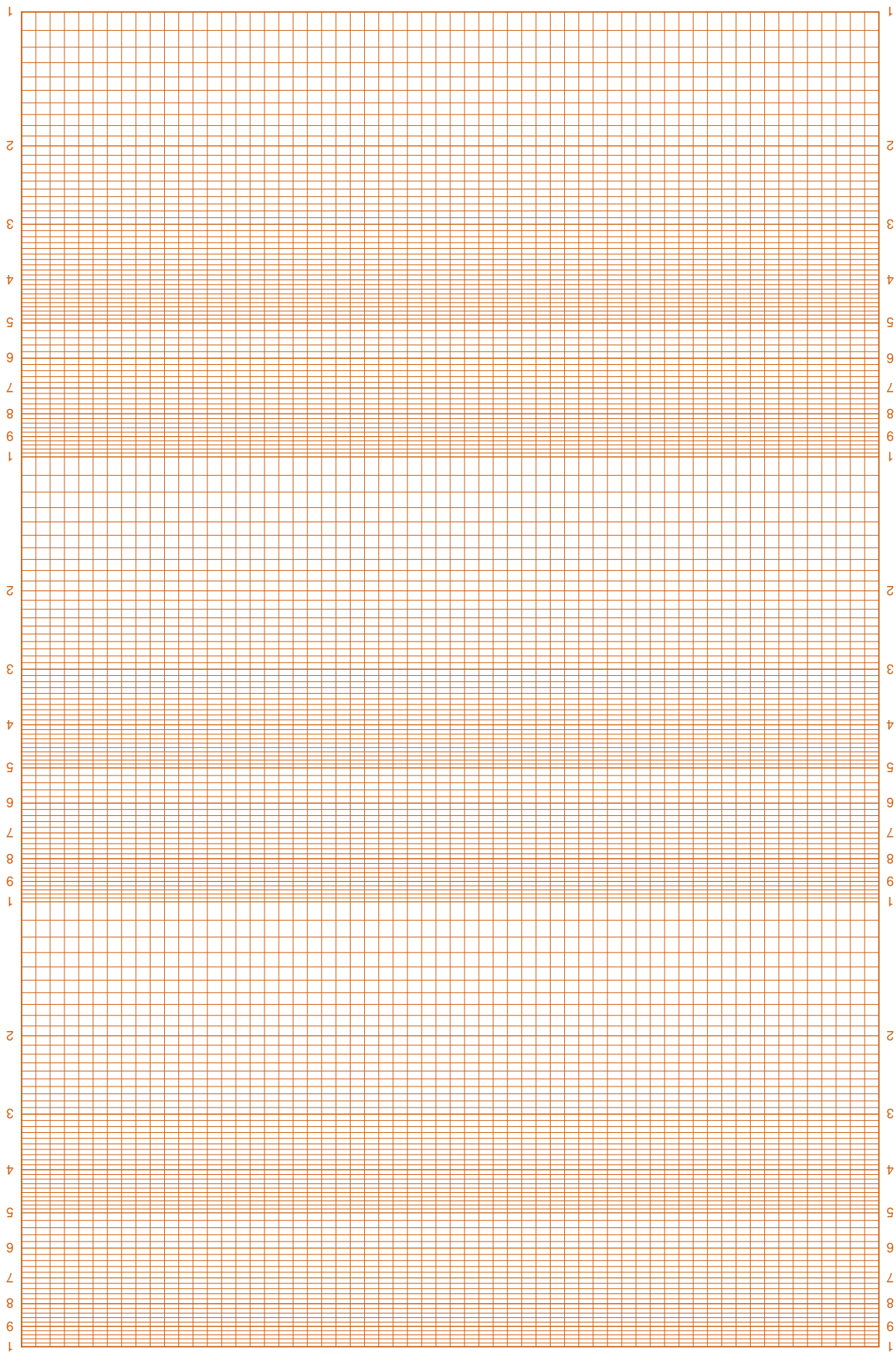


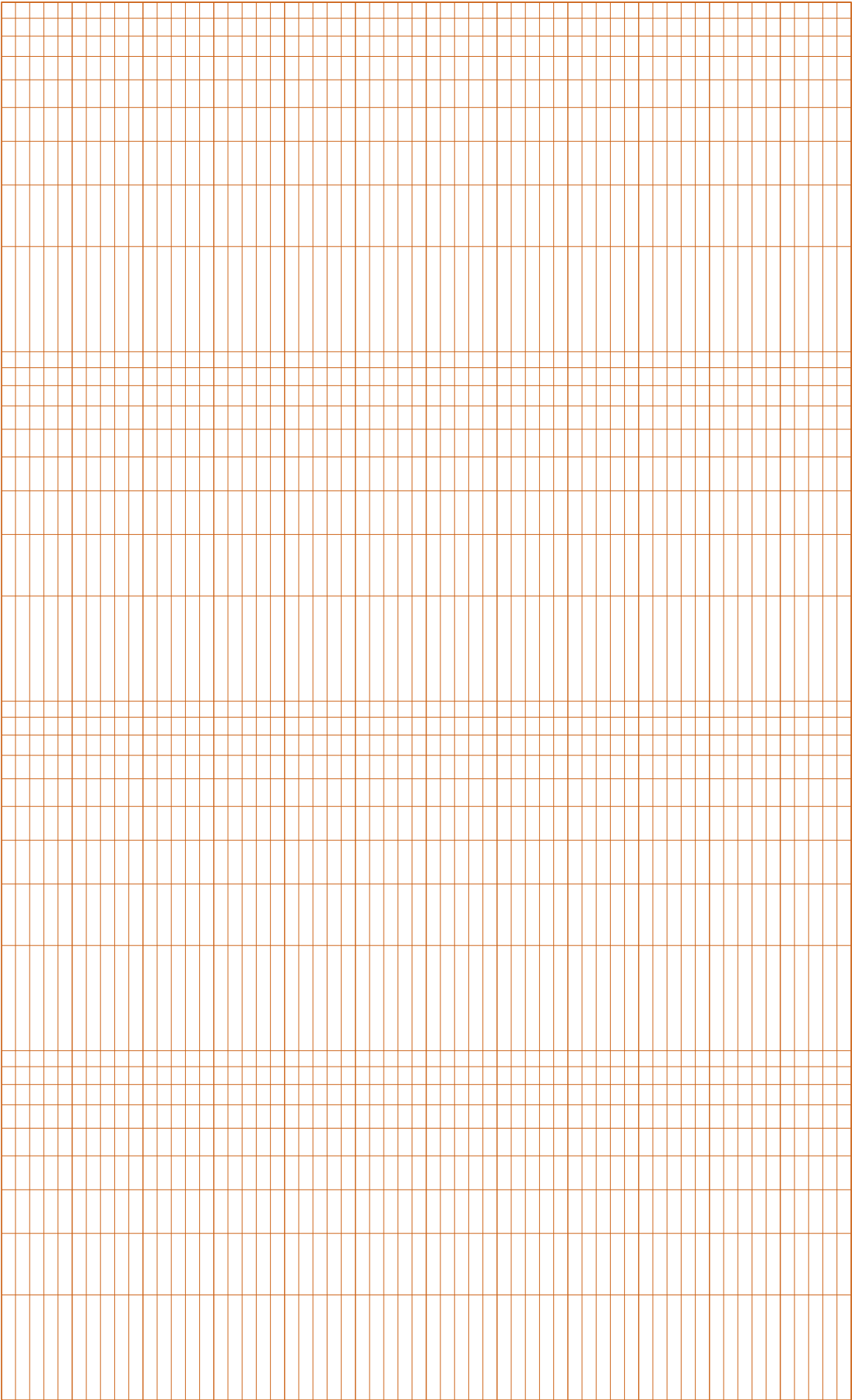


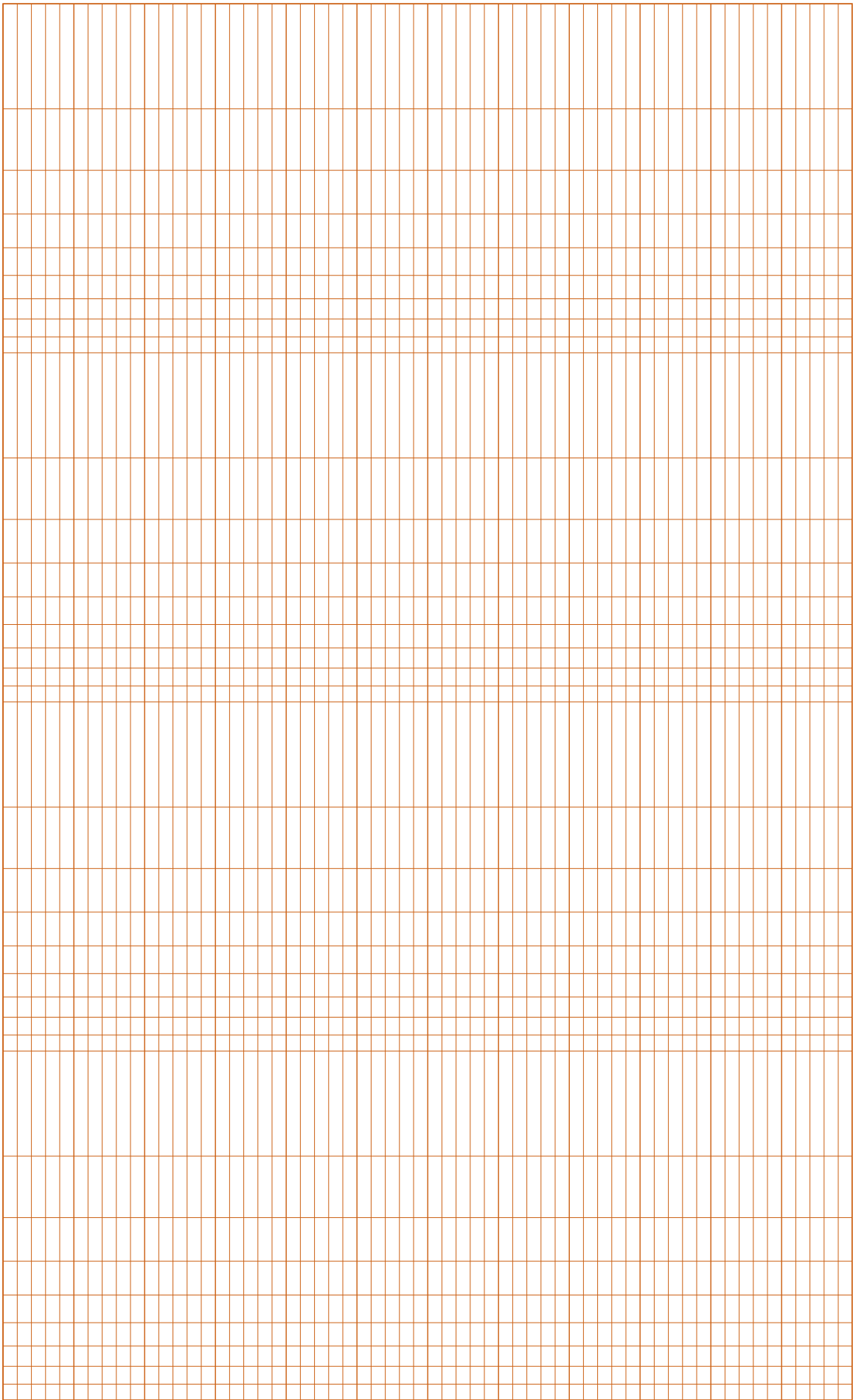


