Filofax PocketA 4-ring 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.

Pocket wasn't introduced until 1989, with a 4-ring mechanism. These inserts are based on the Personal 1987 inserts, modified to match the line spacing of the released Pocket inserts, so many of them were never available in Pocket size. The copyright date in the spine is a notional 1989.

The page size here is my own 'PocketA', using the sqrt(2):1 aspect ratio of the ISO216 paper format; the original 120.65mm (4 ¾") height, 85.31mm wide.

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

ref_254_s_memoranda
ref_354_s_monthly_call_list
ref_pg_rc_s_range_grouping
ds03_s_road_distances
dset_uk_s_paper_sizes

Printing
Individual inserts can be accessed using the Acrobat Bookmark, which will take you to the desired insert.
This is a composite size PDF document, so A4 pages should print to A4, and A3 pages to A3, but you should check that no scaling is being done.

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

quad leaves are imposed to A3
    tumble on short edge

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

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original inserts © Filofax

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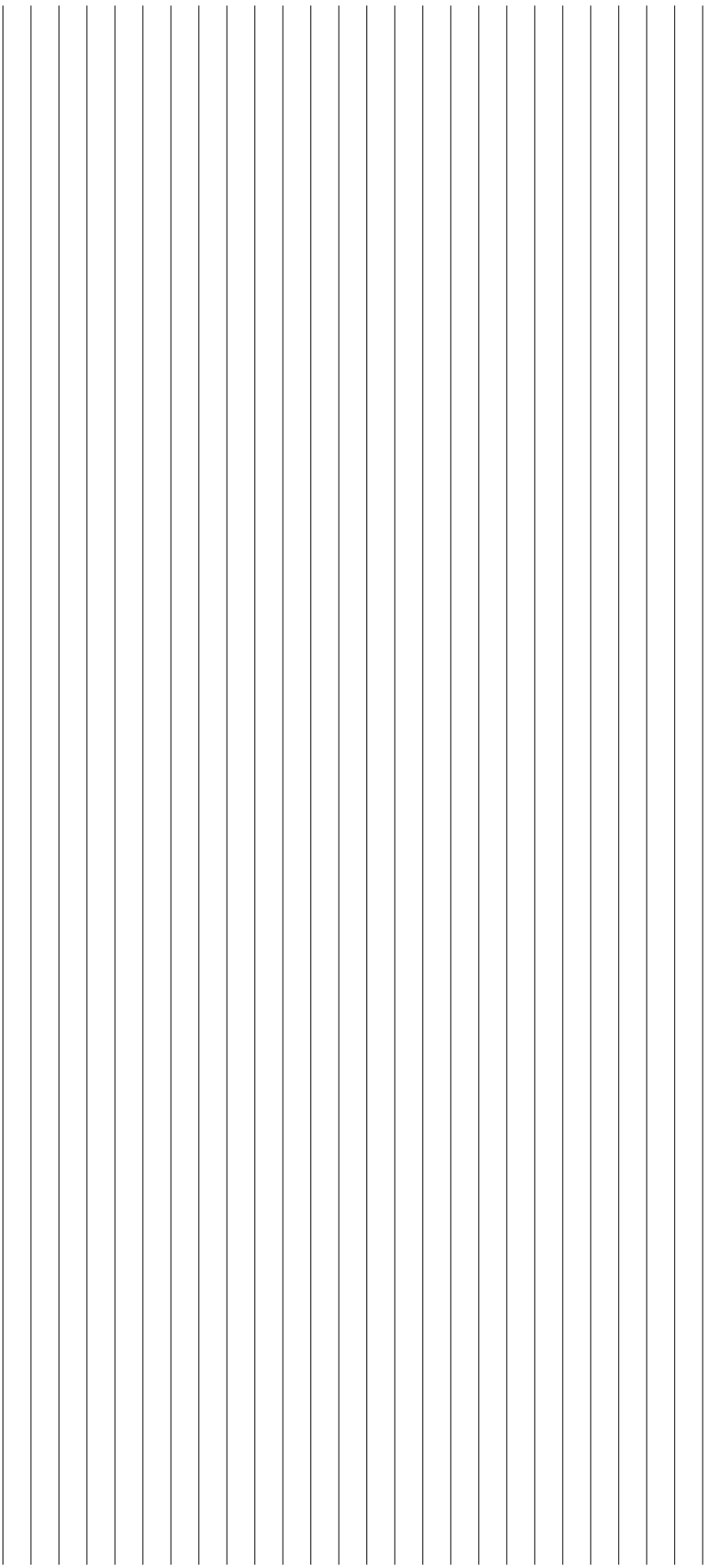

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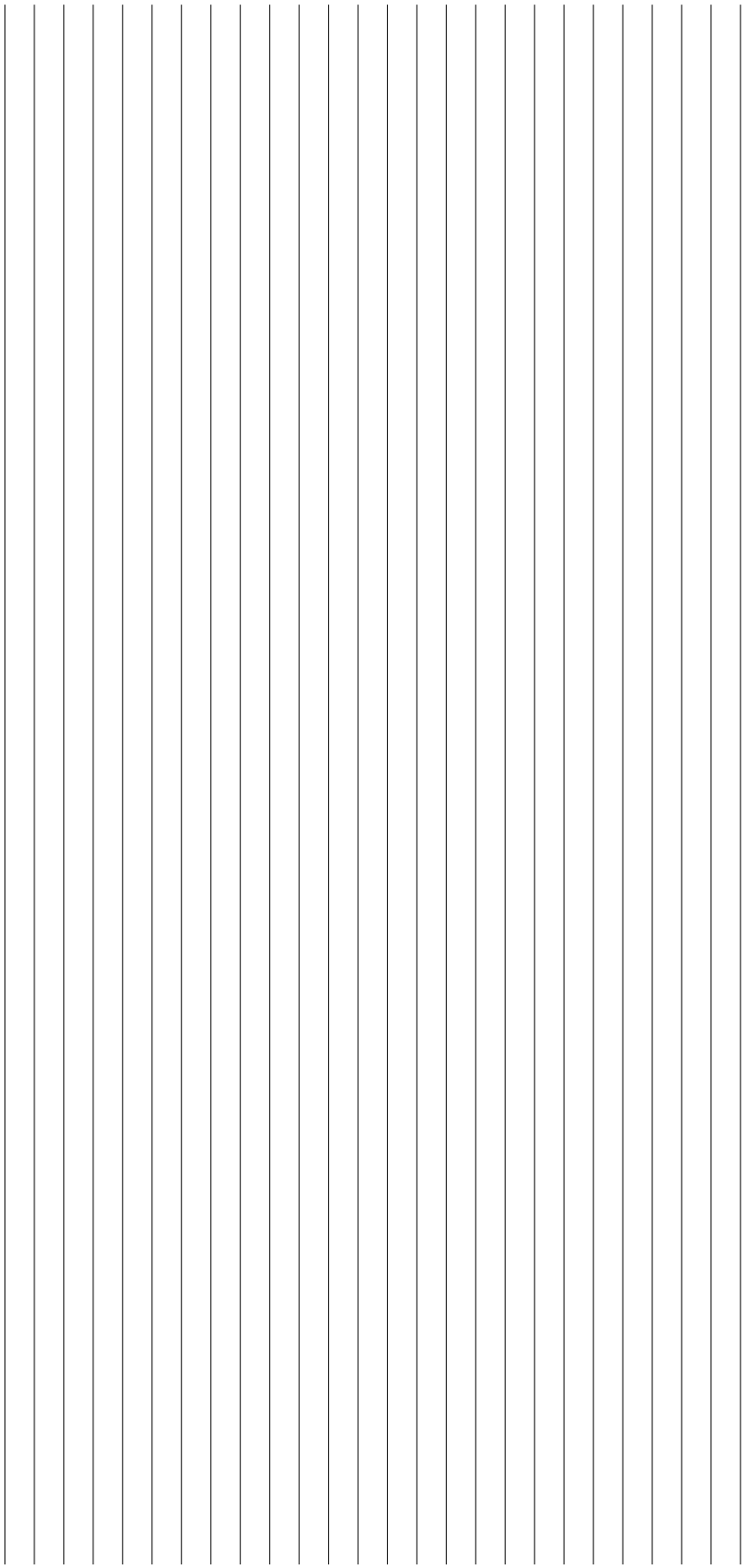

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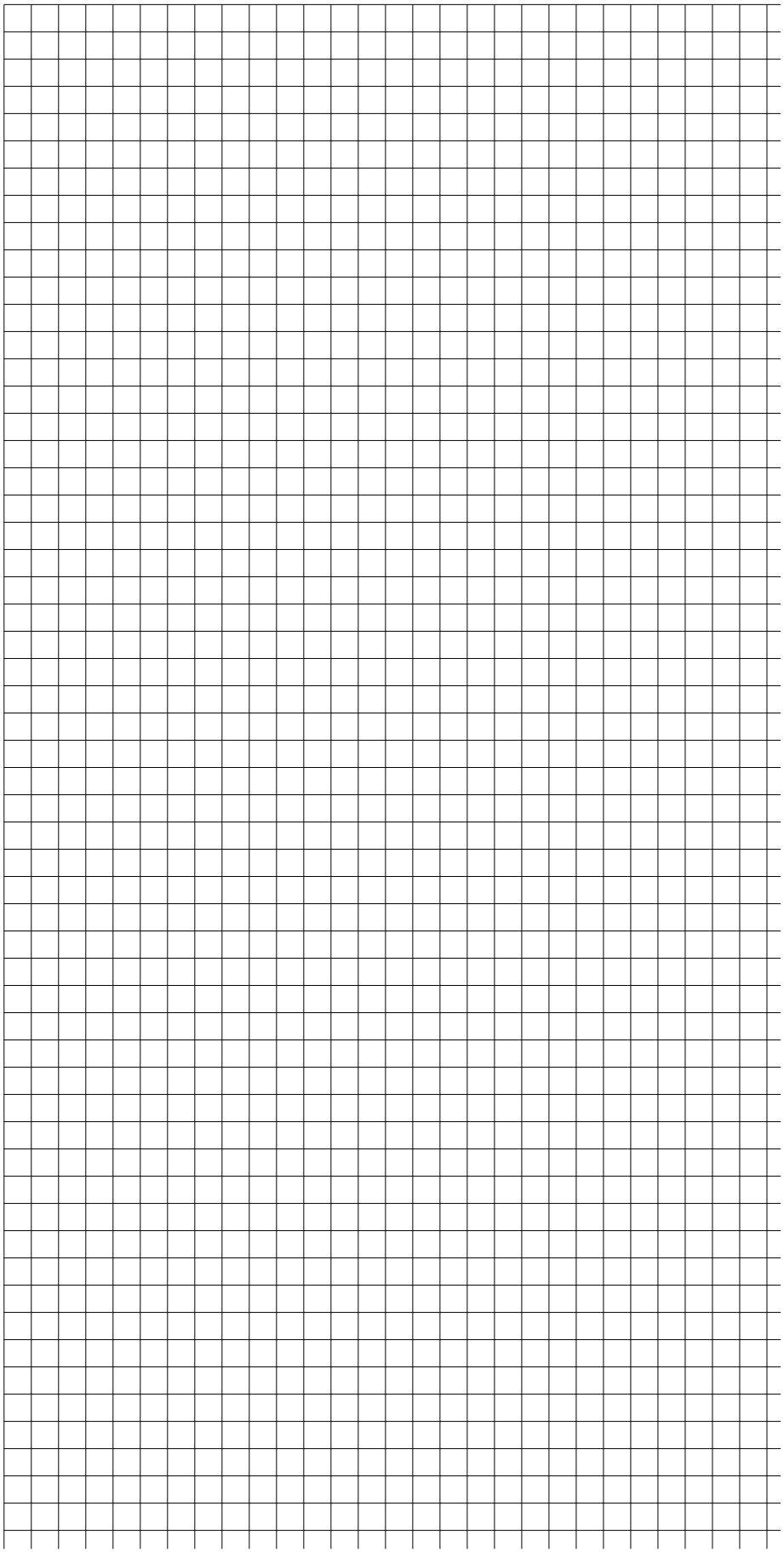

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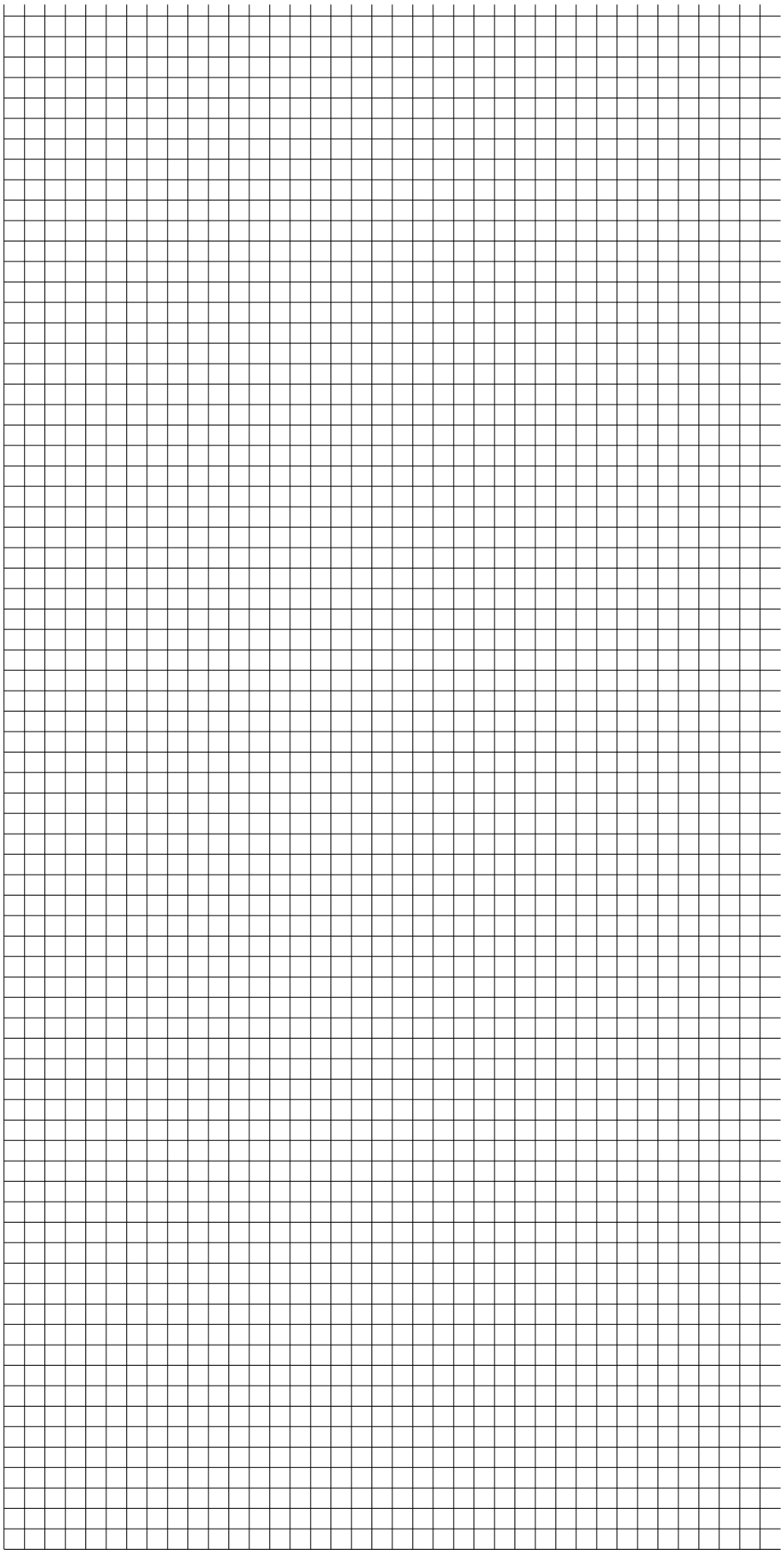

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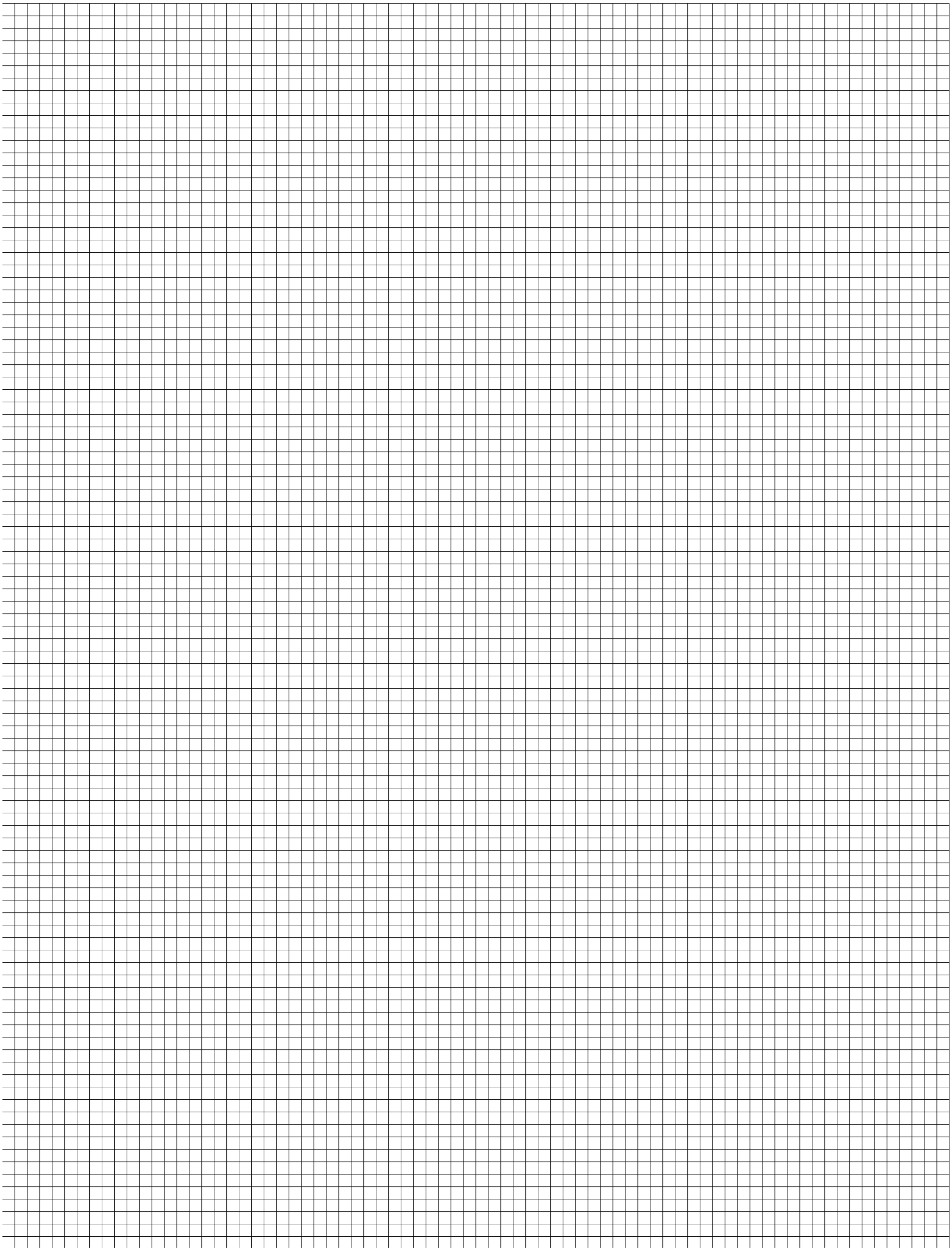