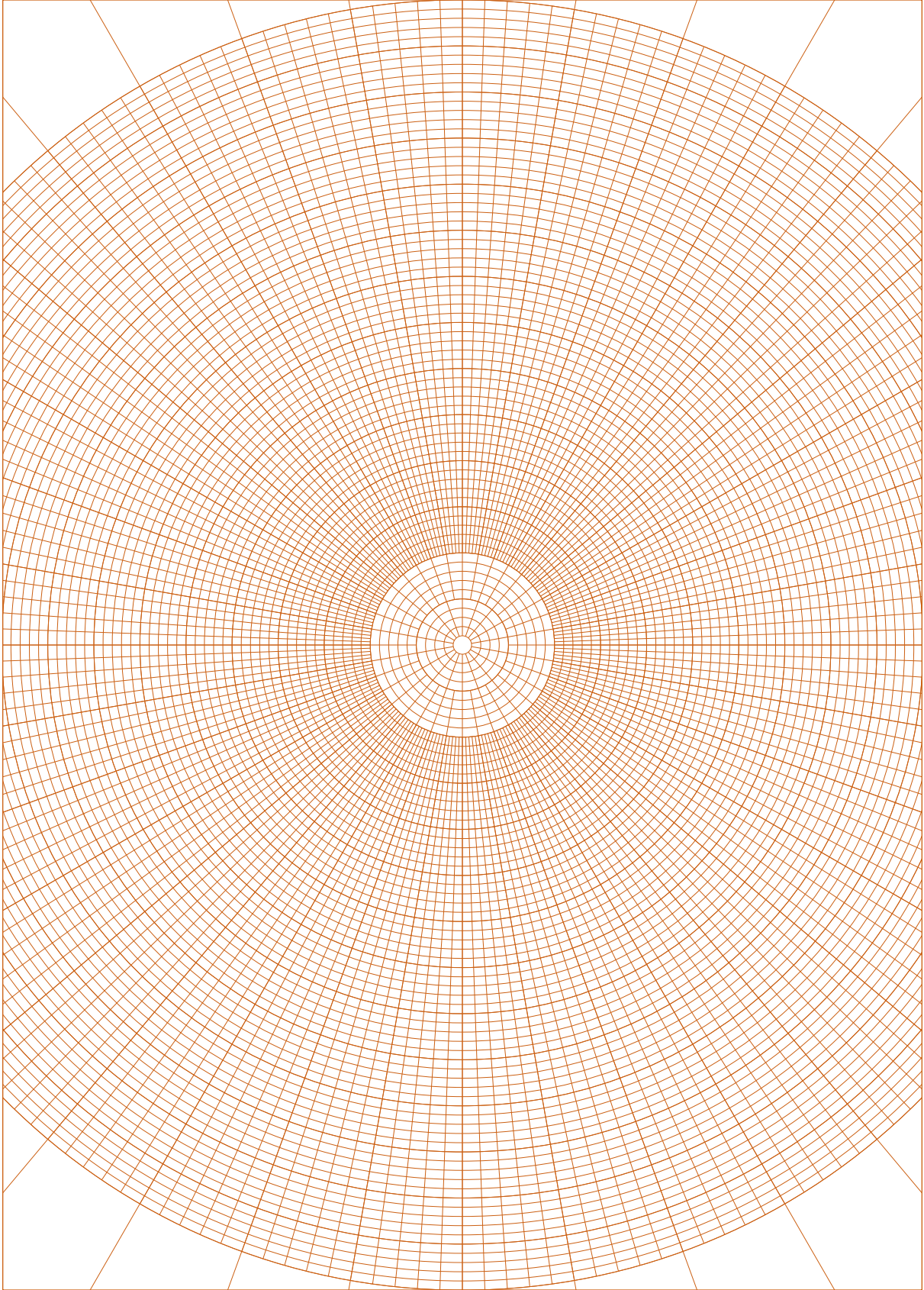


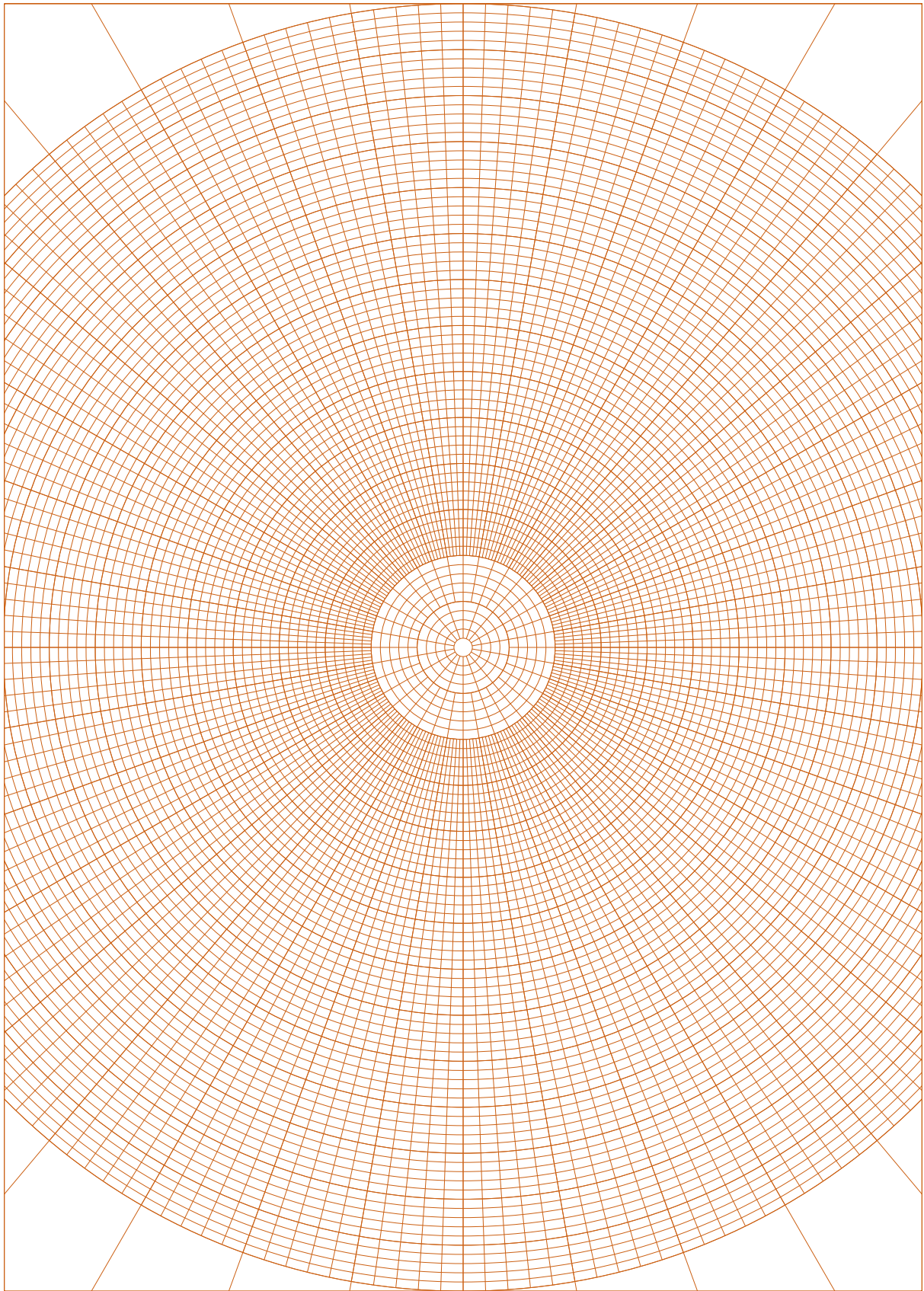


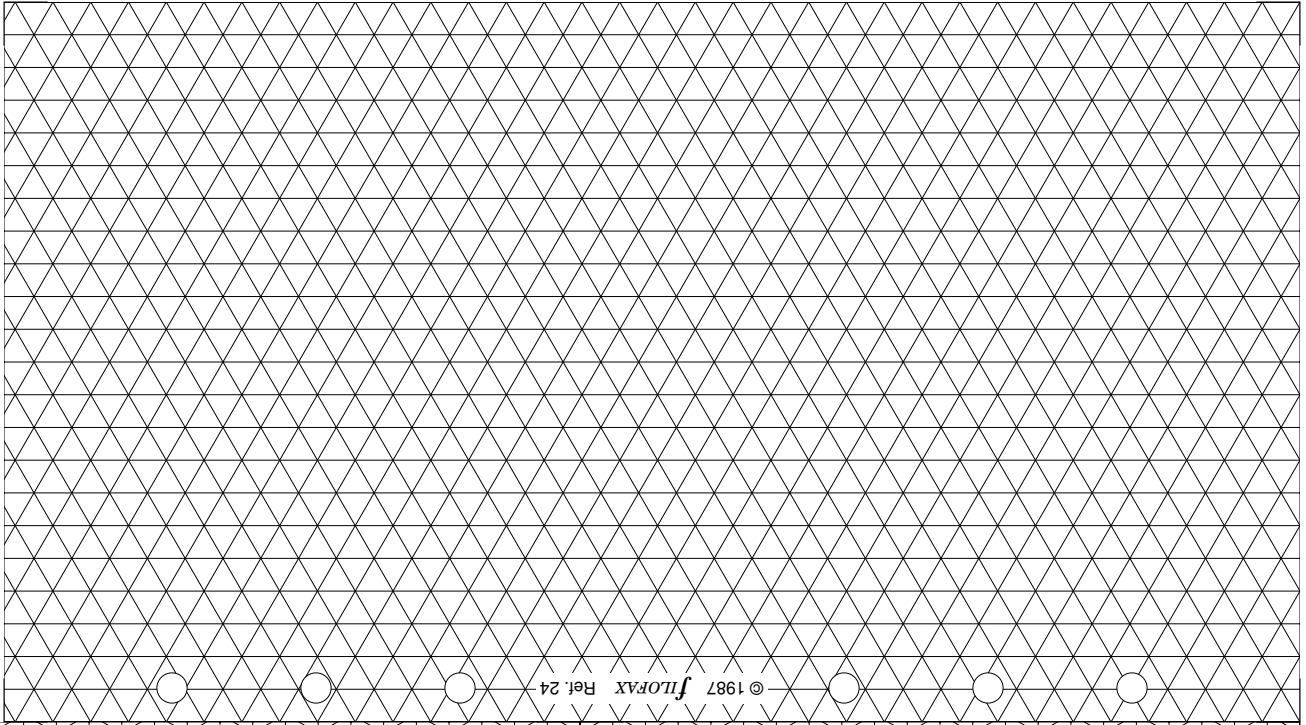