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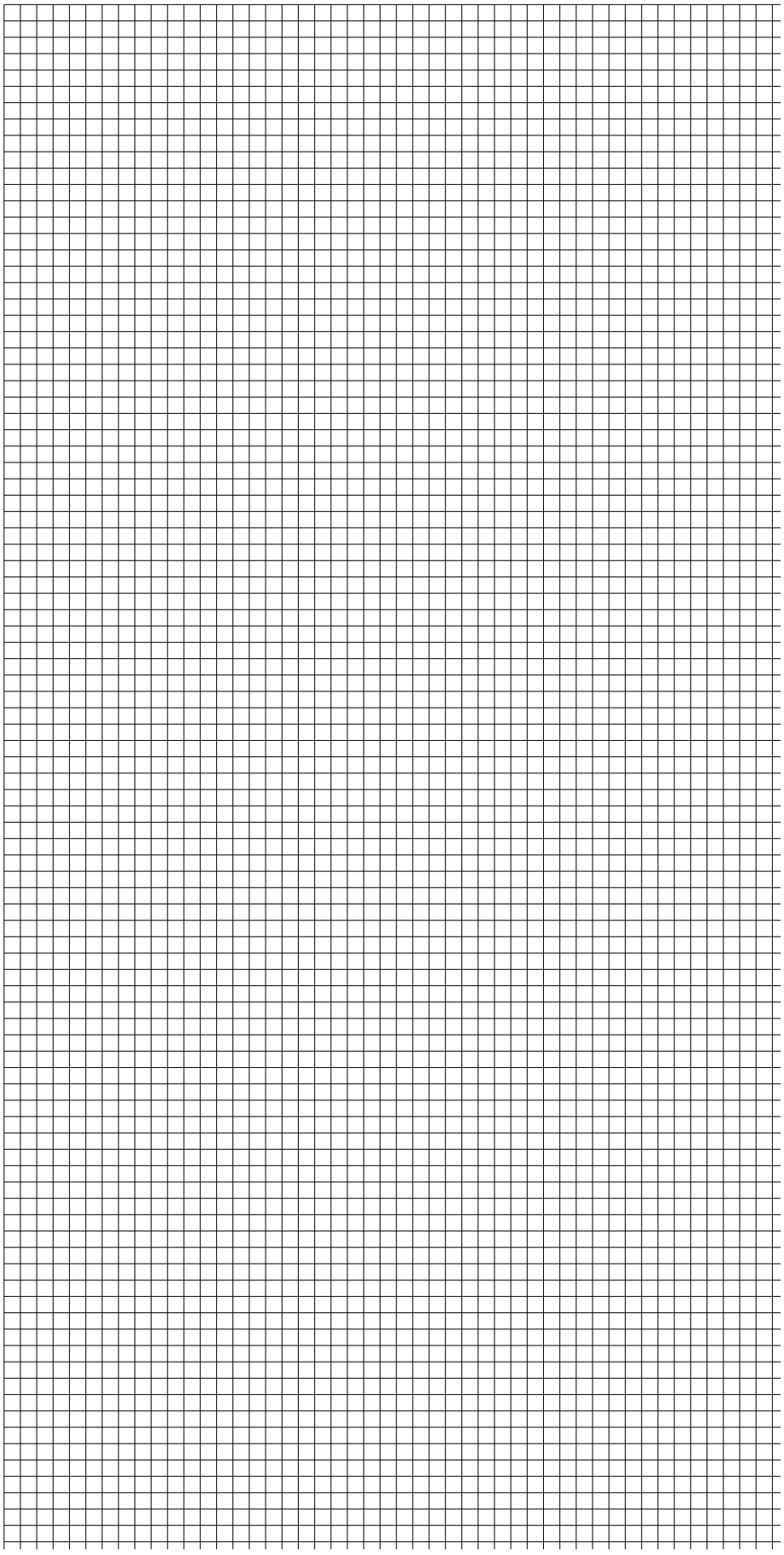

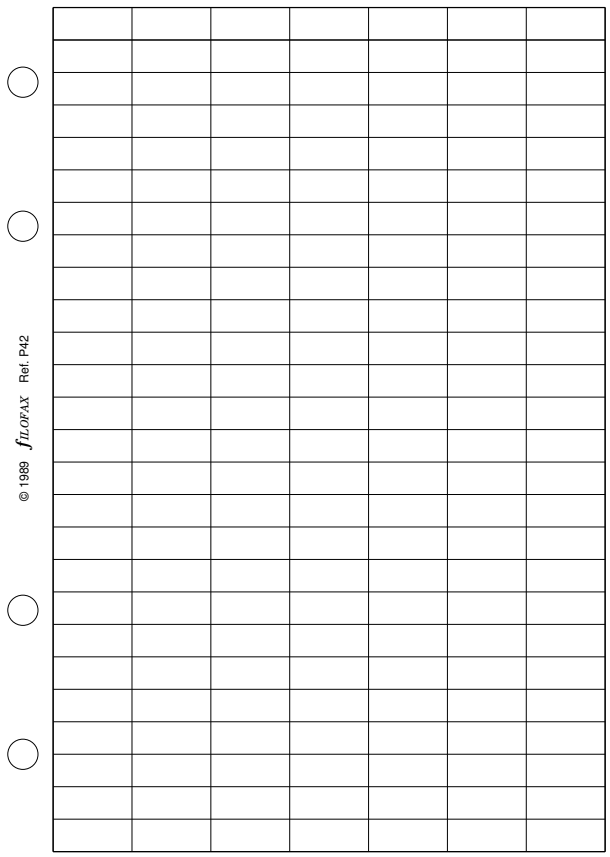
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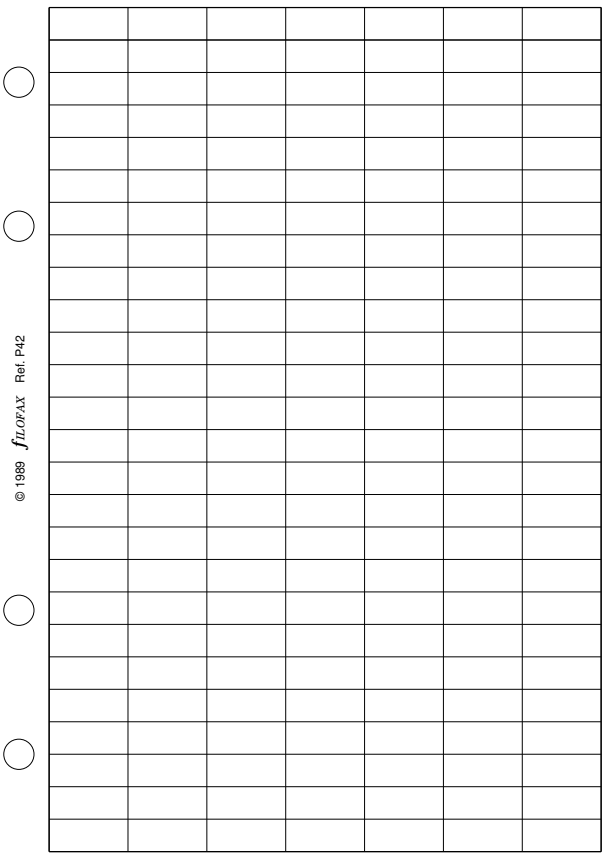
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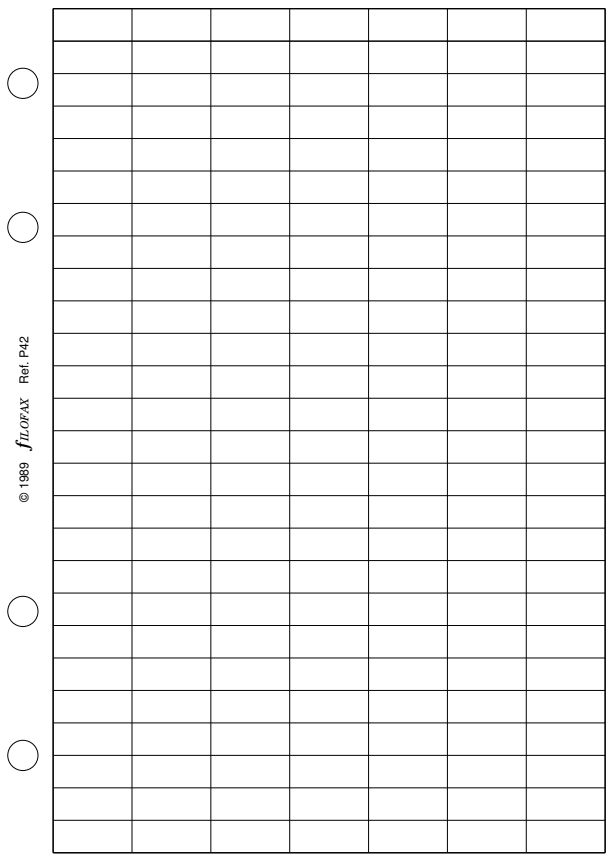
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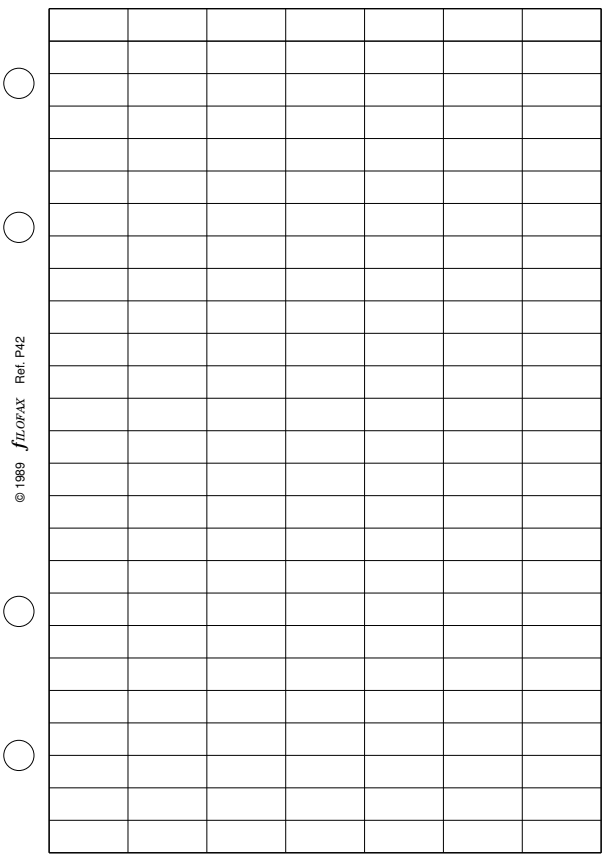
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Monthly Analysis

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

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Monthly Analysis

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

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Monthly Analysis

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

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Monthly Analysis

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

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Monthly Analysis

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

Monthly Analysis

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

Monthly Analysis

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

Monthly Analysis

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

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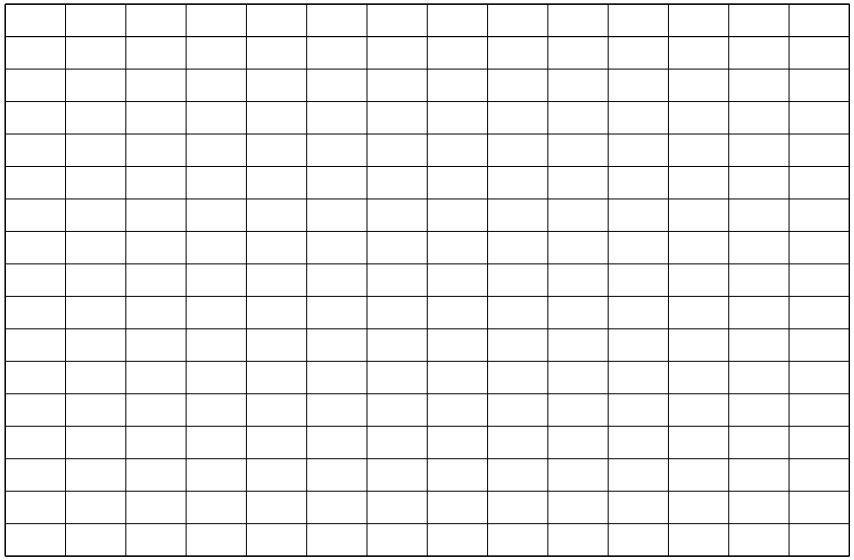

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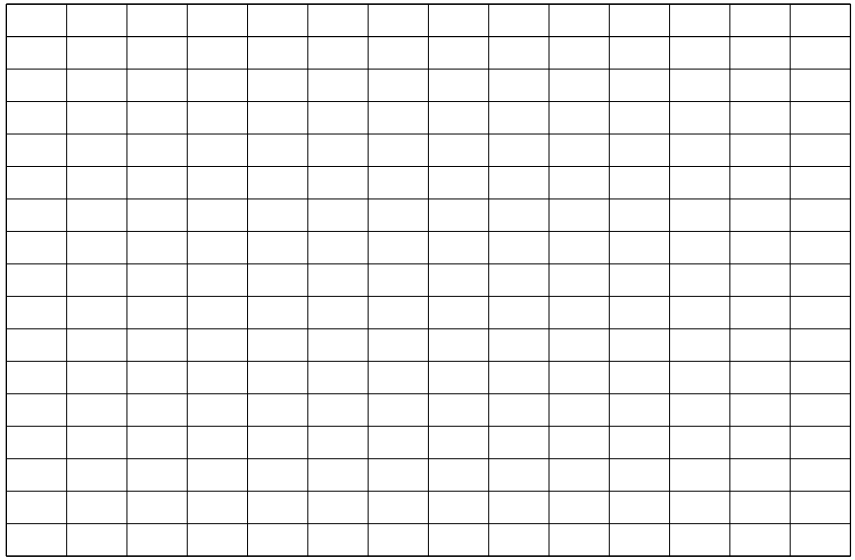

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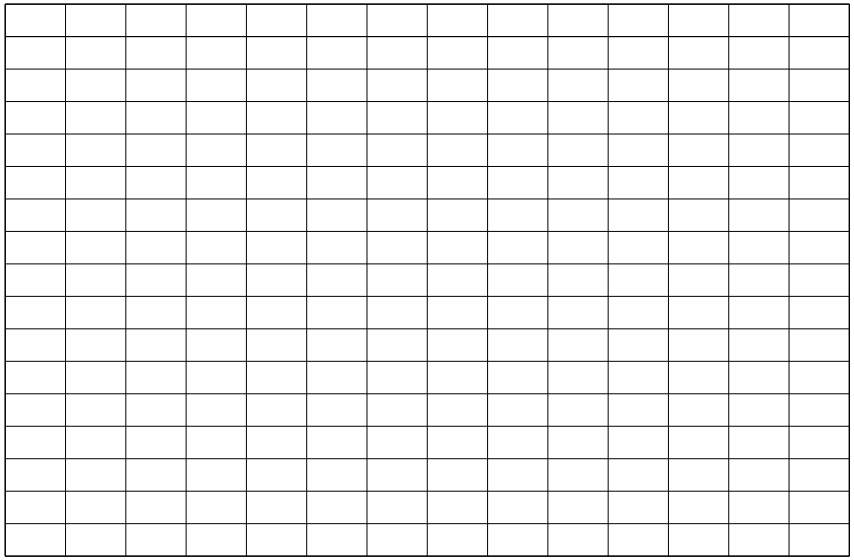

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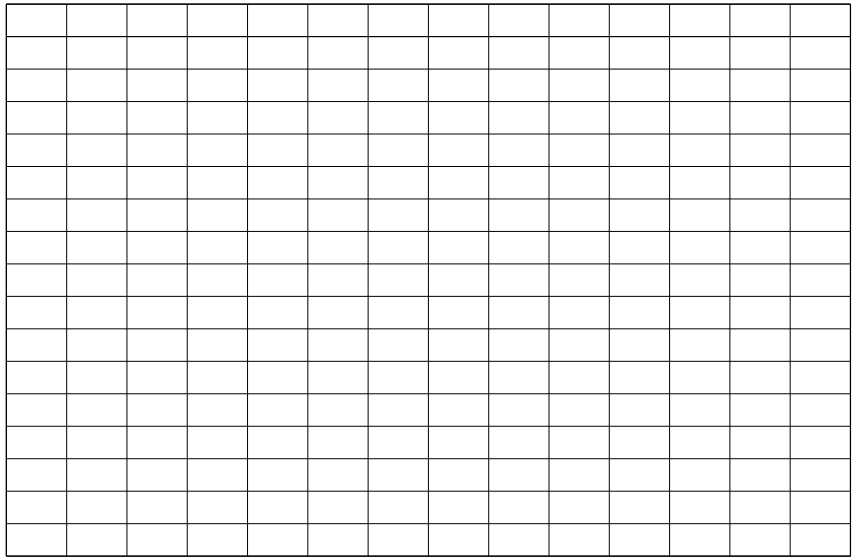