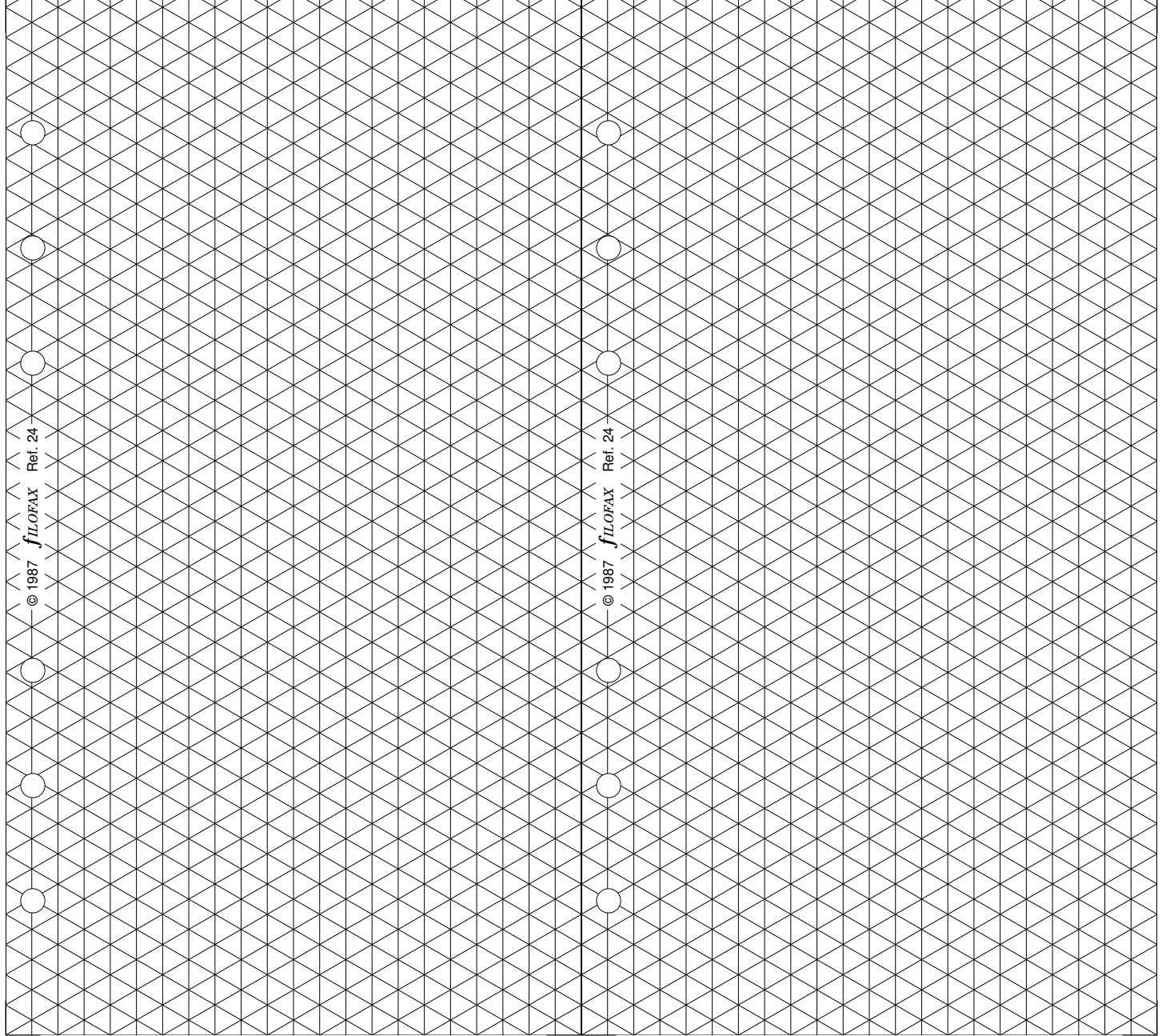


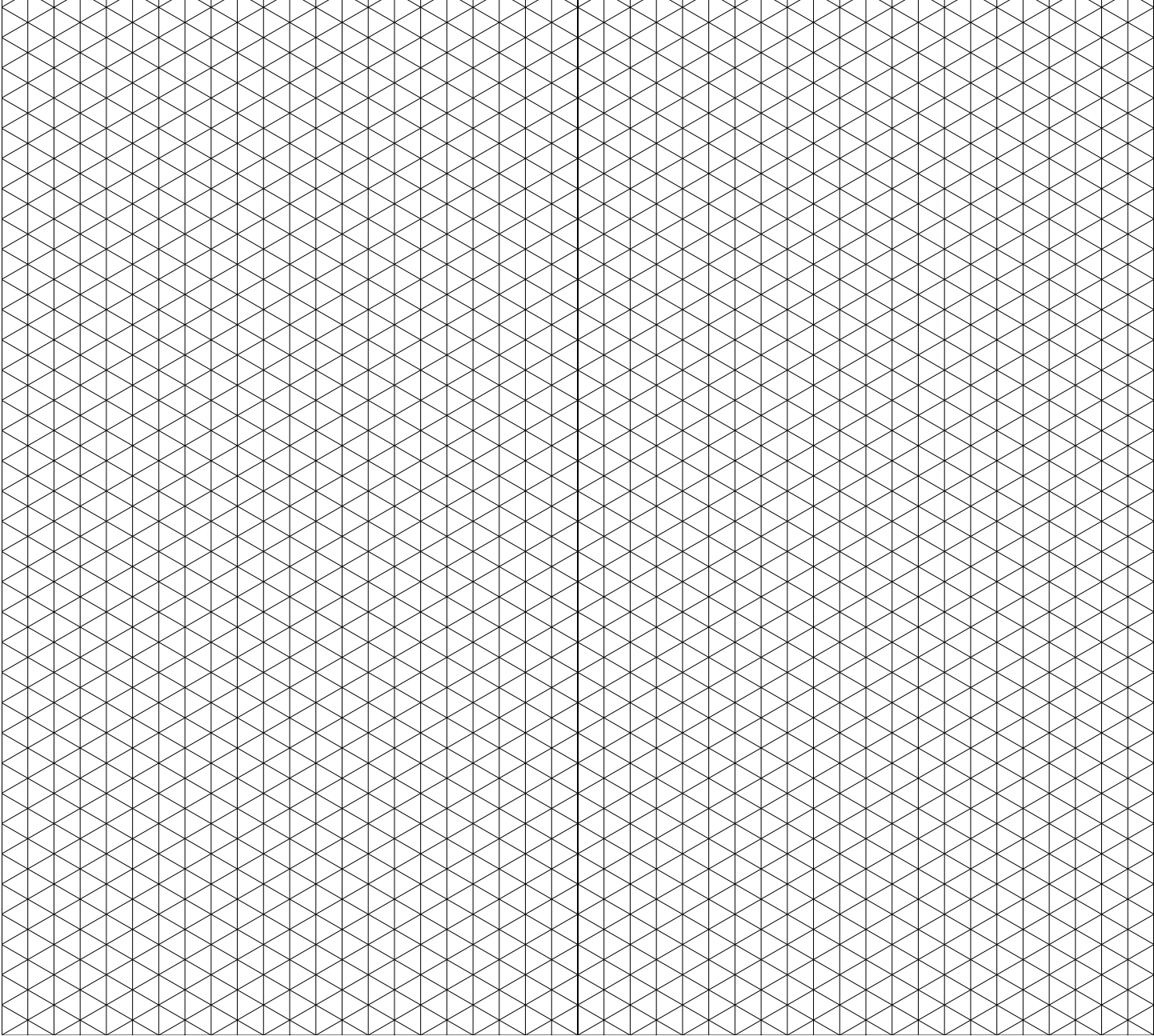
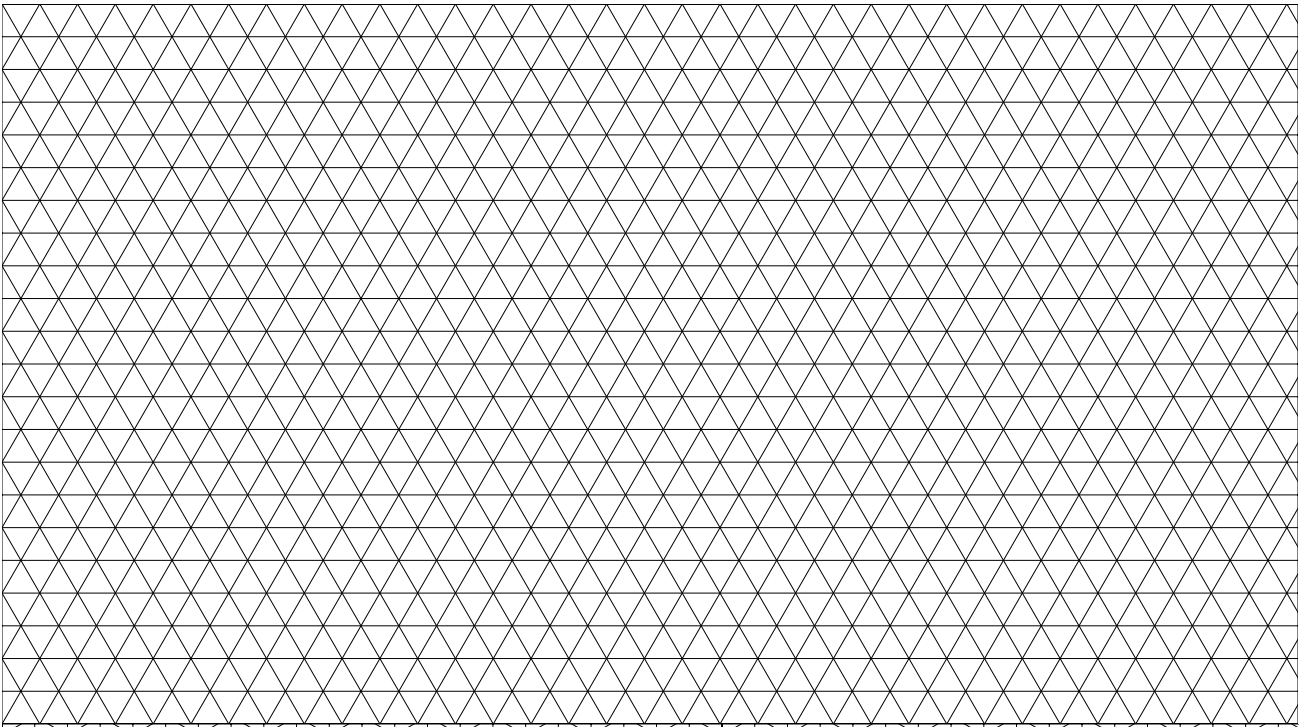