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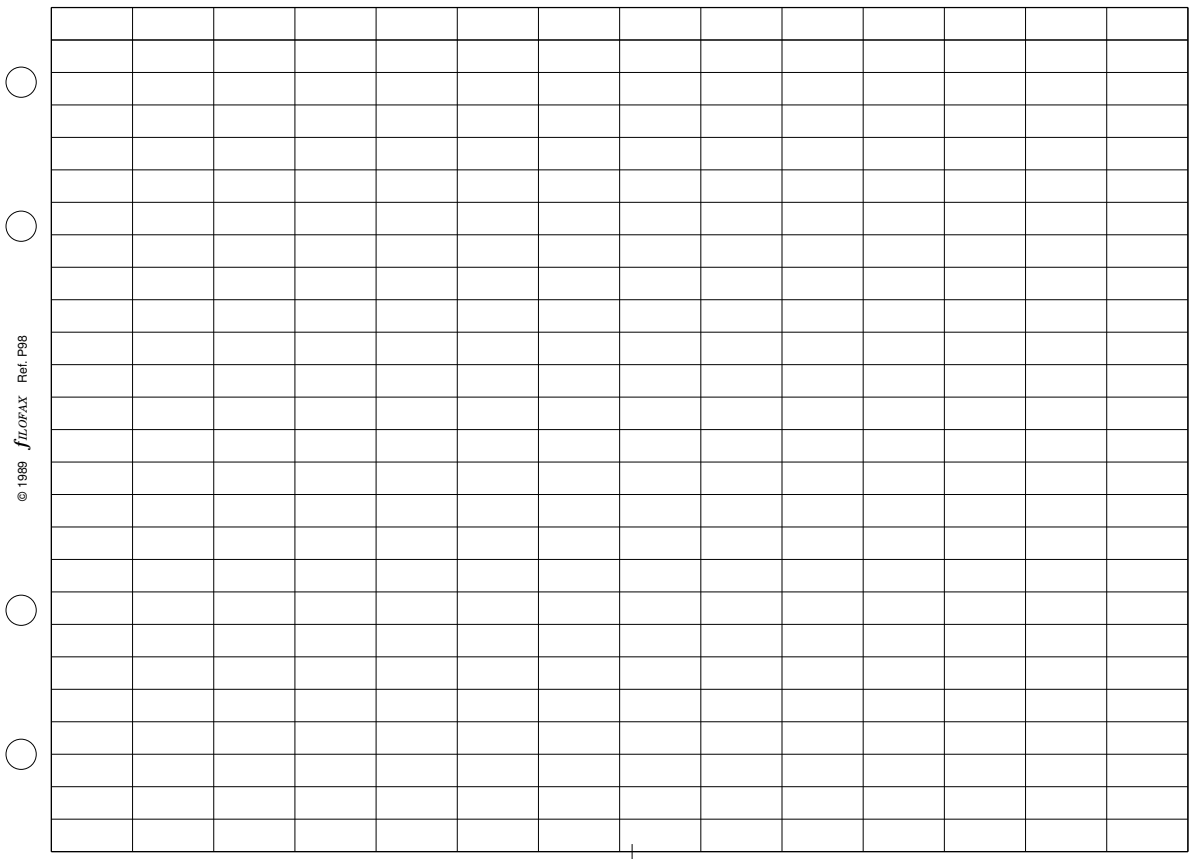

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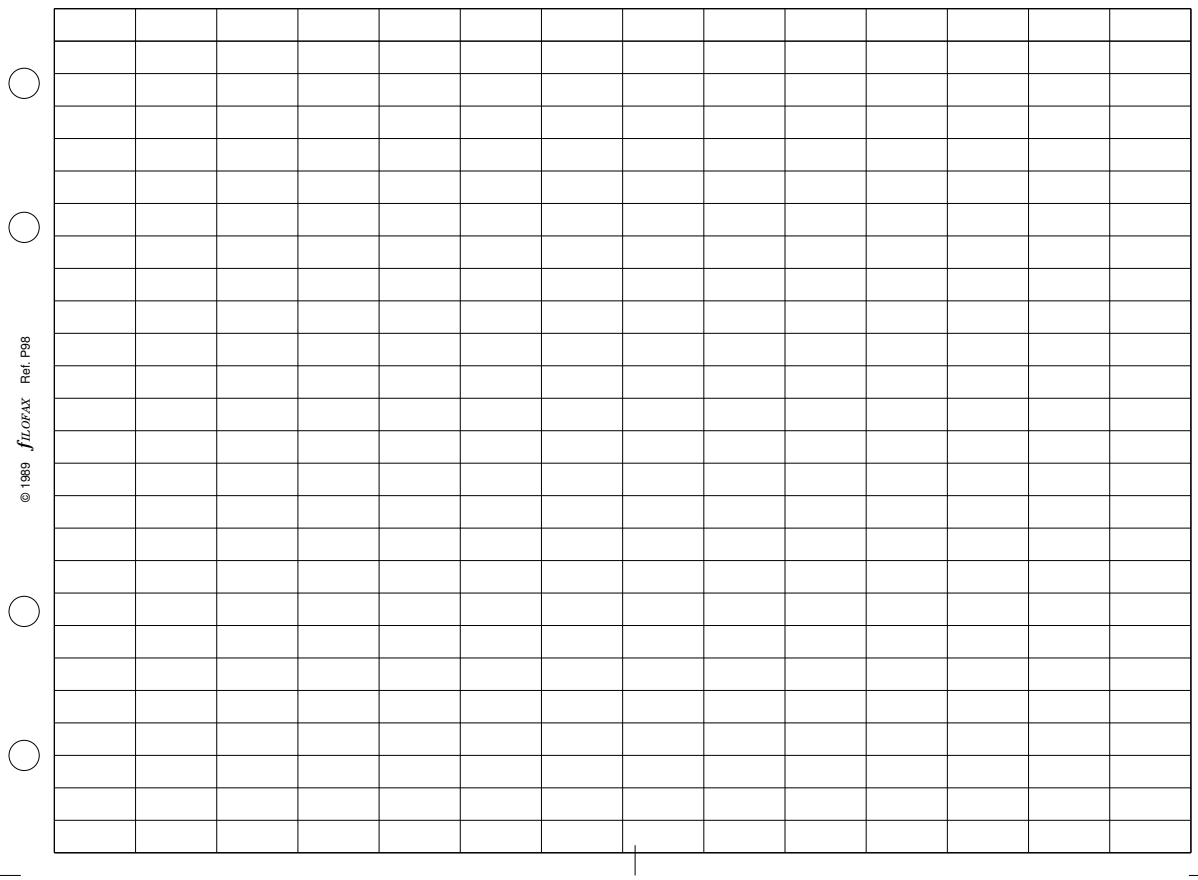

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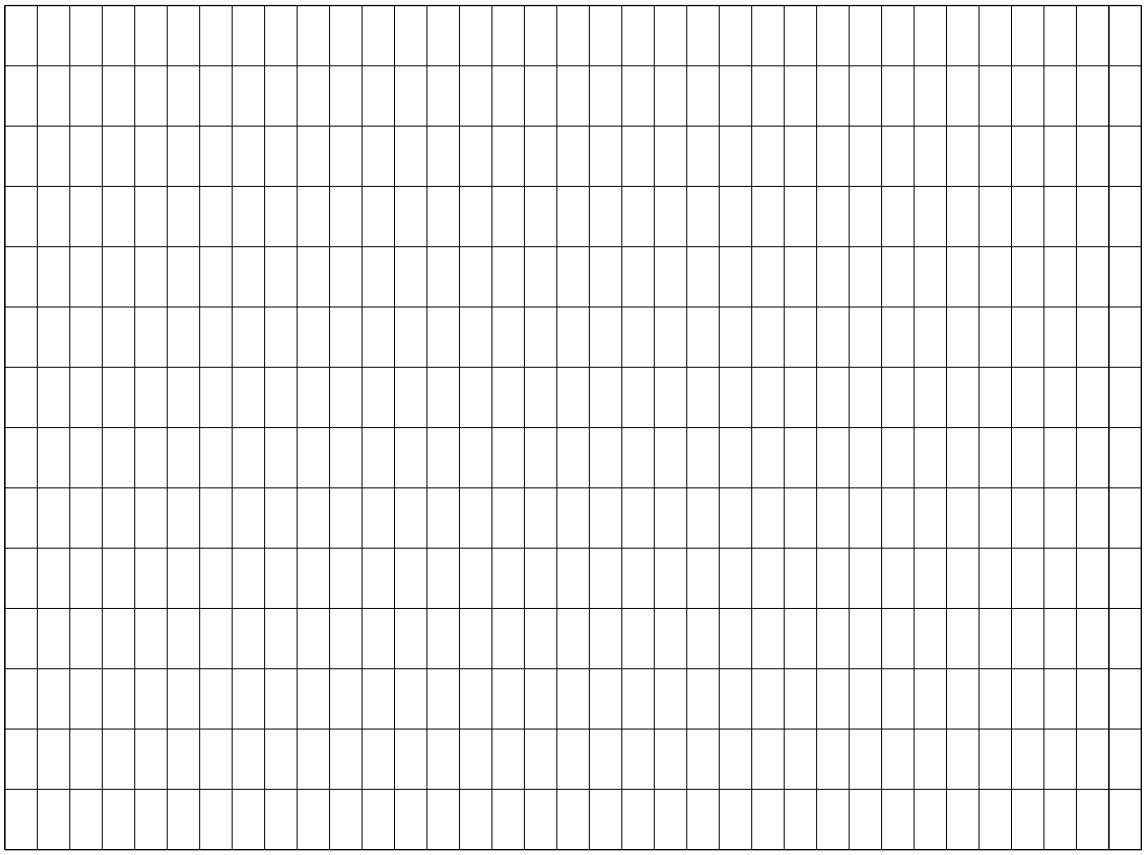

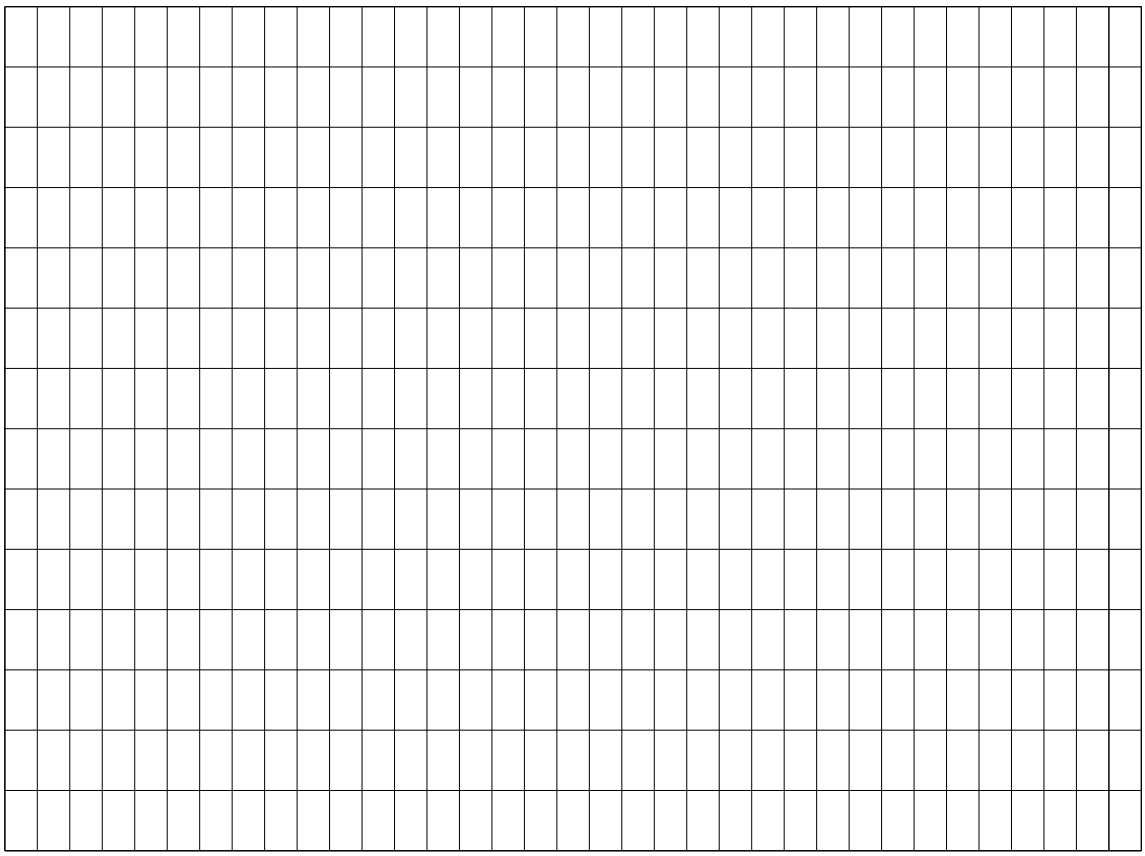

Monthly Analysis

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL

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Monthly Analysis

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec TOTAL

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Monthly Analysis

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec TOTAL

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Monthly Analysis

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec TOTAL

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Monthly Analysis

															Jan
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															TOTAL

Monthly Analysis

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															TOTAL

Monthly Analysis

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Monthly Analysis

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															Dec
															TOTAL

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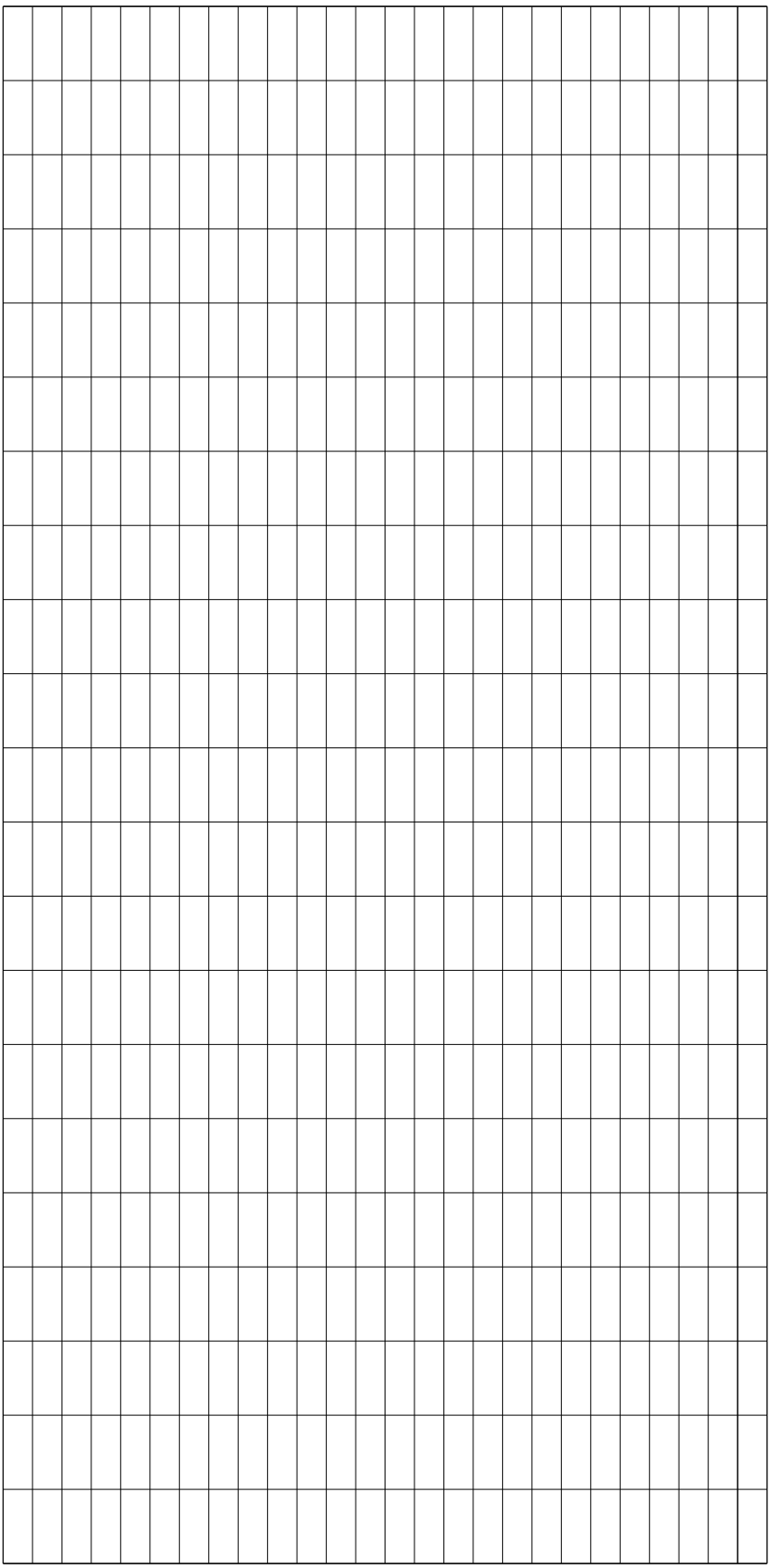

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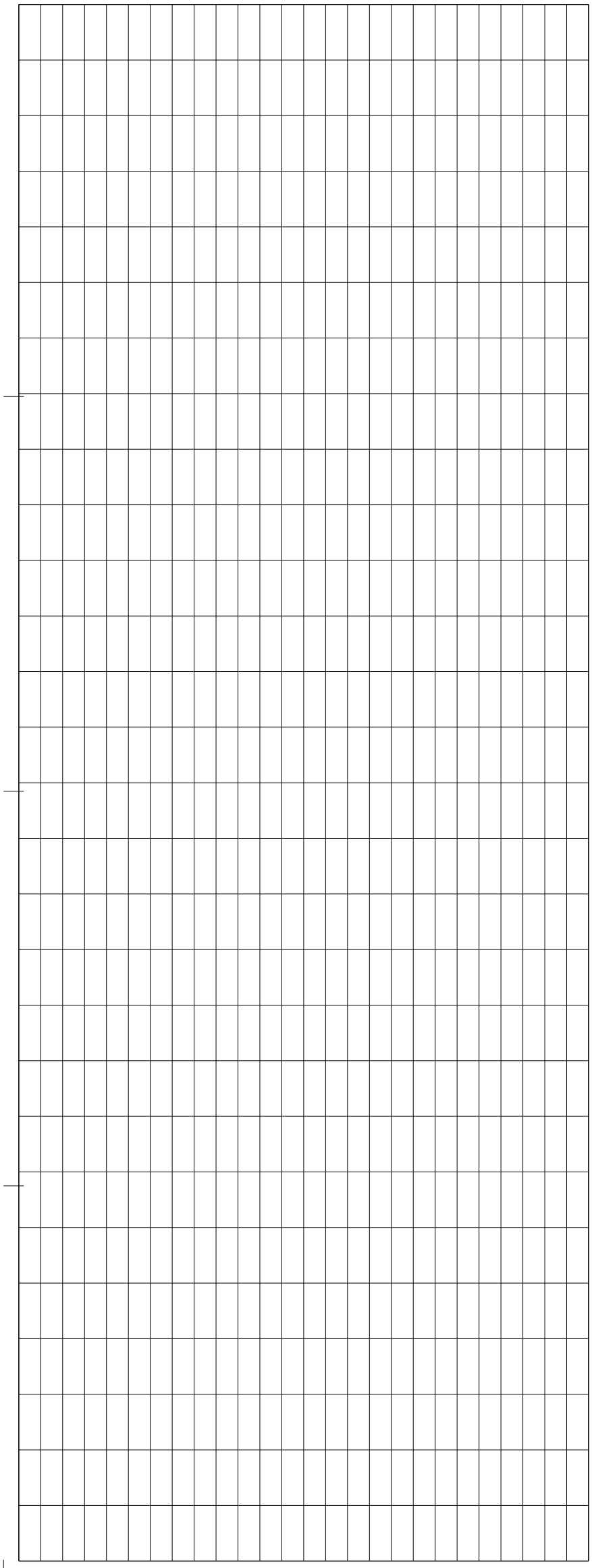

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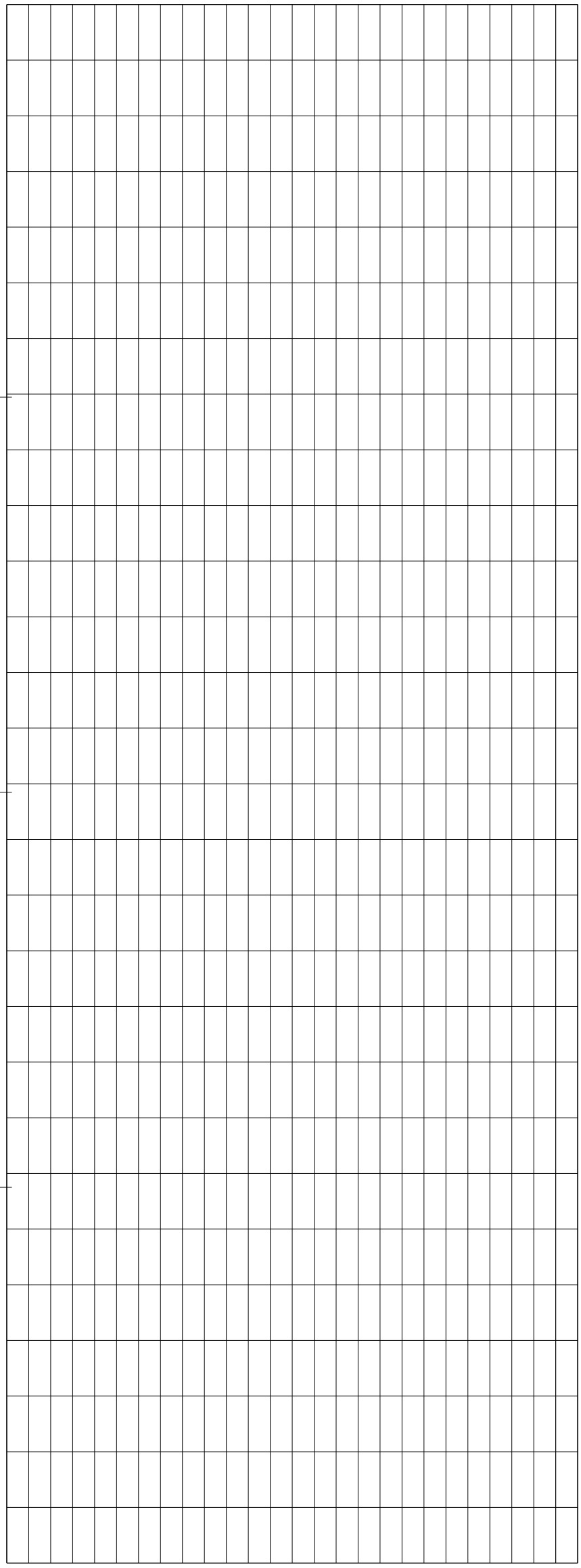

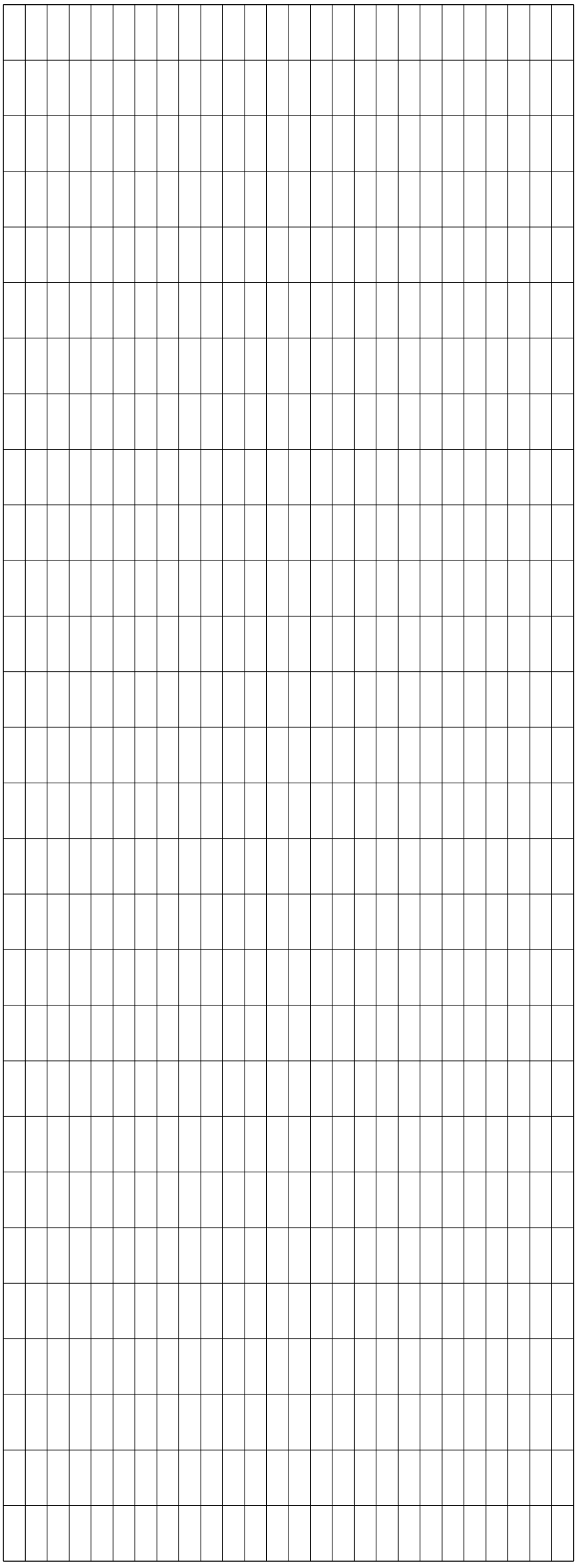
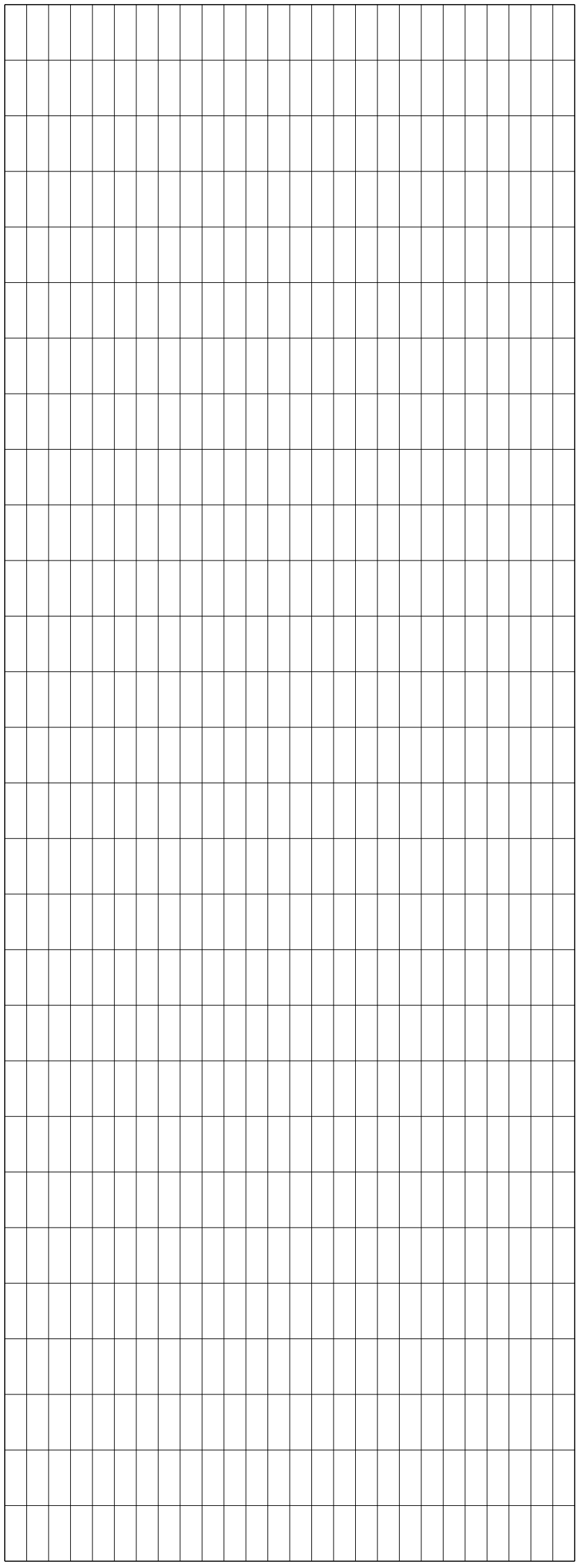

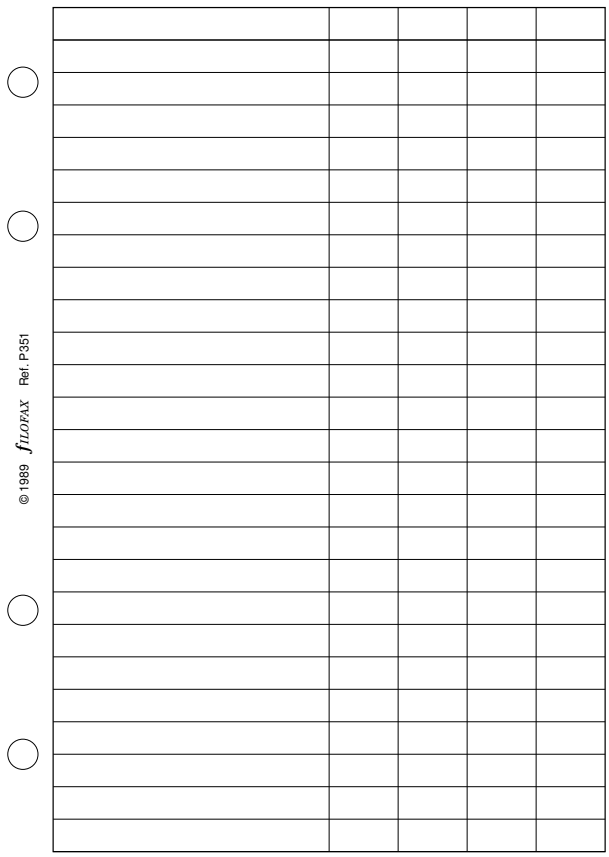
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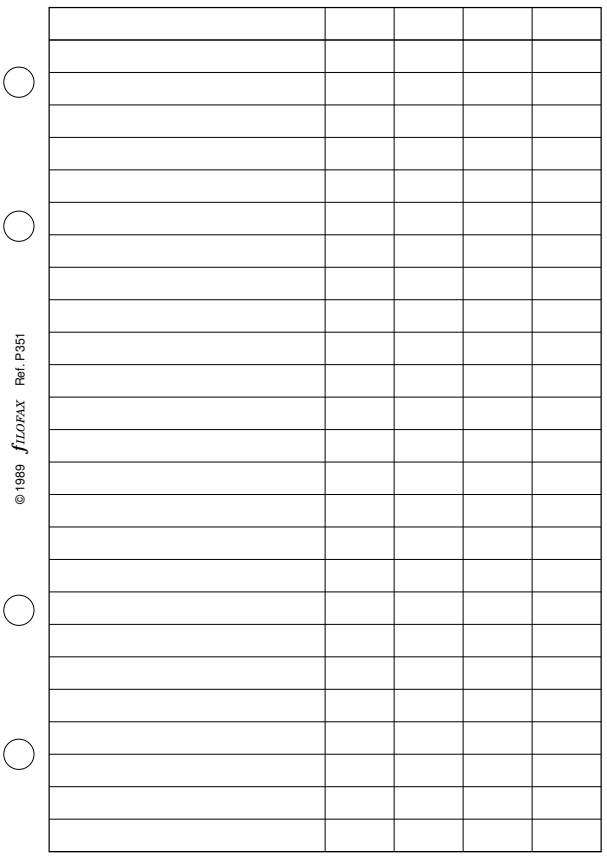
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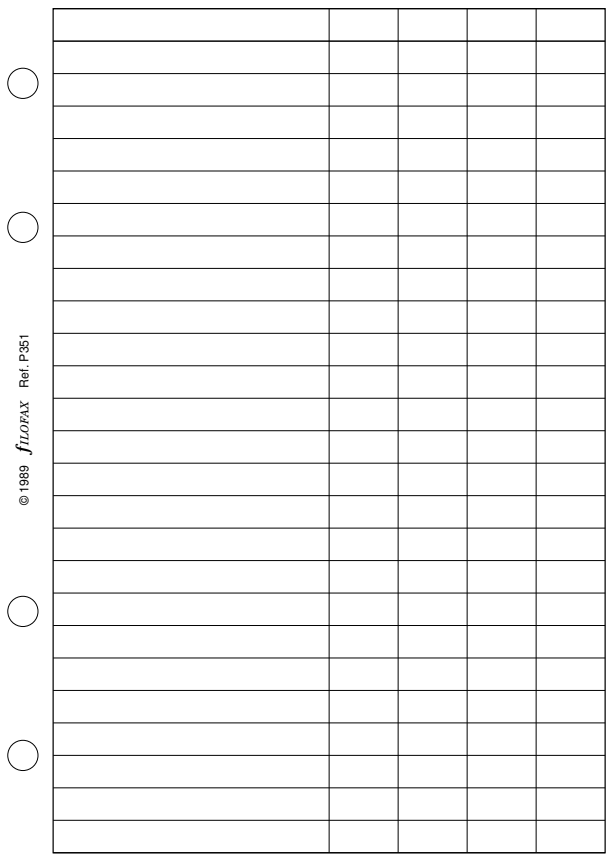
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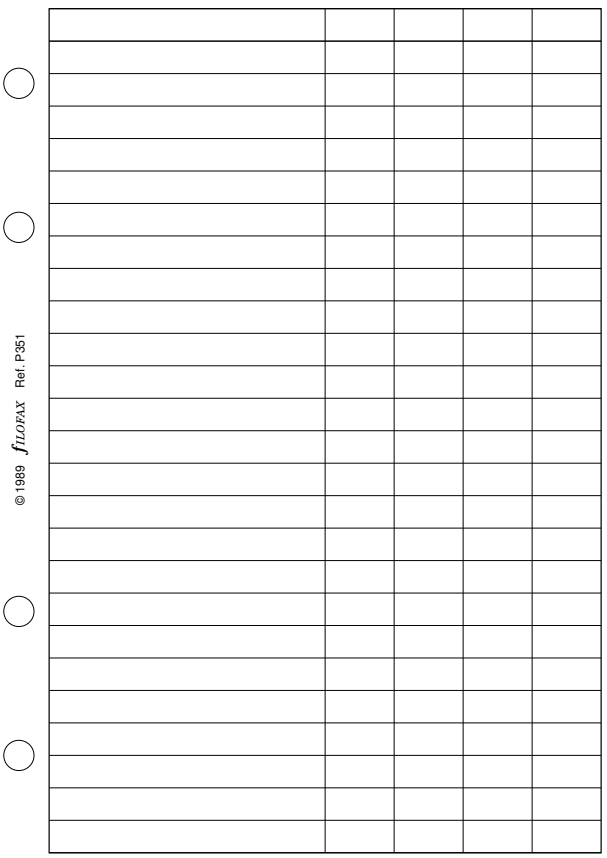
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Six Month Analysis

	January	February	March	April	May	June
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Six Month Analysis

	January	February	March	April	May	June
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Six Month Analysis

	January	February	March	April	May	June
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Six Month Analysis

	January	February	March	April	May	June
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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
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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
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Seven by Seven Analysis

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Seven by Seven Analysis

Seven by Seven Analysis

Double Cash Journal

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Double Cash Journal

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Double Cash Journal

Double Cash Journal

Double Cash Journal

Double Cash Journal

Single Cash Ledger

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Six Column Cash Analysis

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Six Column Cash Analysis

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Six Column Cash Analysis

Six Column Cash Analysis

Twelve Column Cash Analysis

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Twelve Column Cash Analysis

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Twelve Column Cash Analysis

Twelve Column Cash Analysis

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Personal Expenses

Date	Item											Total Expenses		Receipts		Balance	
Total																	

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Personal Expenses

Date	Item											Total Expenses		Receipts		Balance	
Total																	

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Personal Expenses

Date	Item											Total Expenses		Receipts		Balance	
Total																	

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Personal Expenses

Date	Item											Total Expenses		Receipts		Balance	
Total																	

Personal Expenses

Date	Item						Total Expenses	Receipts	Balance
Total									

Personal Expenses

Date	Item						Total Expenses	Receipts	Balance
Total									

Personal Expenses

Date	Item						Total Expenses	Receipts	Balance
Total									

Personal Expenses

Date	Item						Total Expenses	Receipts	Balance
Total									

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Treble Cash Ledger

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Treble Cash Ledger

Treble Cash Ledger

Petty Cash Ledger

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Petty Cash Ledger

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Petty Cash Ledger

Petty Cash Ledger

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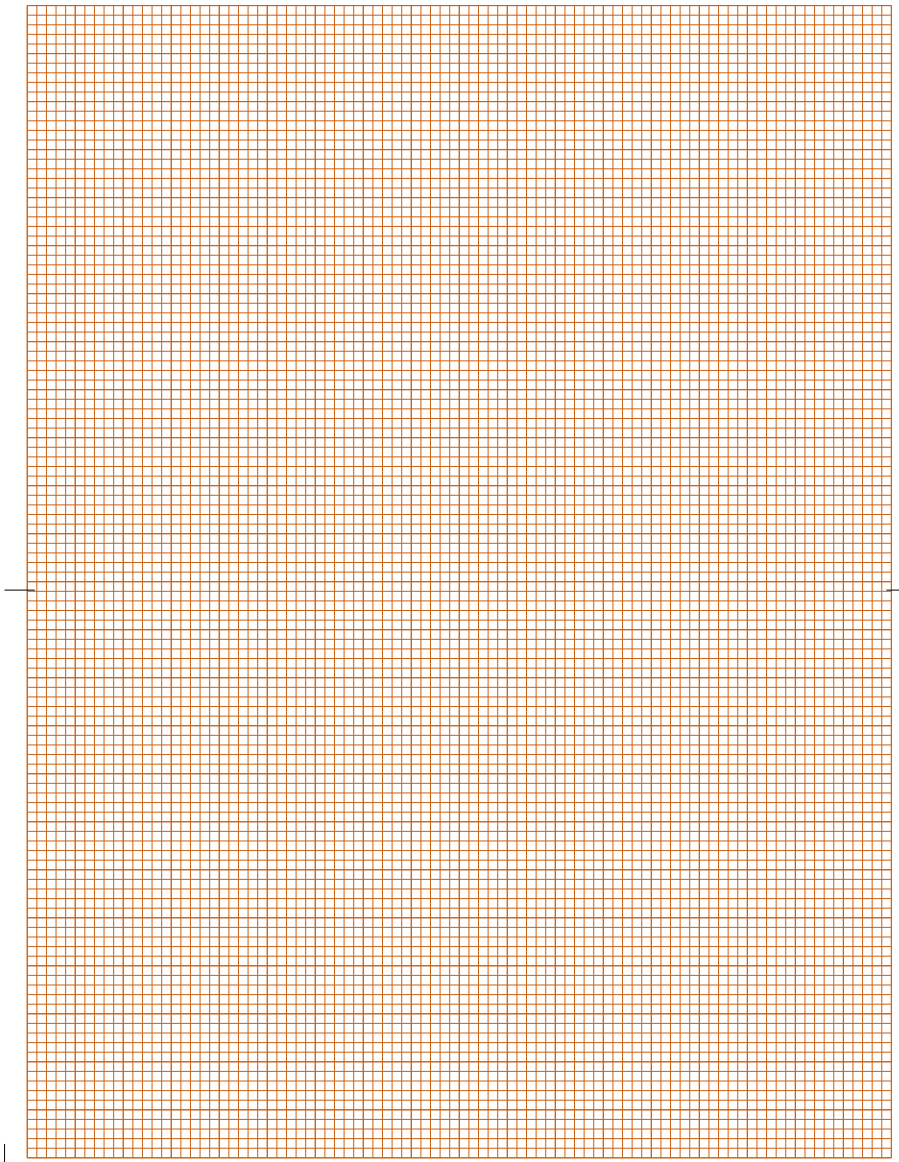