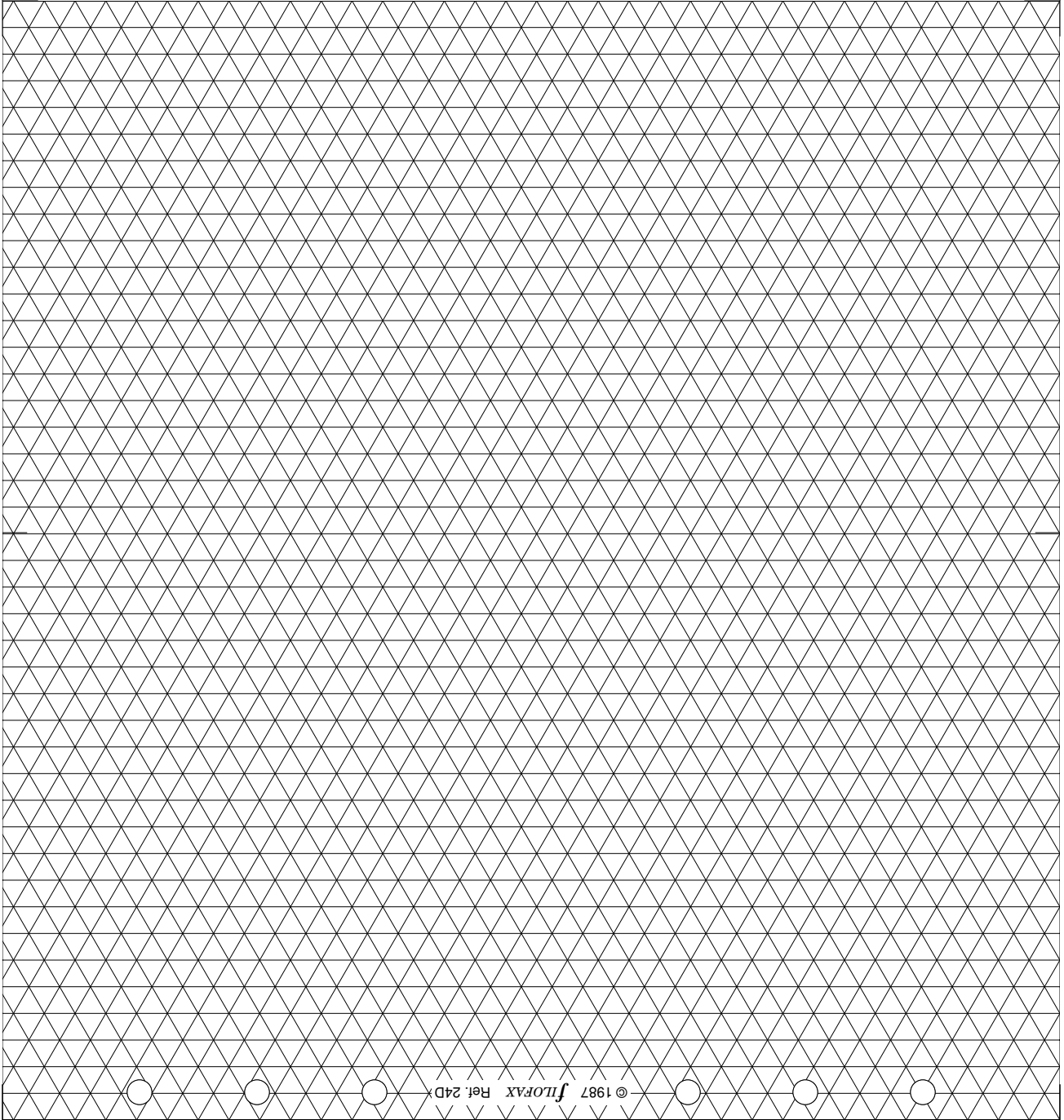


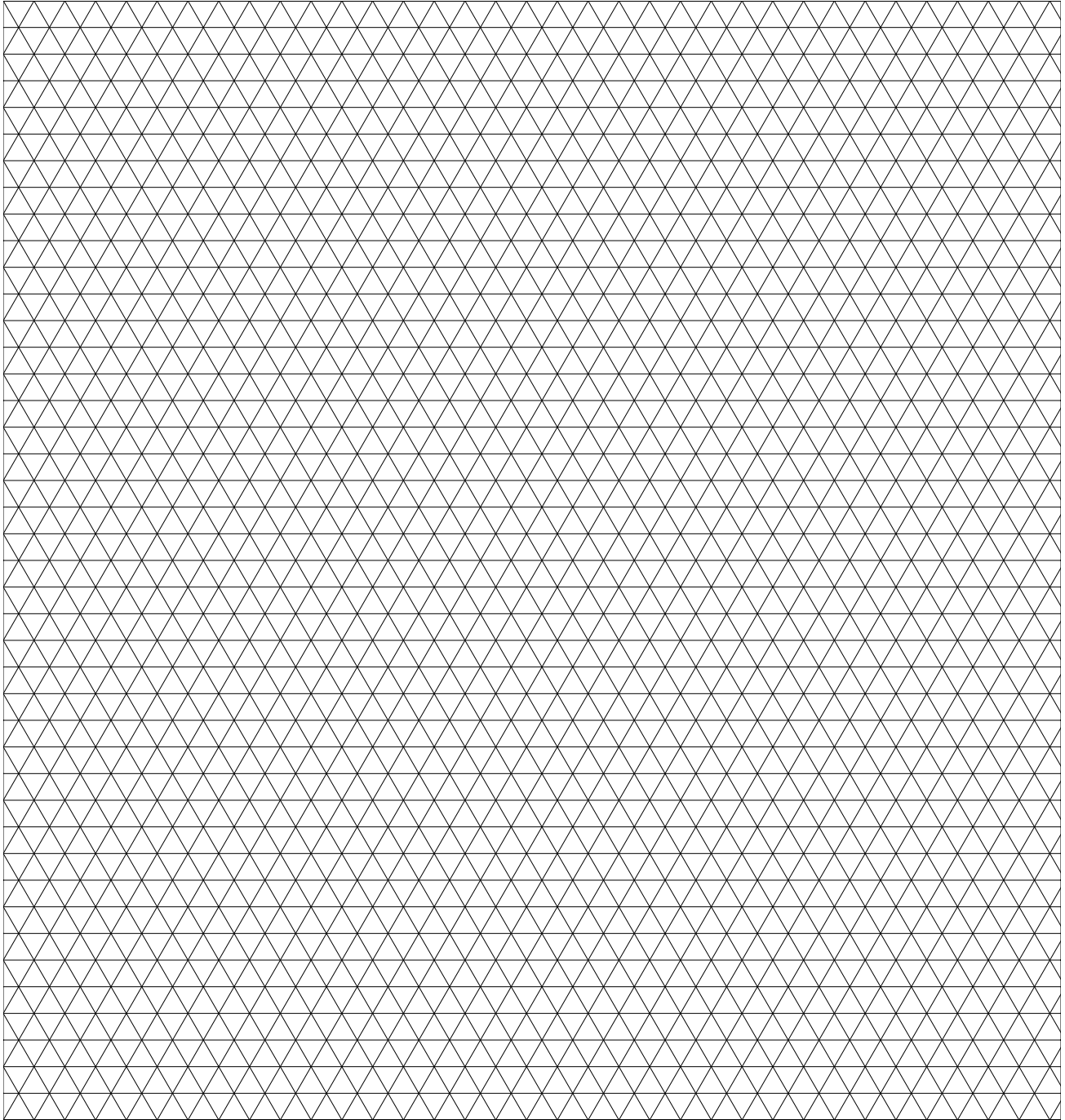














Week Ending

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Week Ending

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

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

Sunday

Monday

Tuesday

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Thursday

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Saturday

Week Ending

Week Ending

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10

Thursday

Thursday

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Saturday

Saturday

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

Thursday

Friday

Saturday

Sunday

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Thursday

Thursday

Friday

Friday

Saturday

Saturday

Sunday

Sunday

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This Week

Monday

Tuesday

Wednesday

This Week

This Week

Monday

Monday

Tuesday

Tuesday

Wednesday

Wednesday

Wednesday

Thursday

Friday

Saturday

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Wednesday

Wednesday



Thursday

Thursday



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Friday

Friday

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Saturday

Saturday



This Week

Sunday

Monday

Tuesday

This Week

This Week

Sunday

Sunday

Monday

Monday

Tuesday

Tuesday

FRIDAY

THIS WEEK

SATURDAY

SUNDAY

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MONDAY

WEDNESDAY

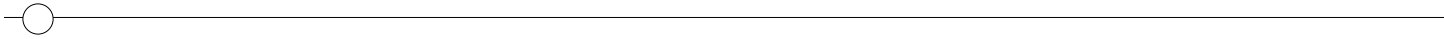
TUESDAY

THURSDAY



THIS WEEK

WEDNESDAY

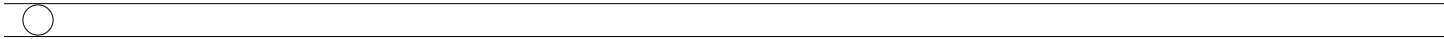


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SUNDAY

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THURSDAY



FRIDAY

MONDAY

SATURDAY

TUESDAY

Day	Month	Year
-----	-------	------

Day	Month	Year
-----	-------	------

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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[illegible]

Appointments

AM
7
7:30
8
8:30
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12
PM
12:30
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Appointments

AM
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PM
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Appointments

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PM
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Appointments

AM

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12

PM

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Appointments

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Appointments

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Month		Engagements
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Month		Engagements
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Engagements

Month	Engagements
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Engagements

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Engagements

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Engagements

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Monthly Planner

Month:	Month:	Month:	Month:
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16
17	17	17	17
18	18	18	18
19	19	19	19
20	20	20	20
21	21	21	21
22	22	22	22
23	23	23	23
24	24	24	24
25	25	25	25
26	26	26	26
27	27	27	27
28	28	28	28
29	29	29	29
30	30	30	30
31	31	31	31

Monthly Planner

Month:										Month:										Month:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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Memo

To
From
Date
Re:

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Memo

To
From
Date
Re:

© 1987 *fILOFAX* Ref. 254

Memo

To
From
Date
Re:

© 1987 *fILOFAX* Ref. 254

Memo

Memo

Memo

Don't Forget!