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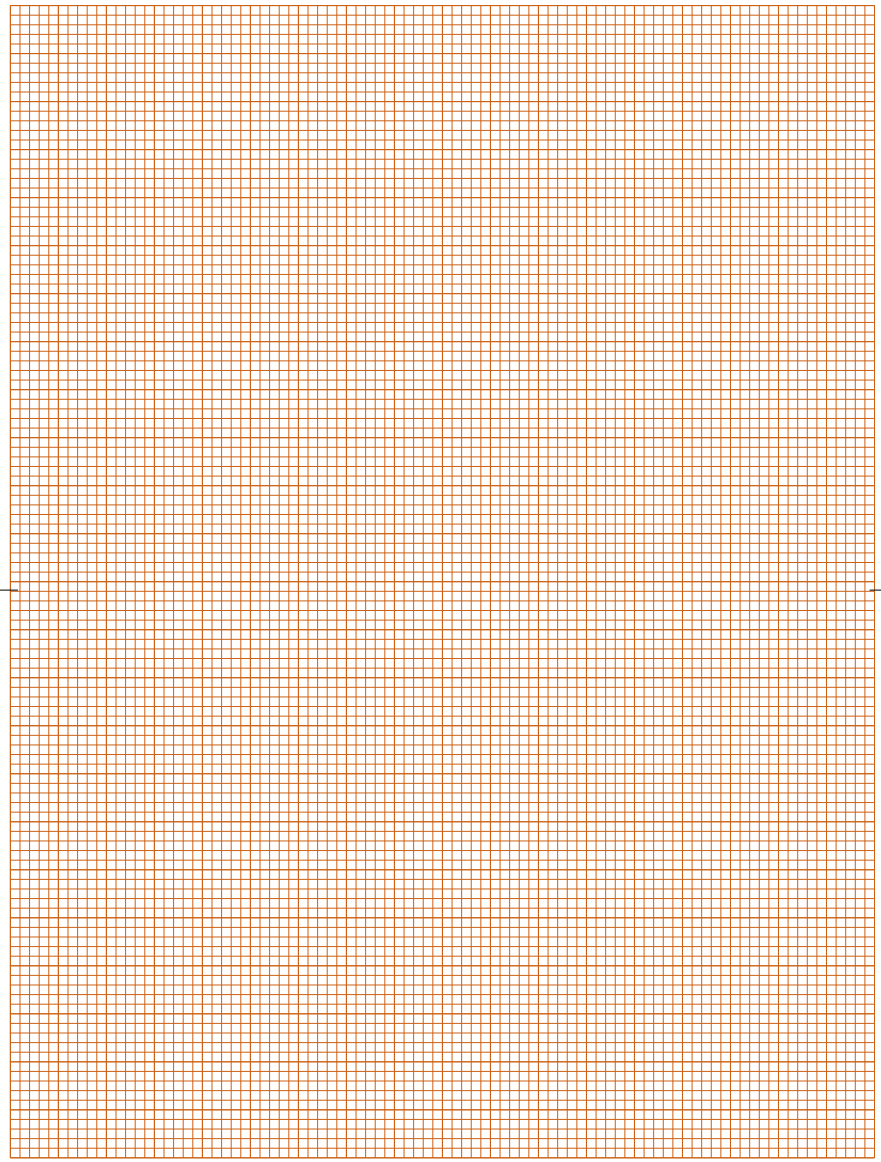

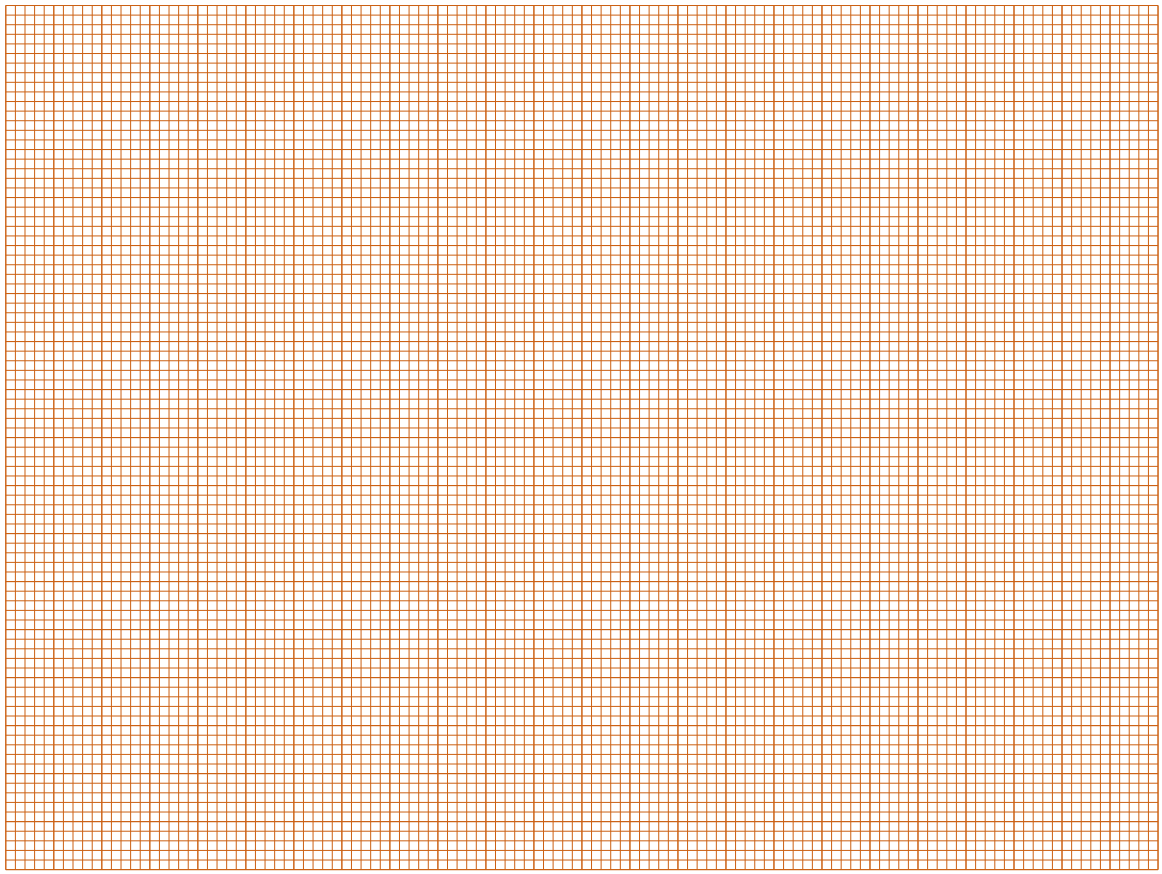

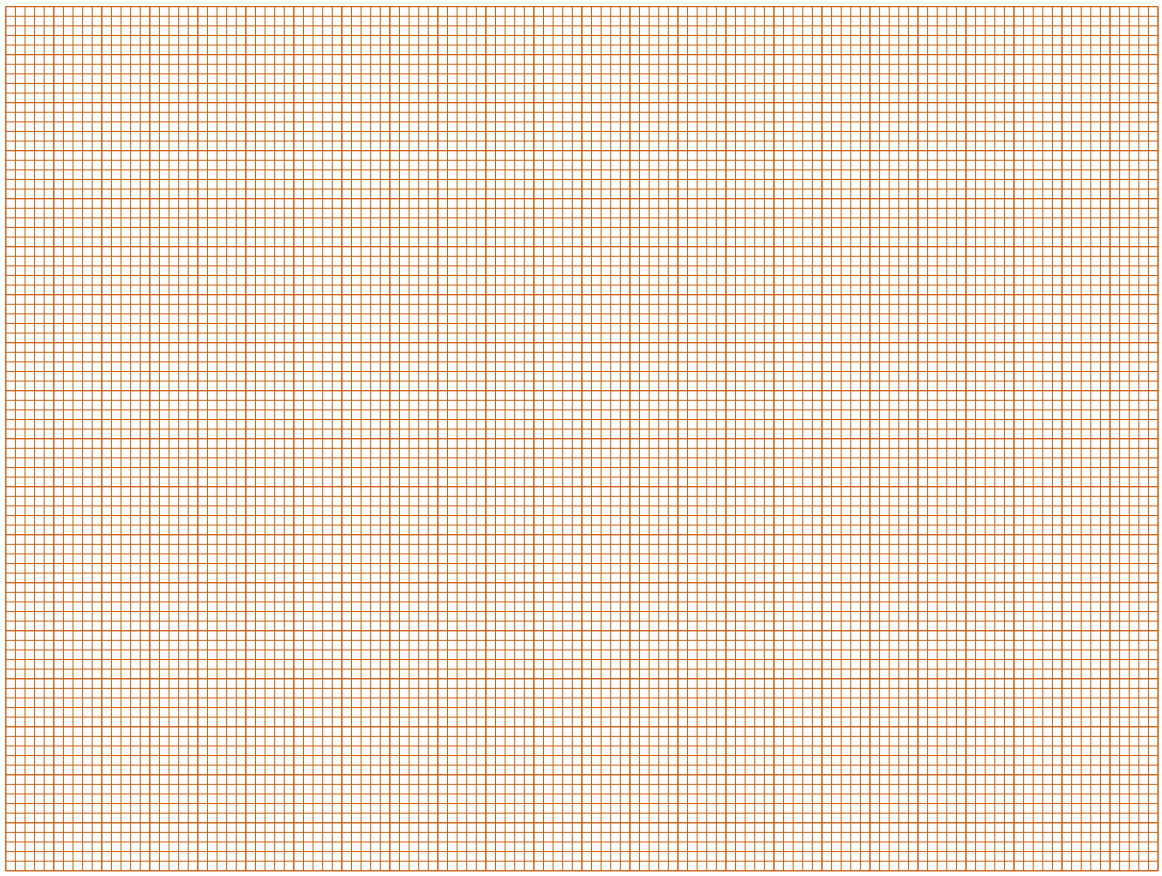

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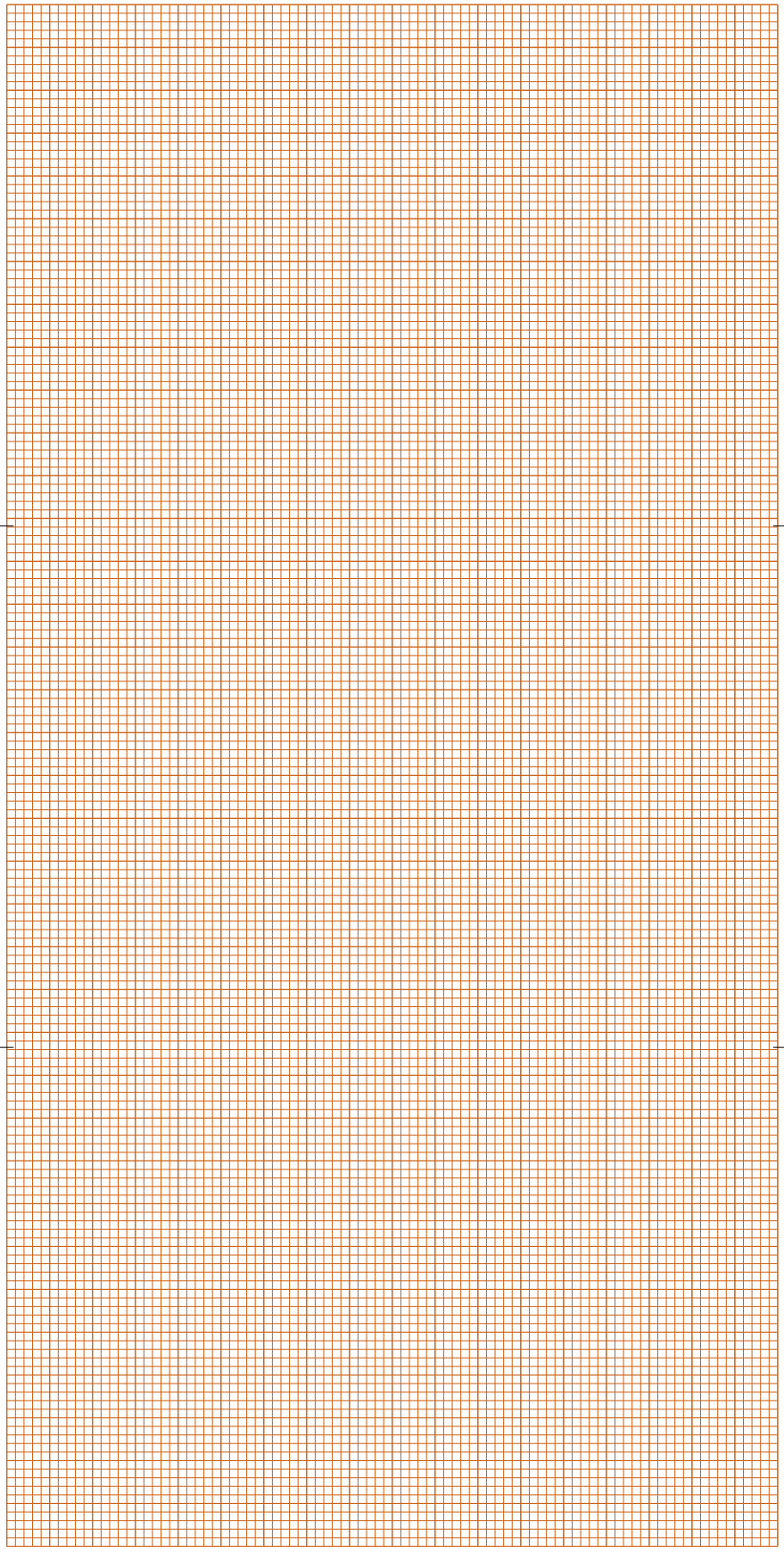

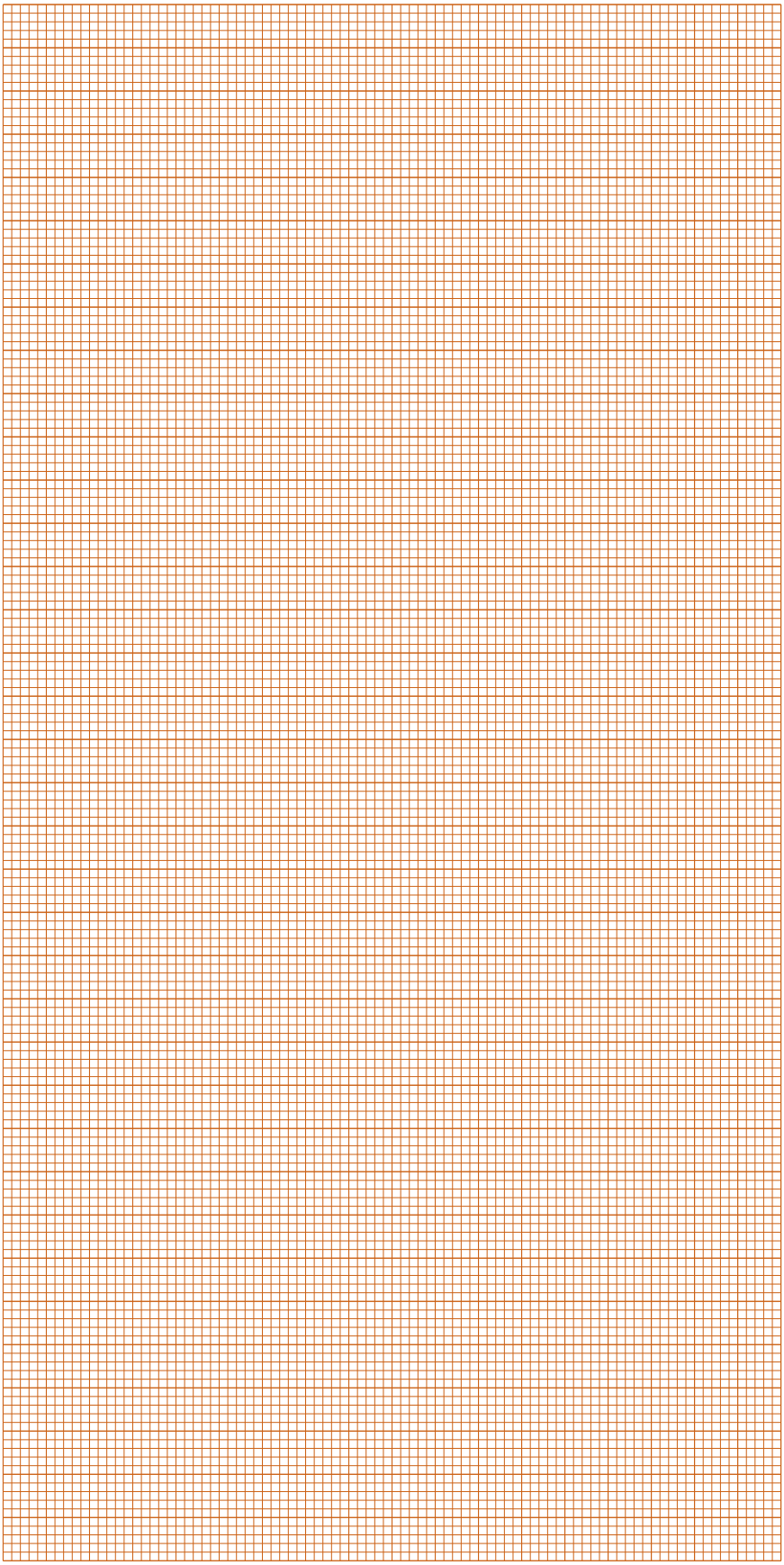

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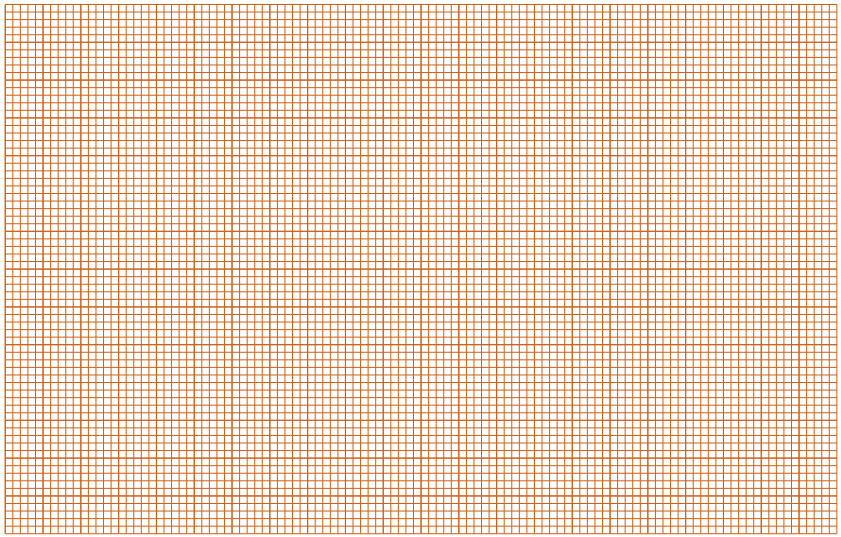

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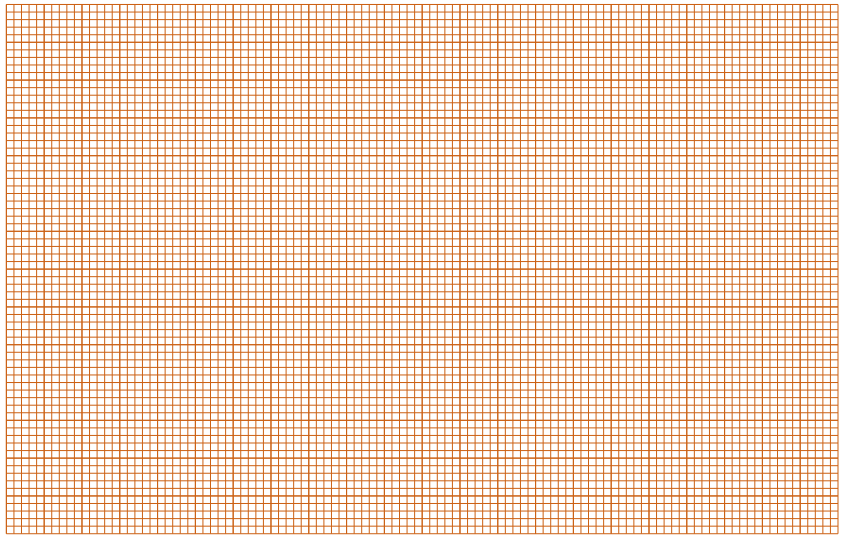

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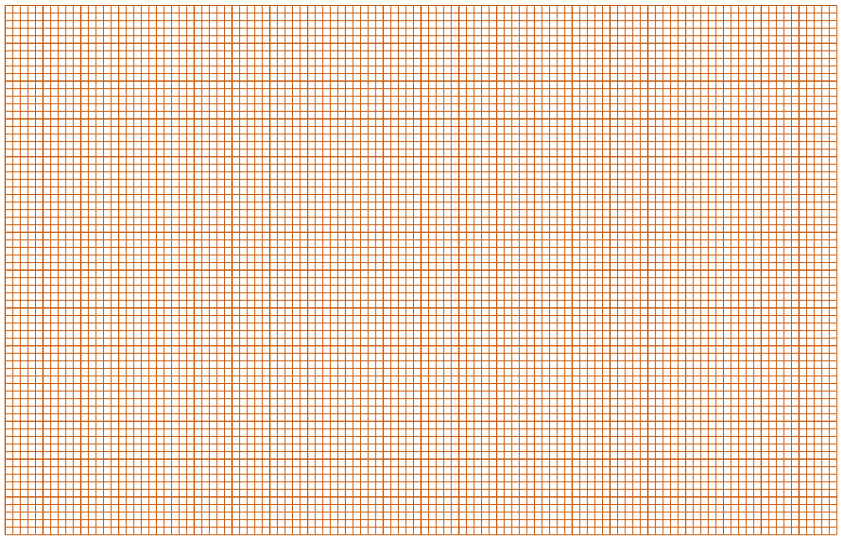

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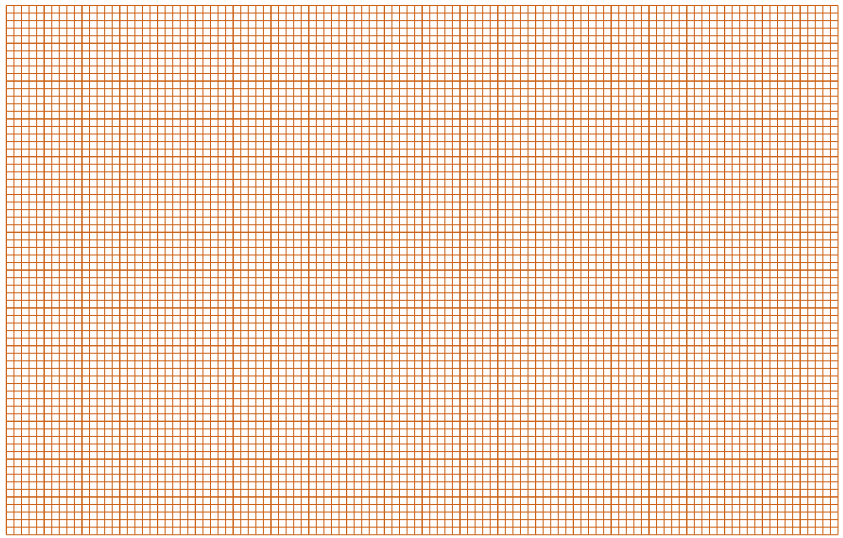

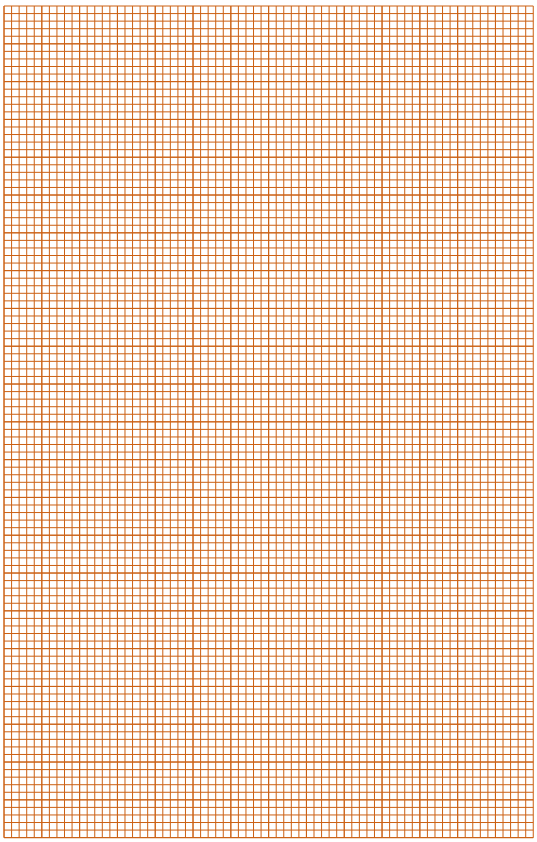
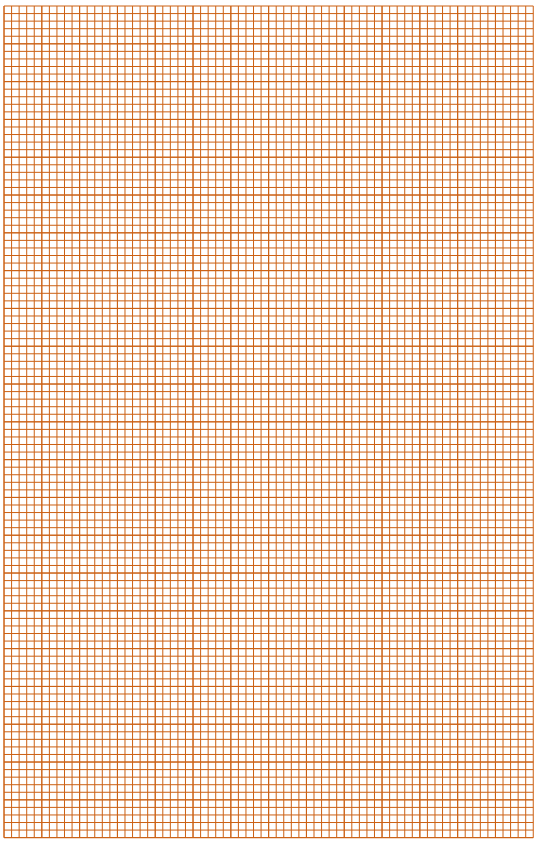
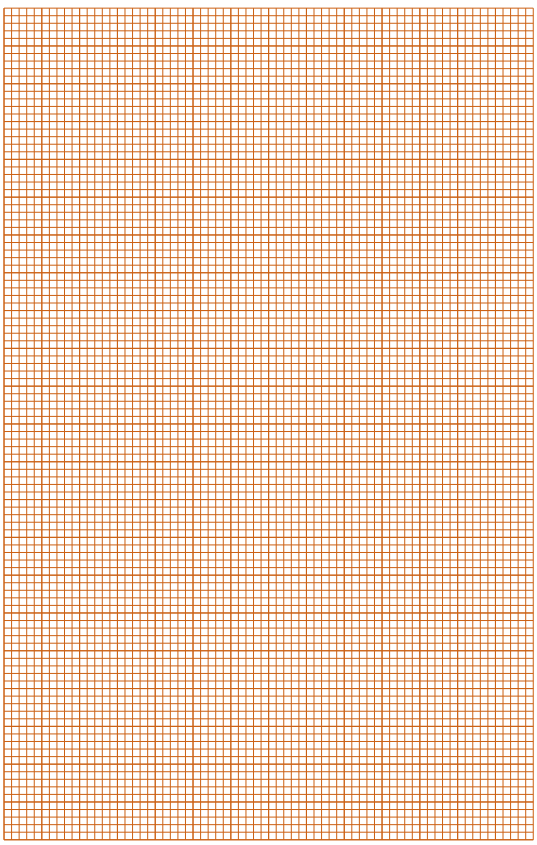
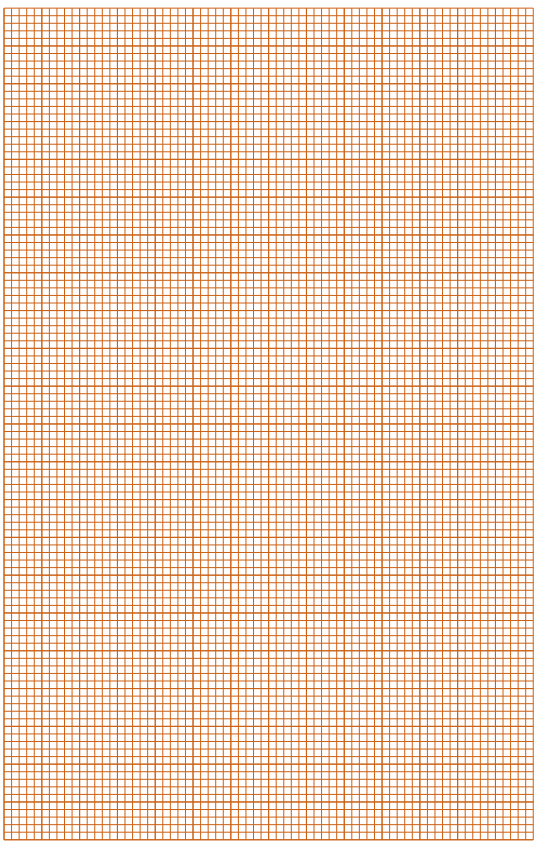

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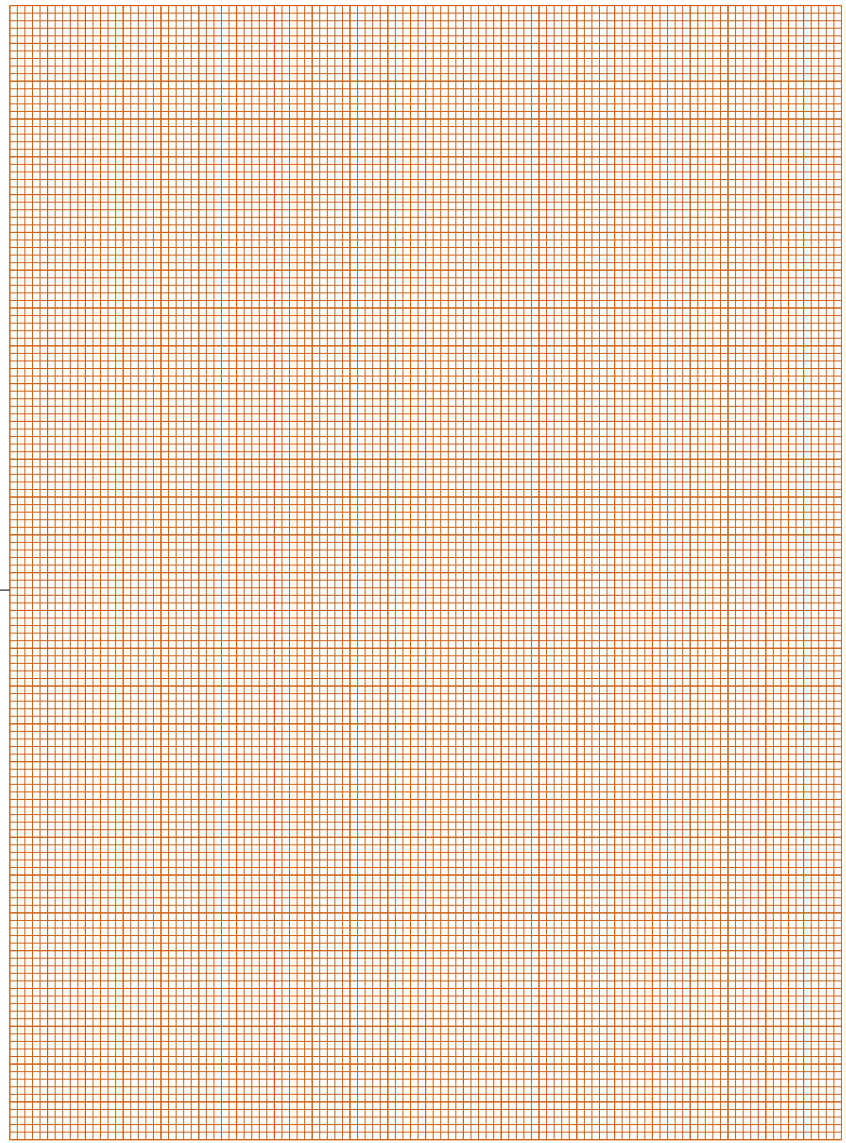

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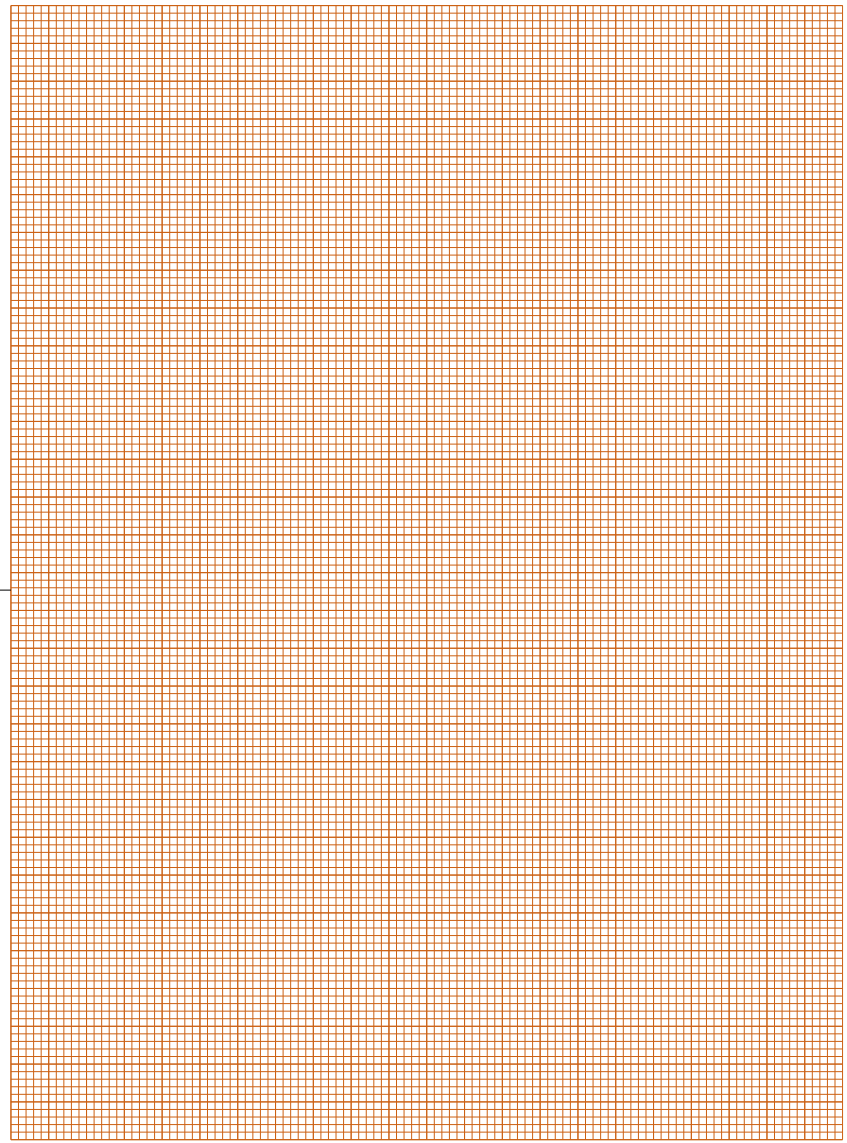