1.



2.



3.



4.



5.



6.



7.



8.



9.



10.



11.



12.



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Don't Forget!



1.



2.



3.



4.



5.



6.



7.



8.



9.



10.



11.



12.



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Don't Forget!



1.



2.



3.



4.



5.



6.



7.



8.



9.



10.



11.



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!		✓
13.		☐
14.		☐
15.		☐
16.		☐
17.		☐
18.		☐
19.		☐
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21.		☐
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23.		☐
24.		☐

Memo

To:
From:
Re:

Memo

To:
From:
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To:
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Re:

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Memo

To:
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From:
Re:

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[illegible][illegible][illegible]

NOTES

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NOTES

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NOTES

☐ 1

☐

☐ 2

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☐ 3

☐

☐ 4

☐

1

2

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3

4

[illegible]

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Date		Allowance		
Amount	Food/Drink		Calories*	Fibre
Total				

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[illegible]

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Daily Intake Record

[illegible]

Daily Intake Record

[illegible]

*This column may also be used for fat units or kilojoules

Daily Intake Record

[illegible]

*This column may also be used for fat units or kilojoules

Recipe

[illegible][illegible]

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Recipe

Recipe

Recipe

Telephone Message

Telephone Message

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Telephone Message

Telephone Message

Telephone Message

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

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

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Shopping List

Shopping List

Shopping List

Contract Bridge

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

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

PREMIUM POINTS	Not Vulnerable	Vulnerable
Overtricks- Undoubled, each	Trick Value	Trick Value
Doubled, each	100	200
Redoubled	200	400
Making Doubled or Redoubled Contract }	50	50
Undertricks- Undoubled, each	50	100
Doubled {first	100	200
each subsequent	200	300
Redoubled {first	200	400
each subsequent	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 { 4 Trump Honours	100
One Hand { 5 Trump Honours or 4 Aces at No-Trump	150	150
Slams Bid { Little, not vulnerable 500, vulnerable ...	750	750
and Won { Grand, not vulnerable 1000, vulnerable	1500	1500
Rubber { Two game	700	700
Points { 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.

Contract Bridge

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Hearts or Spades, each	30	60	120
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Trick points are scored below the line, and premium points above the line.

Cellar Notes

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Tasting Notes

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

Tasting Notes

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

Tasting Notes

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

Tasting Notes

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

Tasting Notes

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

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		
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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		
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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		
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18			43		
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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		
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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		
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		
57			86		
58			87		
59			88		
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61			90		
62			91		
63			92		
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68			97		
69			98		
70			99		
71			100		
72			101		
73			102		
74			103		
75			104		
76			105		
77			106		
78			107		
79			108		

Addresses

Name	
Address	
Phone	
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Name	Code	Number
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Function Planner

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Date		
Guest List		
	Name	Accept ✓
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Function Planner

Function		
Venue		
Date		
Guest List		
	Name	Accept ✓
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Function Planner

Function		
Venue		
Date		
Guest List		
	Name	Accept ✓
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Function Planner

Function		
Venue		
Date		
Guest List		
	Name	Accept ✓
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Function Planner

Function		
Venue		
Date		
Guest List		
	Name	Accept ✓
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Function Planner

[illegible]

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

4 Bird Watcher's Checklist

Notes

Bird Watcher's Checklist 1

Date



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.....	Woodcuck Shrike.....
Great Reed Warbler.....	Red-backed Shrike.....
Reed Warbler.....	Starling.....
Marsh Warbler.....	Hawfinch.....
Sedge Warbler.....	Greenfinch.....
Aquatic Warbler.....	Goldfinch.....
Melodious Warbler.....	Siskin.....
Iderine Warbler.....	Linnet.....
Blackcap.....	Twite.....
Barred Warbler.....	Redpoll.....
Garden Warbler.....	(Mealy Redpoll)
Whitethroat.....	Serin.....
Lesser Whistethroat.....	Bullfinch.....
Dartford Warbler.....	Scarlet Roselfinch.....
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.....	

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)	Sniew.....
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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2 Bird Watcher's Checklist

Locality

Hobby	Bar-tailed Godwit
Peregrine	Green Sandpiper
Gyrfalcon	Wood Sandpiper
Martin	Common Sandpiper
Red-footed Falcon	Redshank
Kestrel	Spotted Redshank
Red Grouse	Lesser Yellowlegs
Partridge	Greenshank
Black Grouse	Knot
Capercaille	Purple Sandpiper
Red-legged Partridge	Little Stint
Partridge	Turnminck'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
Ringed 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

Bird Watcher's Checklist 3

Weather

Kittiwake	Woodlark
Black Tern	Skyark
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)
Fazortill	Rook
Little Auk	Jackdaw
Gullinot	Magpie
Black Guillemot	Nutcracker
Puffin	Jay
Stock Dove	Chough
Rock Dove	Great Tit
Woodpigeon	Blue Tit
Turtle Dove	Coat 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
Nighthawk	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
Wynneck	Redstart
Short-toed Lark	Black Redstart

Bird Watcher's Checklist 1

Date



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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	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

Bird Watcher's Checklist 3

Weather

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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 Oreole
Roseate Tern	Raven
Little Tern	Carriion Crow
Sandwich Tern	(Hooded Crow)
Razorbill	Rook
Little Auk	Jackdaw
Guillemot	Maggpie
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
Nightjar	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	Woodcahat 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	Ciri Bunting
Spotted Flycatcher	Ortolan Bunting
Pied Flycatcher	Little Bunting
Red-breasted Flycatcher	Reed Bunting
Dunnock	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
Ptarmigan	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
Corncrake	Avocet
Moorhen	Black-winged Stilt
Coot	Grey Phalarope
Oystercatcher	Red-necked Phalarope
Lapwing	Stone Curlew
Ringed Plover	Great Skua
Little Ringed Plover	Pomarine Skua
Kentish Plover	Arctic Skua
Grey Plover	Long-tailed Skua
Golden Plover	Great Black-backed Gull
Dotterel	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
Whimbreal	Black-headed Gull
Black-tailed Godwit	Sabine’s Gull

Personal Expense Log

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

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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			

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Personal Expense Log

Week Beginning					
Item	Amount	Rept.	N/Rept.		
Friday					
Saturday					
Sunday					
Sundry					
Total					

Personal Expense Log

Week Beginning				
Item	Amount		Rept.	N/Rept.
Friday				
Saturday				
Sunday				
Sundry				
Total				

Personal Expense Log

Week Beginning				
Item	Amount		Rept.	N/Rept.
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	

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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	

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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	

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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		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		

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
CompanyPosition
Address
CityStateZip
Country
Home Phone
Business Phone
Where Met
Spouse
Children
Birthdays
Special Interests
Other Information

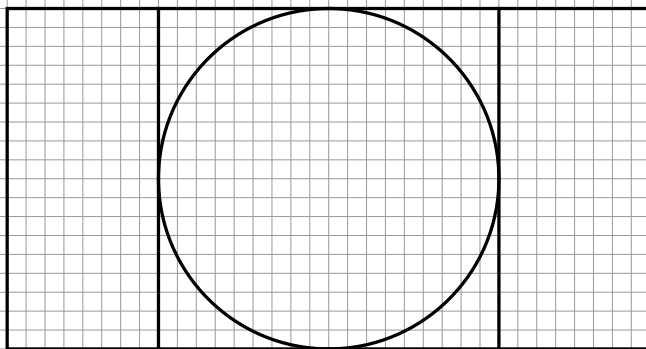
Date		
Occasion		
Guests		Firm & Position
Theme		
Attire		
Flowers/Florist		
Caterer		
Menu		
Wine/Guest Drink Preferences		
Cost		
*Guest Seating Planner on back		

Home Entertainment

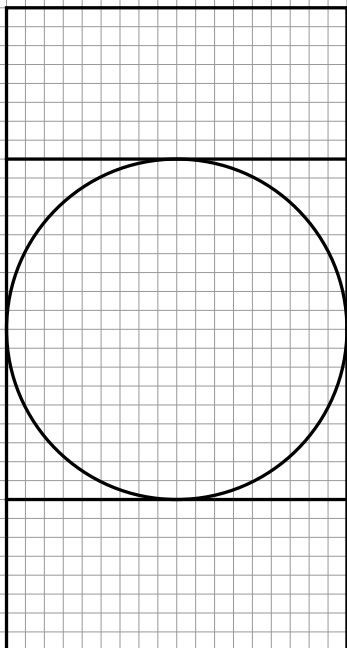
Date	
Occasion	
Guests	Firm & Position
Theme	
Attire	
Flowers/Florist	
Caterer	
Menu	
Wine/Guest Drink Preferences	
Cost	
*Guest Seating Planner on back	

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

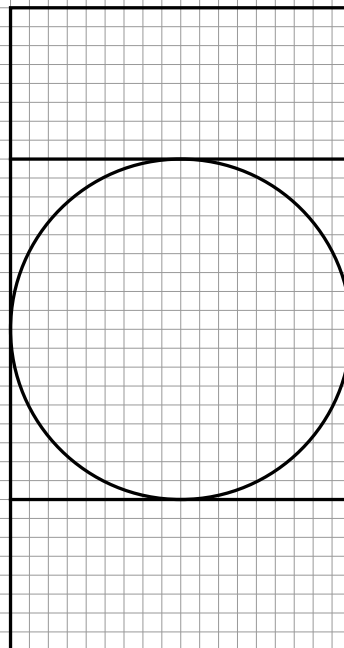
Guest Seating Planner



Guest Seating Planner



Guest Seating Planner



Hotel

Name														
Address														
City					State					Zip				
Country														
Telephone					Telex									
Contact Person														
Manager														
Concierege														
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														

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Hotel

Name														
Address														
City					State					Zip				
Country														
Telephone					Telex									
Contact Person														
Manager														
Concierege														
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														

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Hotel

Name														
Address														
City					State					Zip				
Country														
Telephone					Telex									
Contact Person														
Manager														
Concierege														
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														

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Hotel

Name																					
Address																					
City			State			Zip															
Country																					
Telephone			Telex																		
Contact Person																					
Manager																					
Concierege																					
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																					
Concierege																					
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																					
Concierege																					
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

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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

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© 1987 fLOFAX Ref. 805

Restaurant

Name														
Address														
City					State					Zip				
Country														
Telephone					Telex									
Major Contact														
Maitre d'														
Captain														
Preferred Table														
Cuisine/Theme														
Full Bar			Y	N	N	B.Y.O.								
Wine			Y	N	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														

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

Football/Basketball

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

Football/Basketball

Football/Basketball

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

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

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

Traveller's Checklist

[illegible]

Traveller's Checklist

[illegible]

Travellers Checklist

[illegible]

Travellers Checklist

[illegible]

Birthdays, Anniversaries, Special Occasions

[illegible]

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Birthdays, Anniversaries, Special Occasions

[illegible]

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Birthdays, Anniversaries, Special Occasions

[illegible]

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Surveyor's Quantity Record

[illegible]

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Surveyor's Quantity Record

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Surveyor's Quantity Record

Table 1: Summary of Data				
Category	Sub-category	Value 1	Value 2	Value 3
A	A1	10	20	30
	A2	15	25	35
	A3	20	30	40
	A4	25	35	45
B	B1	30	40	50
	B2	35	45	55
	B3	40	50	60
	B4	45	55	65
C	C1	50	60	70
	C2	55	65	75
	C3	60	70	80
	C4	65	75	85

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Surveyor's Quantity Record	

Surveyor's Quantity Record

Surveyor's Quantity Record

Table 1: Summary of Key Findings				
Category	Item 1	Item 2	Item 3	Item 4
Section A				
Section B				
Section C				
Section D				

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			

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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			

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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			

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

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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		
Name		
Address		
Phone		Telex
Fax		
Contact		

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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		

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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		
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	
Name	
Address	
Phone	Telex
Fax	
Contact	

[illegible][illegible][illegible]

[illegible]

Publisher's Sales Report

[illegible]

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[illegible]

[illegible]

[illegible]

Rights Negotiation

[illegible]

Rights Negotiation

[illegible]

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Rights Negotiation

[illegible]

Rights Negotiation

[illegible]

Rights Negotiation

[illegible]

Term Summary

No.	Name					Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						

School or College

Teacher

Class

Year Beginning

Remarks

No.	Name					Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
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22						
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25						
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28						
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30						
31						
32						
33						
34						
35						

Monthly Call List

[illegible]

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Monthly Call List

[illegible]© 1987 *FILOFAX* Ref. 354

Monthly Call List

[illegible]

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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			

© 1987 *fILOFAX* Ref. 371**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		

© 1987 *fILOFAX* Ref. 371**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		

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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]

[illegible][illegible][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	
5	
6	
7	
8	
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10	
11	
12	
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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	
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11	
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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	
7	
8	
9	
10	
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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

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

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

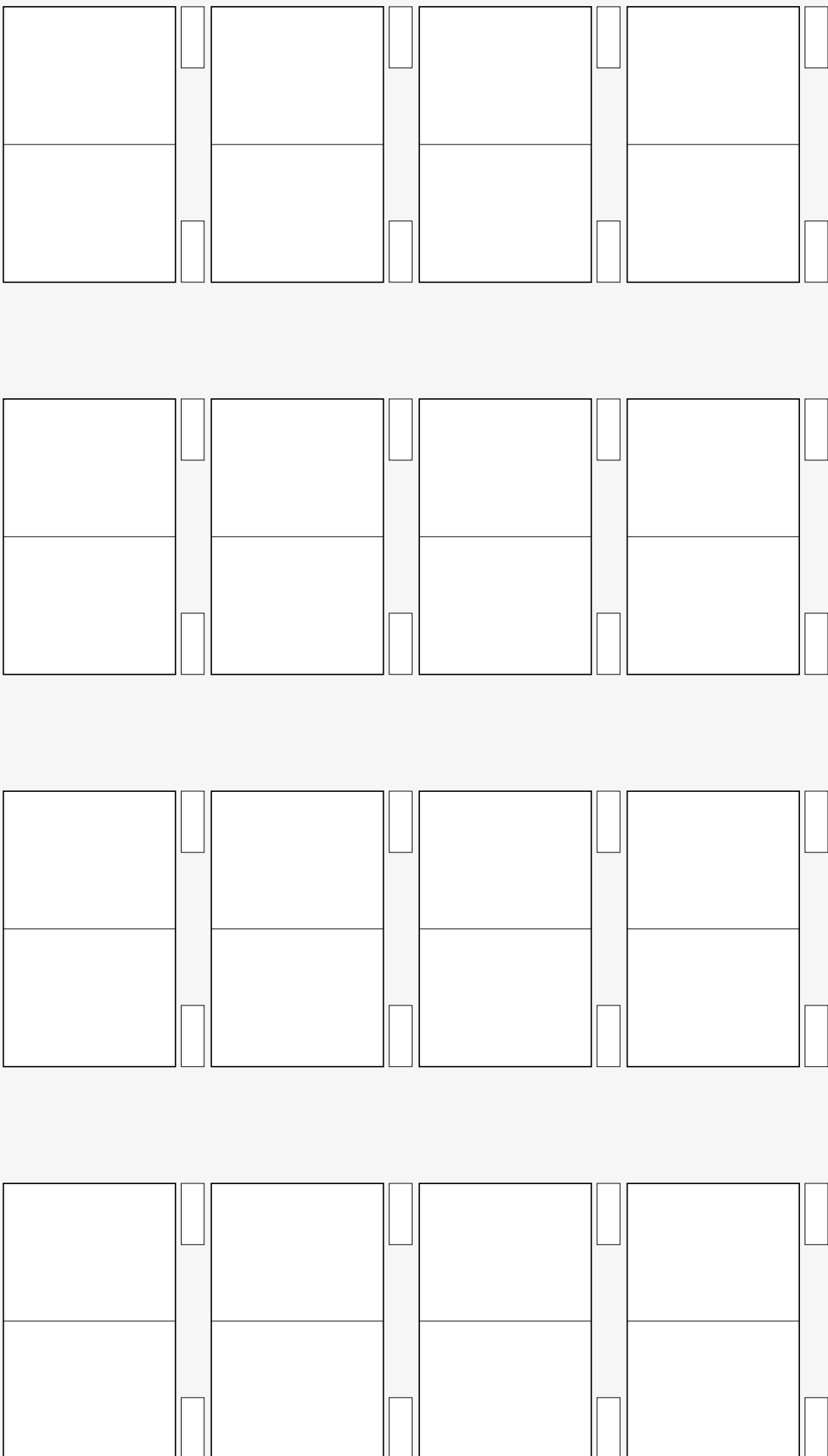
Type of Film		Film No.			Film Speed DIN/ASA		
Frame No.	Subject	Shutter Speed	Aperture	Focus	Lens	Filter	Date, Time and Conditions

Video Storyboard

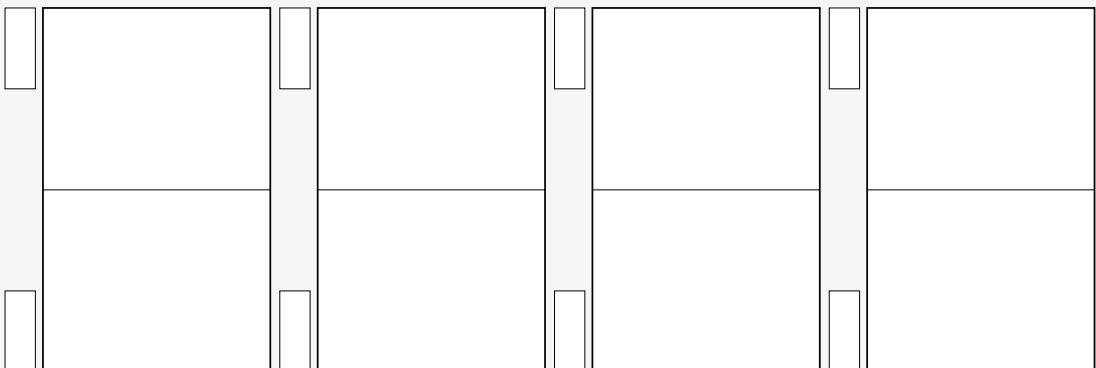
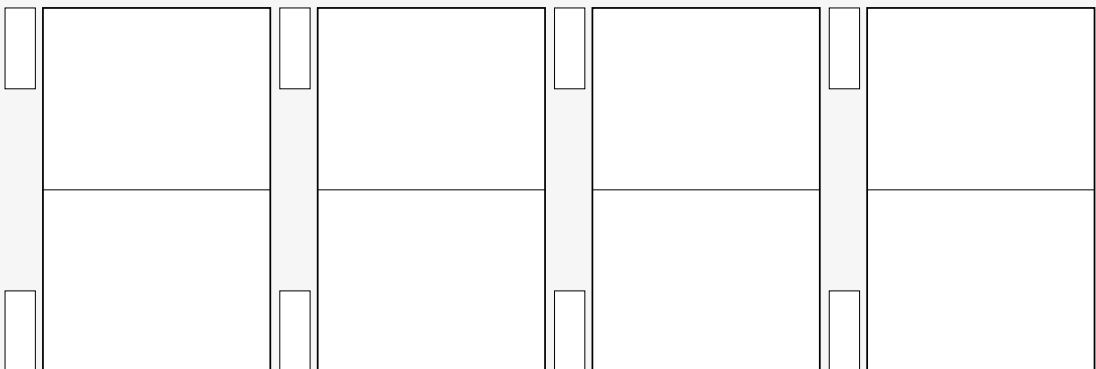
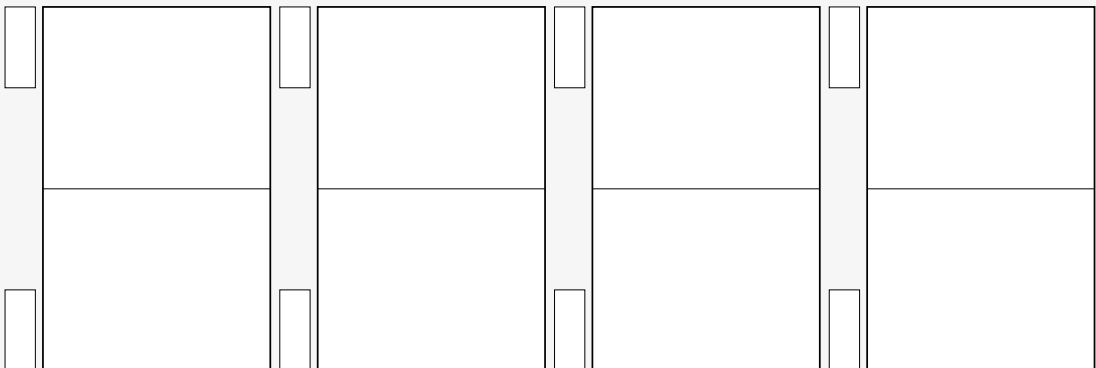
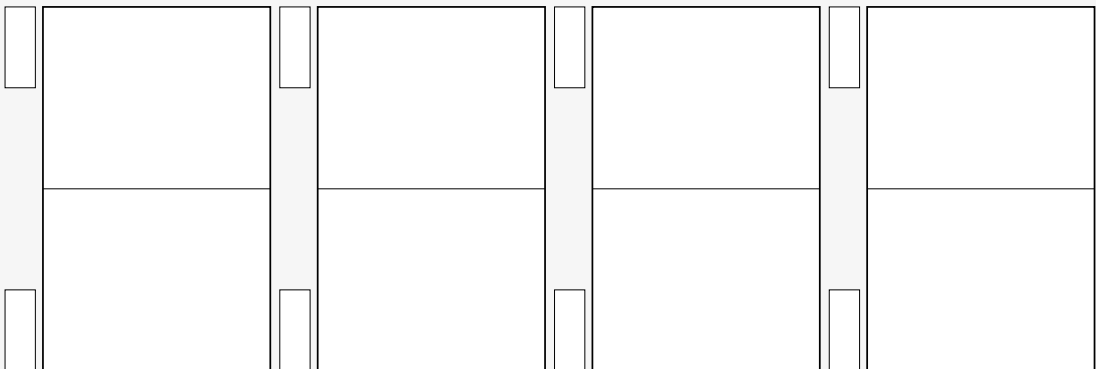
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[illegible]