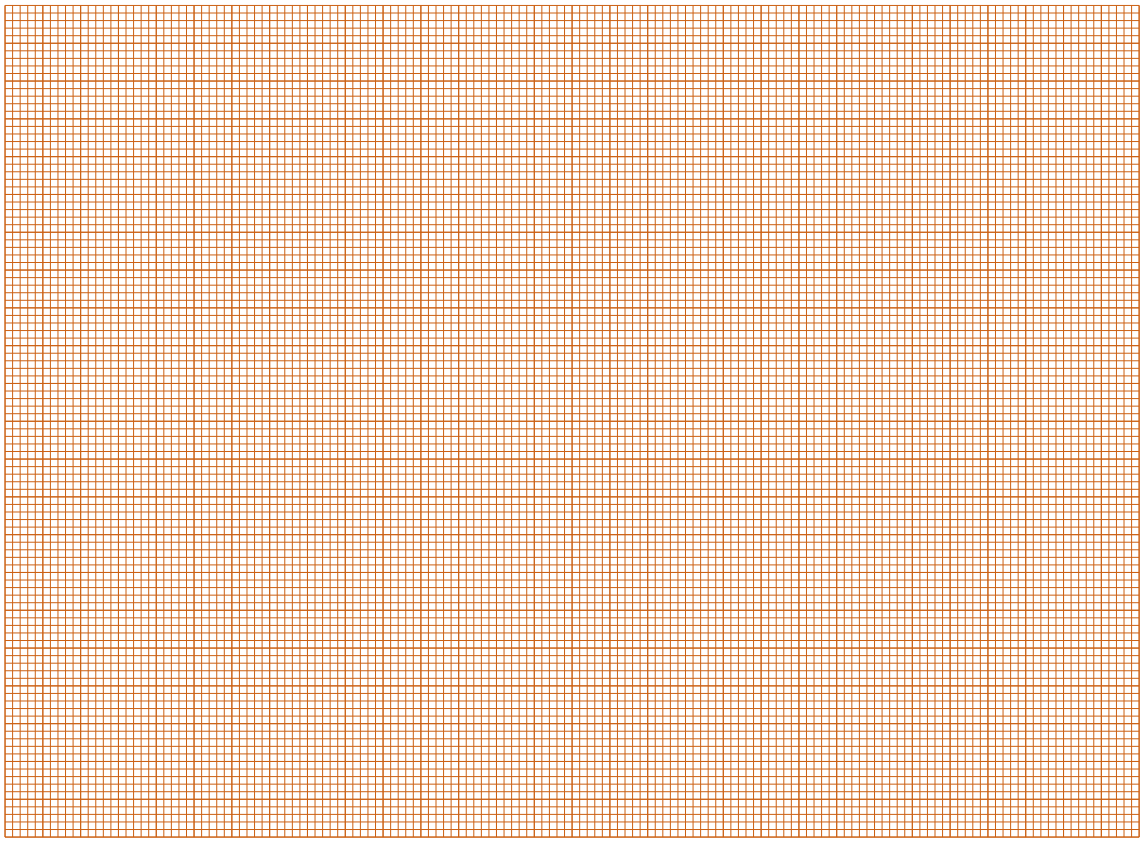

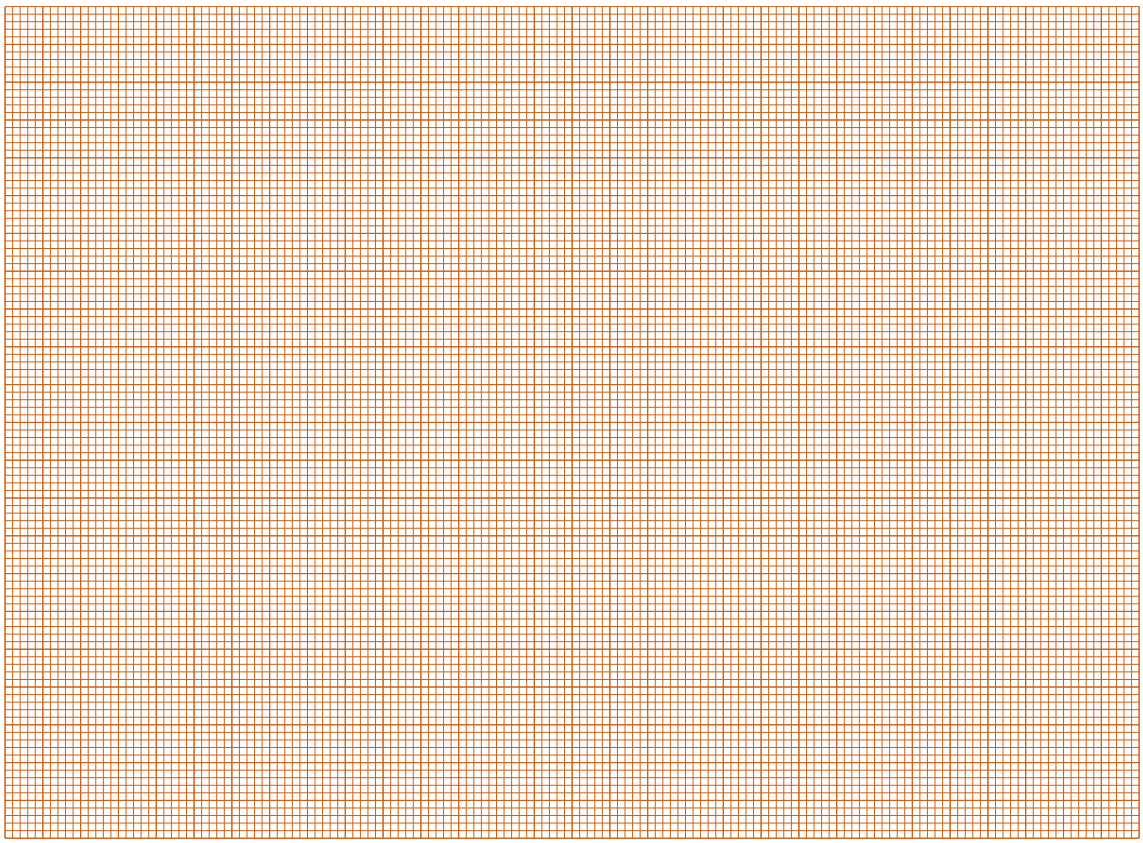

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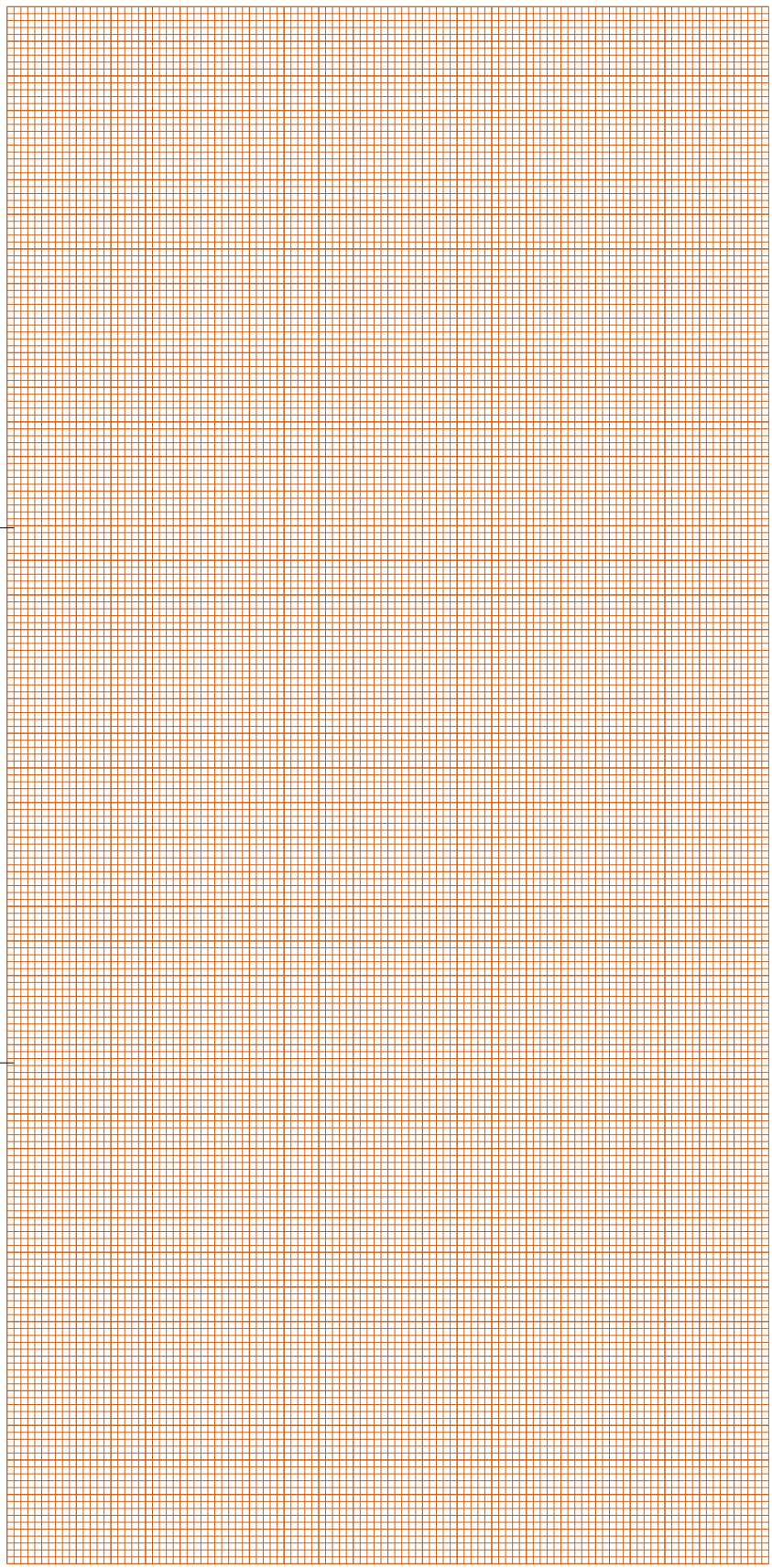

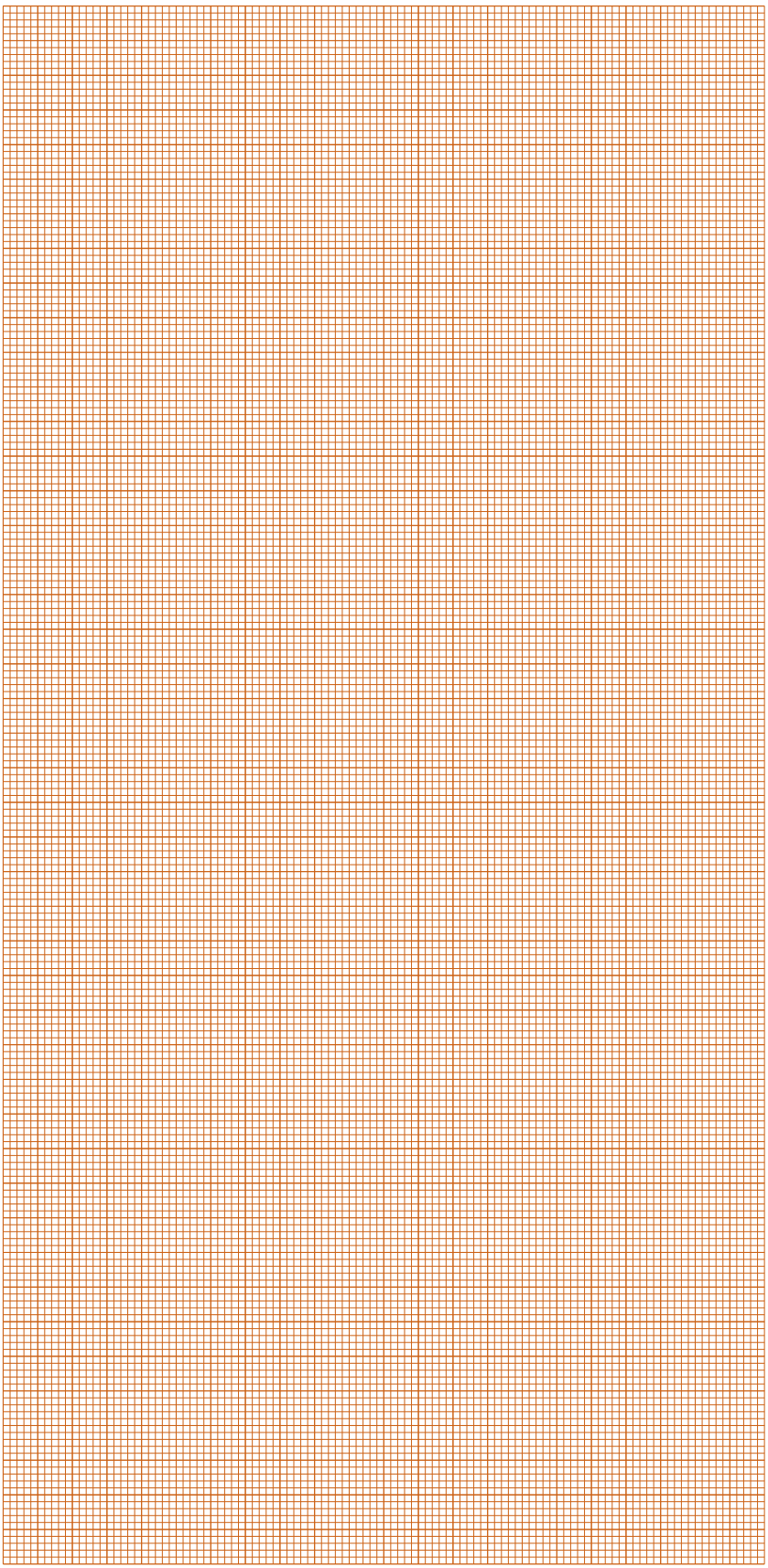

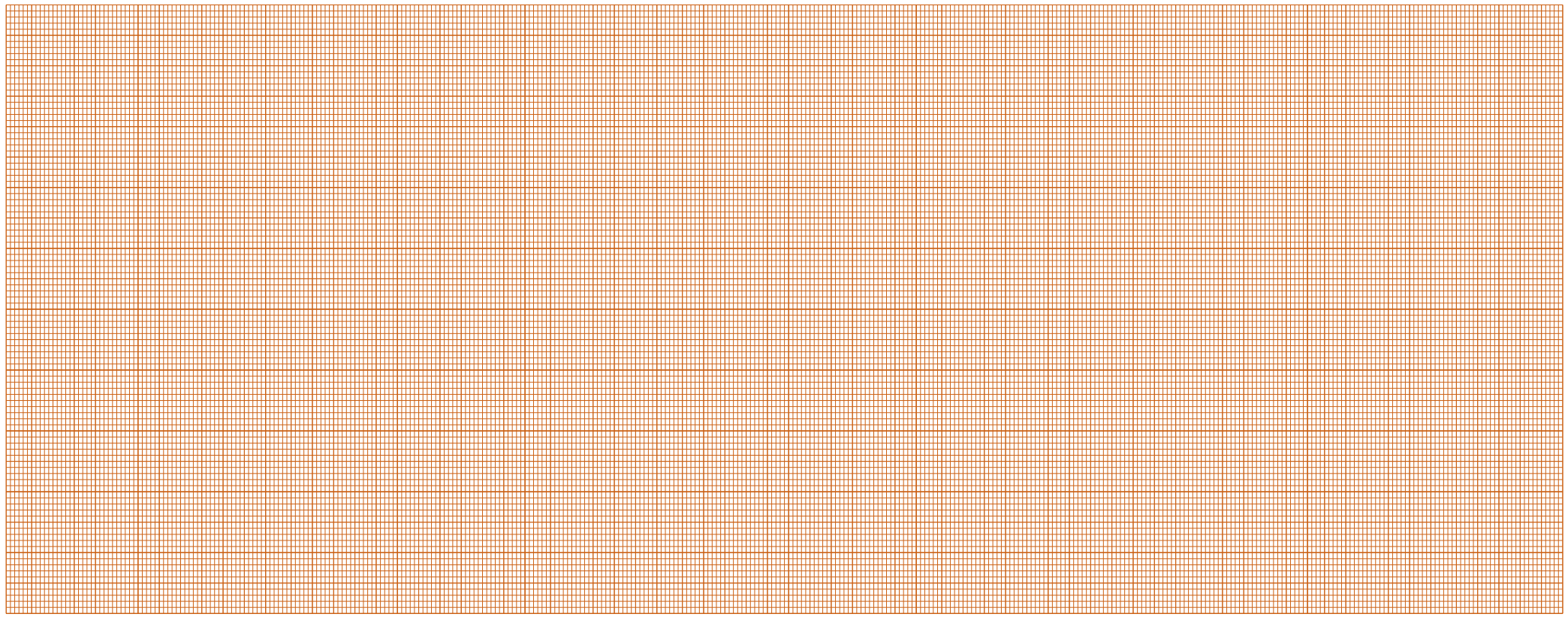

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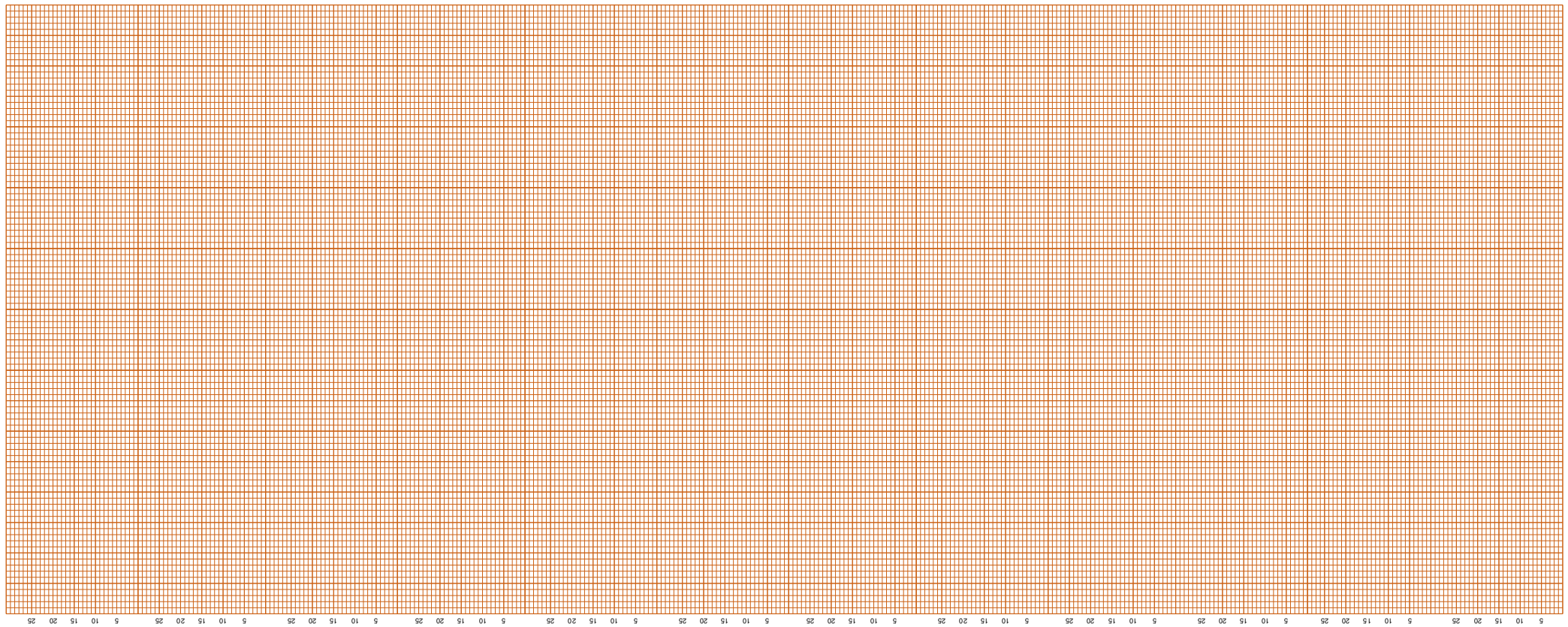