Flat Plan



Flat Plan



Motor Running Record

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

*One Imperial Gallon = 4.546 litres

Motor Running Record

[illegible]

*One Imperial Gallon = 4.546 litres

Motor Running Record

[illegible]

*One Imperial Gallon = 4.546 litres

Motor Running Record

[illegible]

Motor Running Record

[illegible]

Motor Running Record

[illegible]

*One Imperial Gallon = 4.546 litres

[illegible][illegible][illegible]

[illegible]

Customer Enquiry

[illegible]

Customer Enquiry

[illegible]

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[illegible][illegible][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	

Customer Record

[illegible]

Customer Record

[illegible]

Customer Record

[illegible]

[illegible]

Customer Contact

[illegible]© 1987 *fiLOFAX* Ref. 546

Customer Contact

[illegible]

Customer Contact

[illegible]

Customer Contact

[illegible]

Customer Contact

[illegible]

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		

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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		

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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		

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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

Stock Record

Stock Record

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 Stn:				
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															

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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 Stn:					
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															

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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 Stn:					
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															

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Police Personnel Record

Police Personnel Record

Police Personnel Record

Bibliofile

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

Bibliofile

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

Bibliofile

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

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

Case Load Index

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

Case Load Index

Case Load Index

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

Case Load Index

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

Case Load Index

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

Case Load Index

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

Platoon Commander's Roll Book

ZAP Number		Number			
Rel	Rank	Surname			
DOB		Christian Names			
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		

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To Accompany Soldier On Transfer

Platoon Commander's Roll Book

ZAP Number		Number			
Rel	Rank	Surname			
DOB		Christian Names			
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	

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To Accompany Soldier On Transfer

Platoon Commander's Roll Book

ZAP Number		Number			
Rel	Rank	Surname			
DOB		Christian Names			
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	

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To Accompany Soldier On Transfer

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			
Height	Hair	Visible marks & scars	
Eyes	Complexion		
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			
Height	Hair	Visible marks & scars	
Eyes	Complexion		
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								
Employment			Education								
Seniority (as Candidate./Cpl etc)			Civilian Qualification								
Previous 365A Gradings											
Pd Ending	May Nov	May Nov	May Nov	May Nov	May Nov						
Marked in rank											
Grade											
Mark											
Command Course Attended & Result											

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								
Employment			Education								
Seniority (as Candidate./Cpl etc)			Civilian Qualification								
Previous 365A Gradings											
Pd Ending	May Nov	May Nov	May Nov	May Nov	May Nov						
Marked in rank											
Grade											
Mark											
Command Course Attended & Result											

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			
Employment	Education			
Seniority (as Candidate./Cpl etc)	Civilian Qualification			
Previous 365A Gradings		May Nov	May Nov	May Nov
Pd Ending	May Nov	May Nov	May Nov	May Nov
Marked in rank				
Grade				
Mark				
Command Course Attended & Result				

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	

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Military Course Record

Cadre/Course		
From	To	
Name		
Instr		
Squad		
Subject	Score	Remarks

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Military Course Record

Cadre/Course		
From	To	
Name		
Instr		
Squad		
Subject	Score	Remarks

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Military Course Record

OIC Comments

Recommendations

Military Course Record

OIC Comments

Recommendations

Military Course Record

OIC Comments

Recommendations

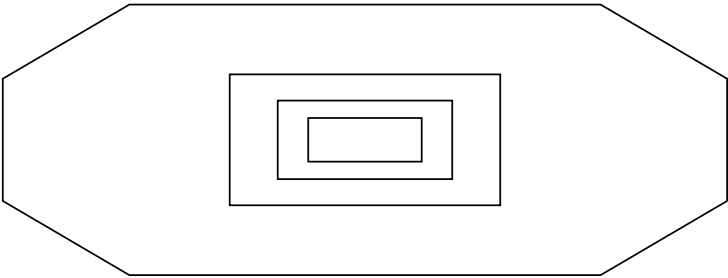
Military Sub Unit Personnel Qualifications

[illegible]

PERSONAL GROUPING/RANGE CARD

Group Size

Date

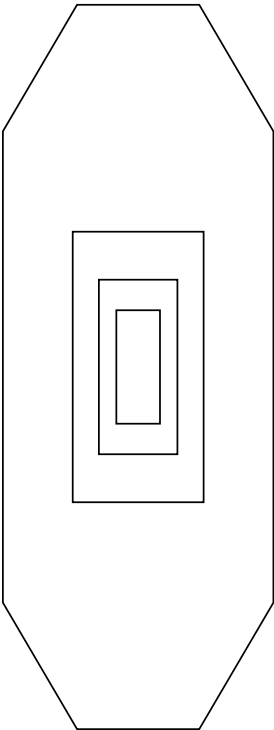


Shot	Blah	Observations
1		
2		
3		
4		
5		

PERSONAL GROUPING/RANGE CARD

Date

Group Size

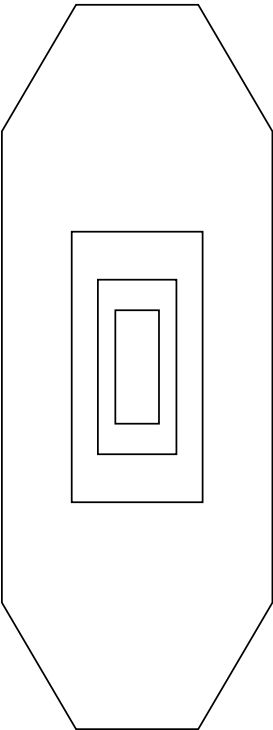


Shot	Blah	Observations
1		
2		
3		
4		
5		

PERSONAL GROUPING/RANGE CARD

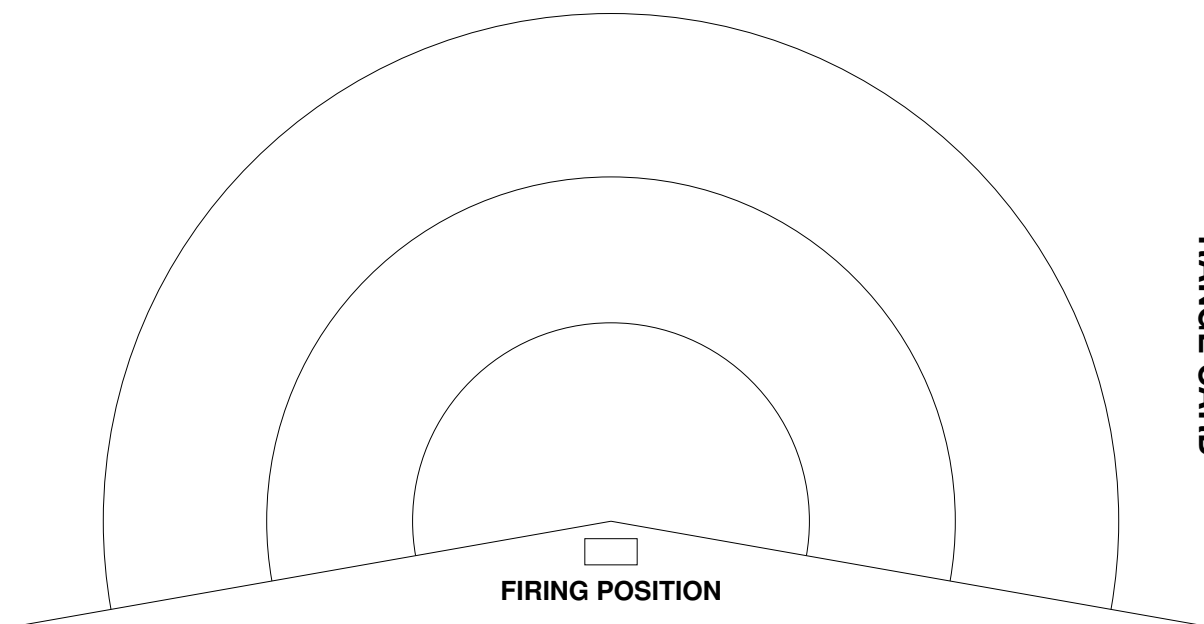
Date

Group Size

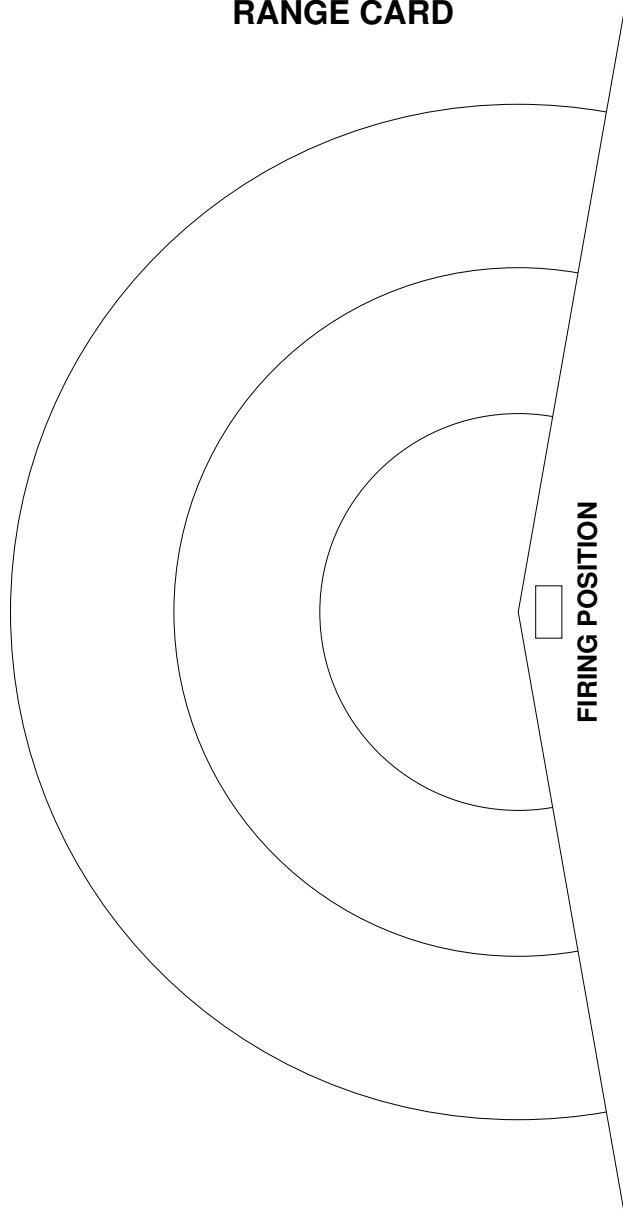


Shot	Blah	Observations
1		
2		
3		
4		
5		

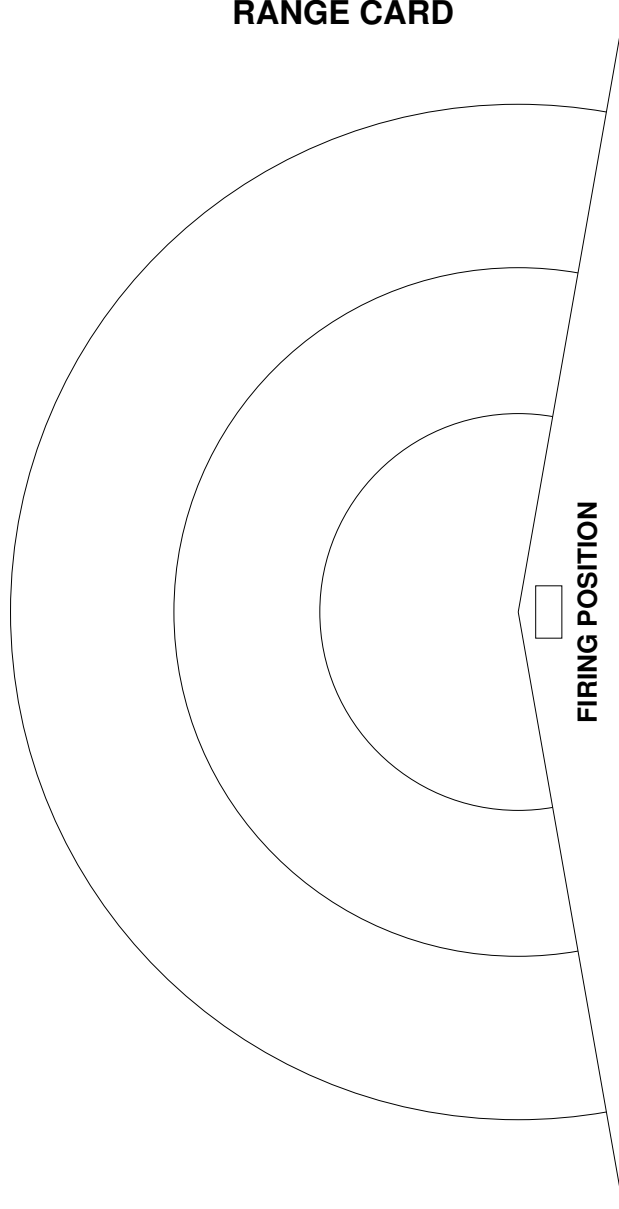
RANGE CARD



RANGE CARD



RANGE CARD



Distances by Road in Continental Europe

(In miles from major gateway ports-shortest distances in bold)						
City	Boulogne	Calais	Cherbourg	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

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

Contagious Diseases and Vaccinations

	HIV	Cholera	Infectious Hepatitis	Malaria	Polio
Risk Areas	Worldwide, but particularly in Central Africa, Europe and the Americas.	Africa, Asia, Middle East, especially in unhygienic and poorly sanitised conditions.	Most parts of the world where hygiene and sanitation are prevalent.	Africa, Asia, Central and South America.	Everywhere except Australia, Europe, New Zealand and North America.
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Vaccination	None available	Usually two injections by a doctor. Certificate is valid for 6 months.	Seek advice from doctor.	None, but anti-malarial tablets are available	3 days of drops from doctor, 4-8 week apart. Reinforcing dose maybe necessary after 10 years
Vaccination Certificate Needed?	No	Some countries may require evidence of vaccination within previous 6 months.	No	No	No

Contagious Diseases and Vaccinations

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

Contagious Diseases and Vaccinations

	Risk Areas	Manner of Infection	Vaccination	Vaccination Certificate Needed?
Rabies	Many parts of the world.	Bite or scratch from an infected animal.	Seek advice from doctor.	No
Tetanus	Places where medical facilities are not readily available.	Open injury.	Seek advice from doctor.	No
Tuberculosis	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

Contagious Diseases and Vaccinations

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

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 8526
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
Northern England	Newcastle-upon-Tyne (0632) 8021
Northern Ireland	Belfast (0232) 8021
Scotland	031-246 8021
South & West Yorkshire	Leeds (0532) 8021
South Wales	Cardiff (0222) 8021
Weathercall	
National Forecast	0898 500 400
Regional Forecasts plus suffix	0898 500
Greater London	401
Kent, Surrey & Sussex	402
Devon Cornwall	404
Berks, Bucks & Oxfordshire	406
Beds, Herts & Essex	407
Shropshire, Hereford & Worcester	410
East Midlands	412
Dyfed and Powys	414
N. W. England	416
N. E. England	418
Edinburgh, S. Fife, Lothian & Borders	422

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Edinburgh, S. Fife, Lothian & Borders	422

Meetings Planner

[illegible]

Meetings Planner

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[illegible][illegible][illegible]

Agenda Planner

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

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Agenda Planner

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

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Agenda Planner

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

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Agenda Planner

[illegible]

Agenda Planner

[illegible]

Agenda Planner

[illegible]

Weekly Time Planner

[illegible]

Weekly Time Planner

[illegible]

Weekly Time Planner

[illegible]

Monthly Time Planner

[illegible]

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Monthly Time Planner

[illegible]© 1986 *fiLOFAX* Ref. 276

Monthly Time Planner

[illegible]

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Monthly Time Planner

[illegible]

Monthly Time Planner

[illegible]

Monthly Time Planner

[illegible]

Name
Address
Telephone
Telex
Fax
Planned Travel Time
Directions
Accommodation

[illegible][illegible]

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	

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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		

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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		

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Travel Planner

Travel Planner

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

Travel Planner

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		
10:45		
11:00		
11:15		
11:30		
11:45		
12:00		
12:15		
12:30		
12:45		
13:00		
13:15		
13:30		
13:45		
14:00		
14:15		
14:30		
14:45		

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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		
10:45		
11:00		
11:15		
11:30		
11:45		
12:00		
12:15		
12:30		
12:45		
13:00		
13:15		
13:30		
13:45		
14:00		
14:15		
14:30		
14:45		

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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14:00		
14:15		
14:30		
14:45		

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Structured Time Log

Day		Date
Time	Activity	
15:00		
15:15		
15:30		
15:45		
16:00		
16:15		
16:30		
16:45		
17:00		
17:15		
17:30		
17:45		
18:00		
18:15		
18:30		
18:45		
19:00		
19:15		
19:30		
19:45		
20:00		
20:15		
20:30		
20:45		
21:00		
21:15		
21:30		
21:45		

Structured Time Log

Day		Date
Time	Activity	
15:00		
15:15		
15:30		
15:45		
16:00		
16:15		
16:30		
16:45		
17:00		
17:15		
17:30		
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18:15		
18:30		
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19:30		
19:45		
20:00		
20:15		
20:30		
20:45		
21:00		
21:15		
21:30		
21:45		

Structured Time Log

Day		Date
Time	Activity	
15:00		
15:15		
15:30		
15:45		
16:00		
16:15		
16:30		
16:45		
17:00		
17:15		
17:30		
17:45		
18:00		
18:15		
18:30		
18:45		
19:00		
19:15		
19:30		
19:45		
20:00		
20:15		
20:30		
20:45		
21:00		
21:15		
21:30		
21:45		

[illegible]

Flexible Time Log

[illegible]

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[illegible]

To		
From		
Tasks/Objectives	Complete By	
Review Date	Time	

Delegation Brief

[illegible][illegible]

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Delegation Brief

[illegible]

Delegation Brief

[illegible]

Delegation Brief

[illegible]

[illegible]

Messages

[illegible]

Messages

[illegible]

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[illegible][illegible][illegible]

[illegible]

Exercise Log/Bookings Planner

[illegible][illegible]

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

[illegible]

Social Activity Planner

[illegible]© 1986 *FILOFAX* Ref. 285

[illegible][illegible][illegible]

[illegible][illegible][illegible]

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					