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JANUARY 5 10 15 20 25

FEBRUARY 5 10 15 20 25

MARCH 5 10 15 20 25

APRIL 5 10 15 20 25

MAY 5 10 15 20 25

JUNE 5 10 15 20 25

JULY 5 10 15 20 25

AUGUST 5 10 15 20 25

SEPTEMBER 5 10 15 20 25

OCTOBER 5 10 15 20 25

NOVEMBER 5 10 15 20 25

DECEMBER 5 10 15 20 25

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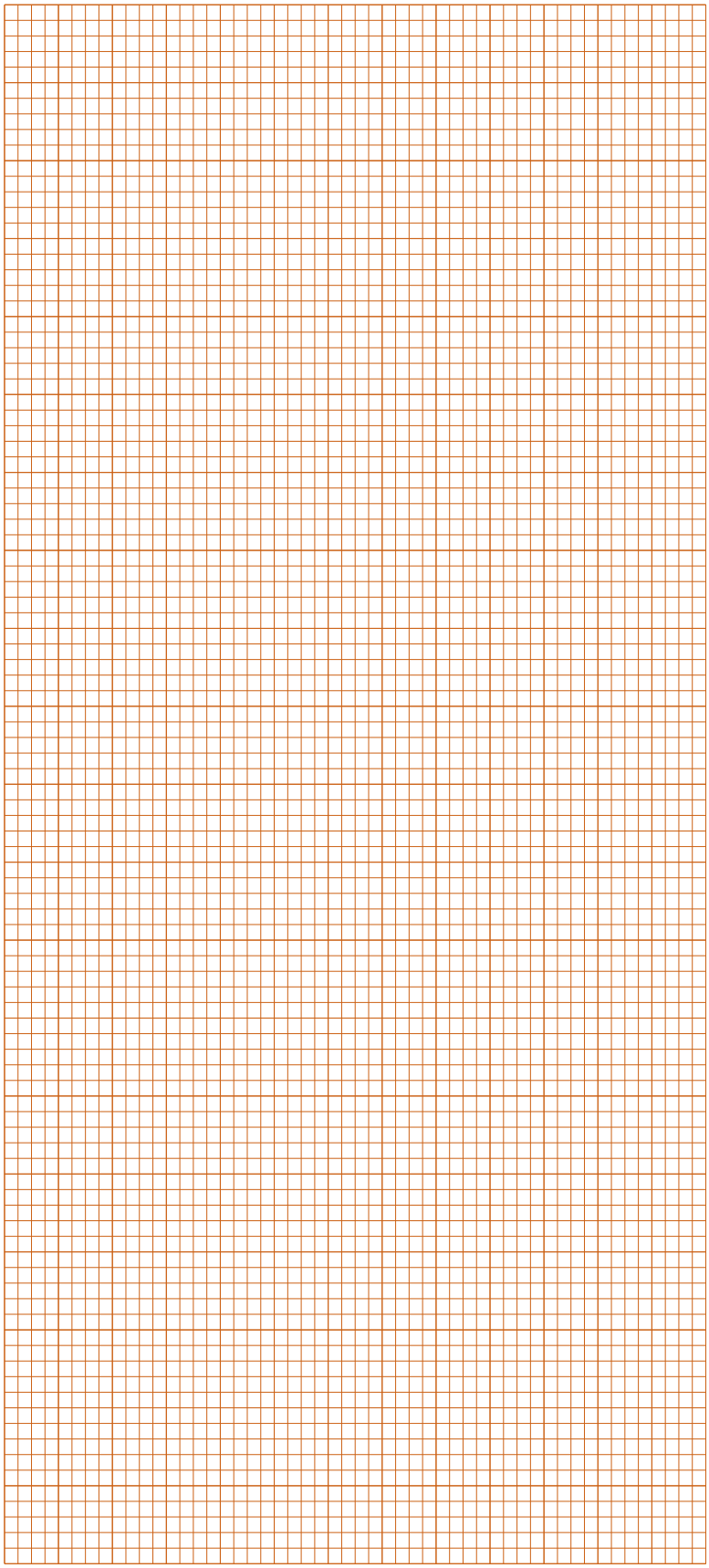

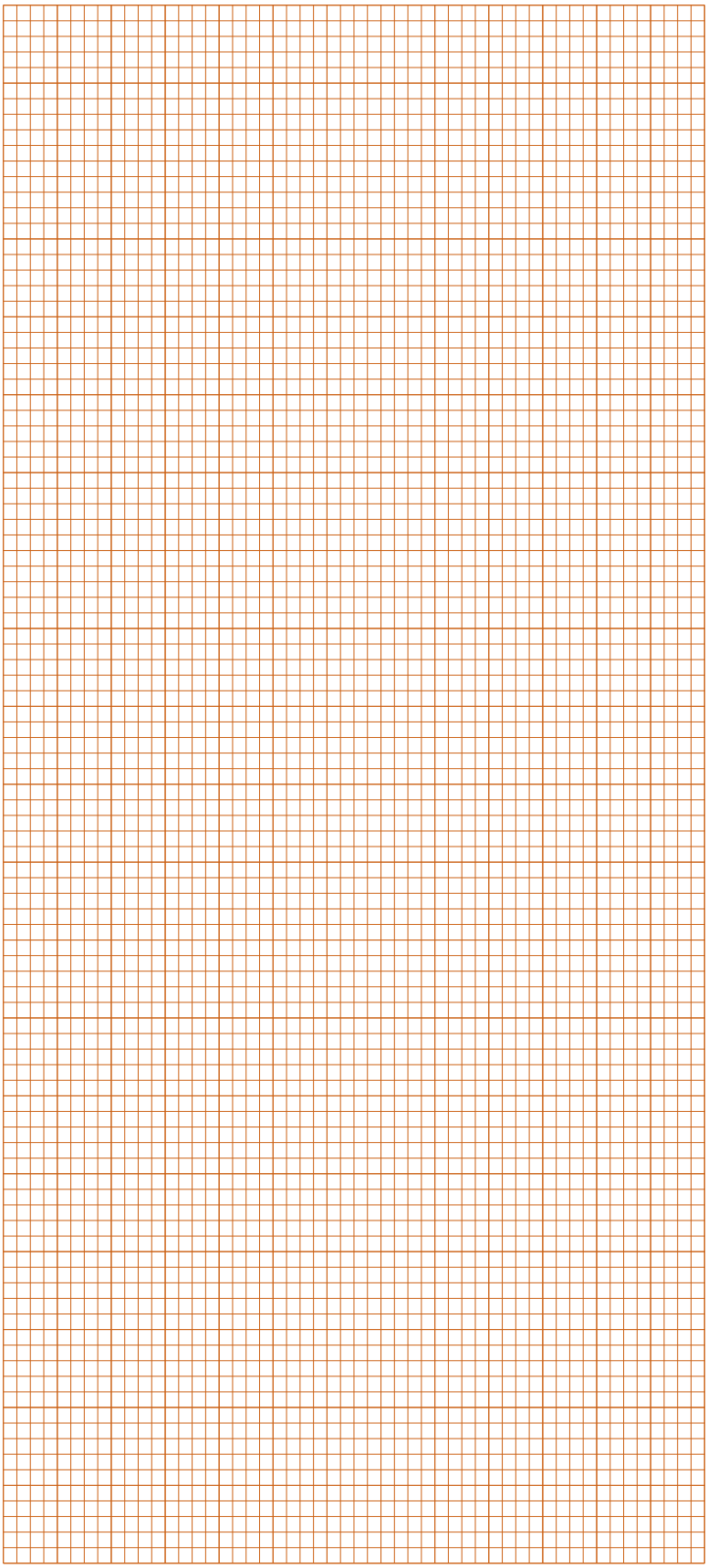

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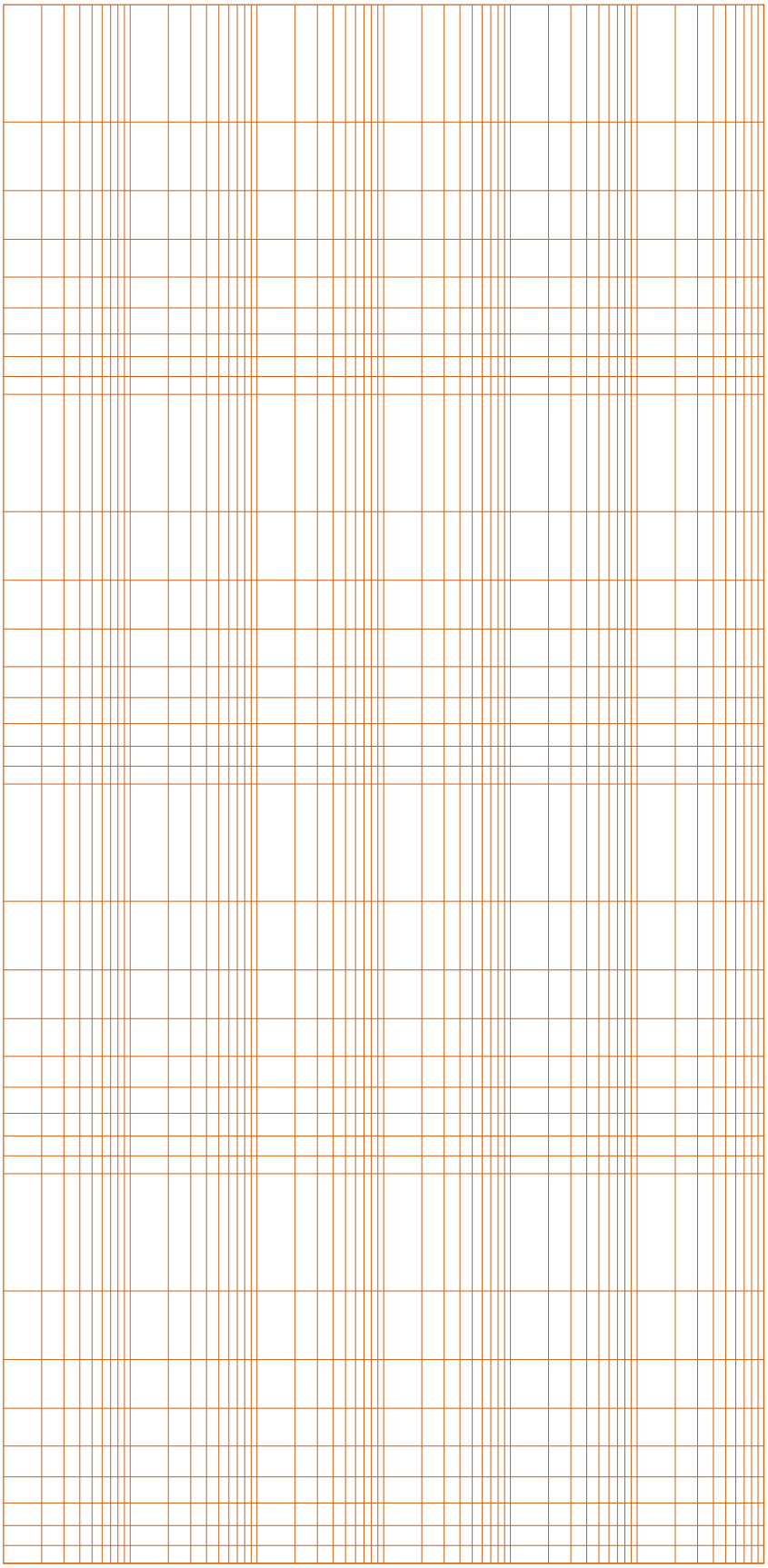

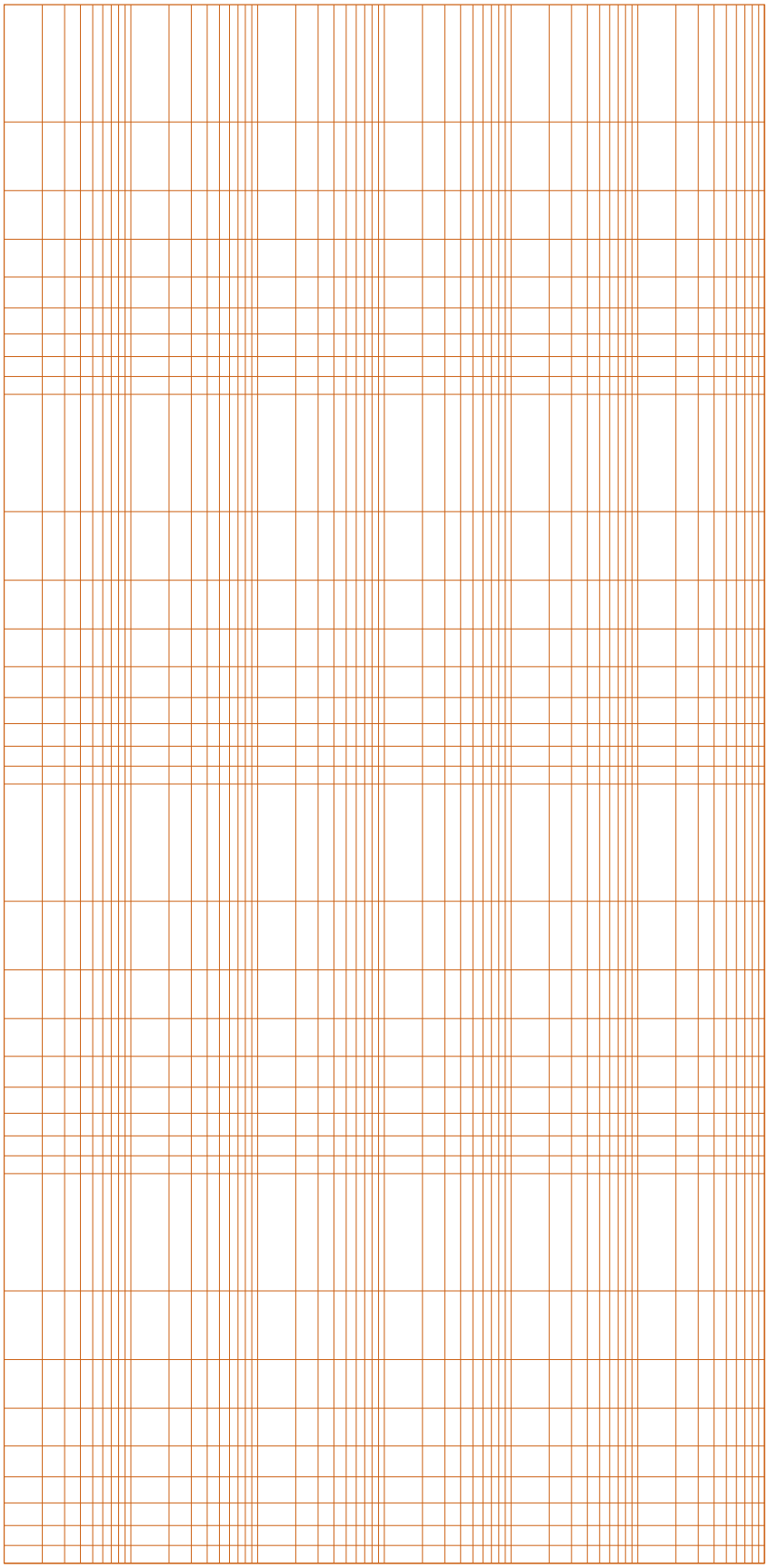

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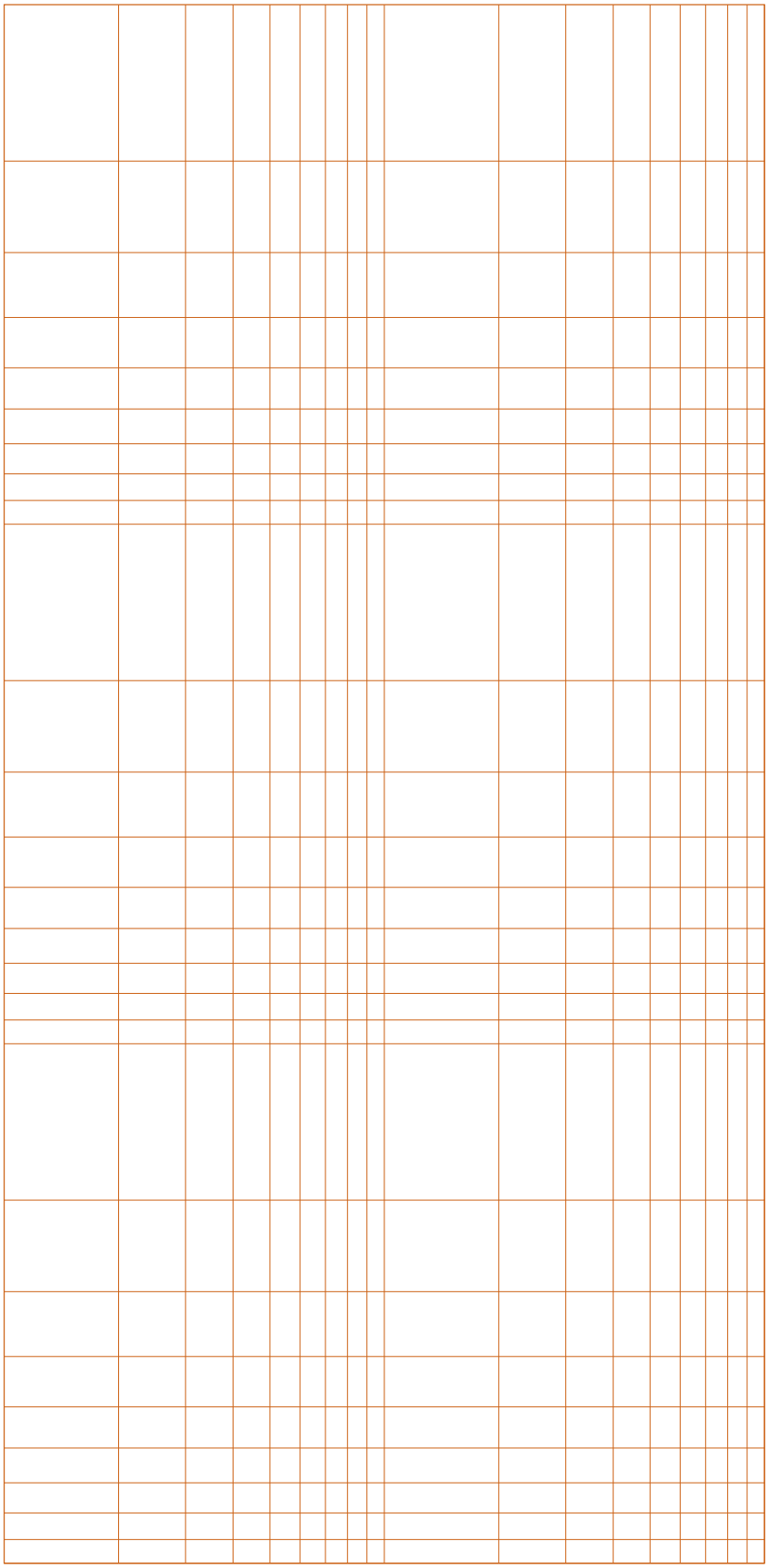

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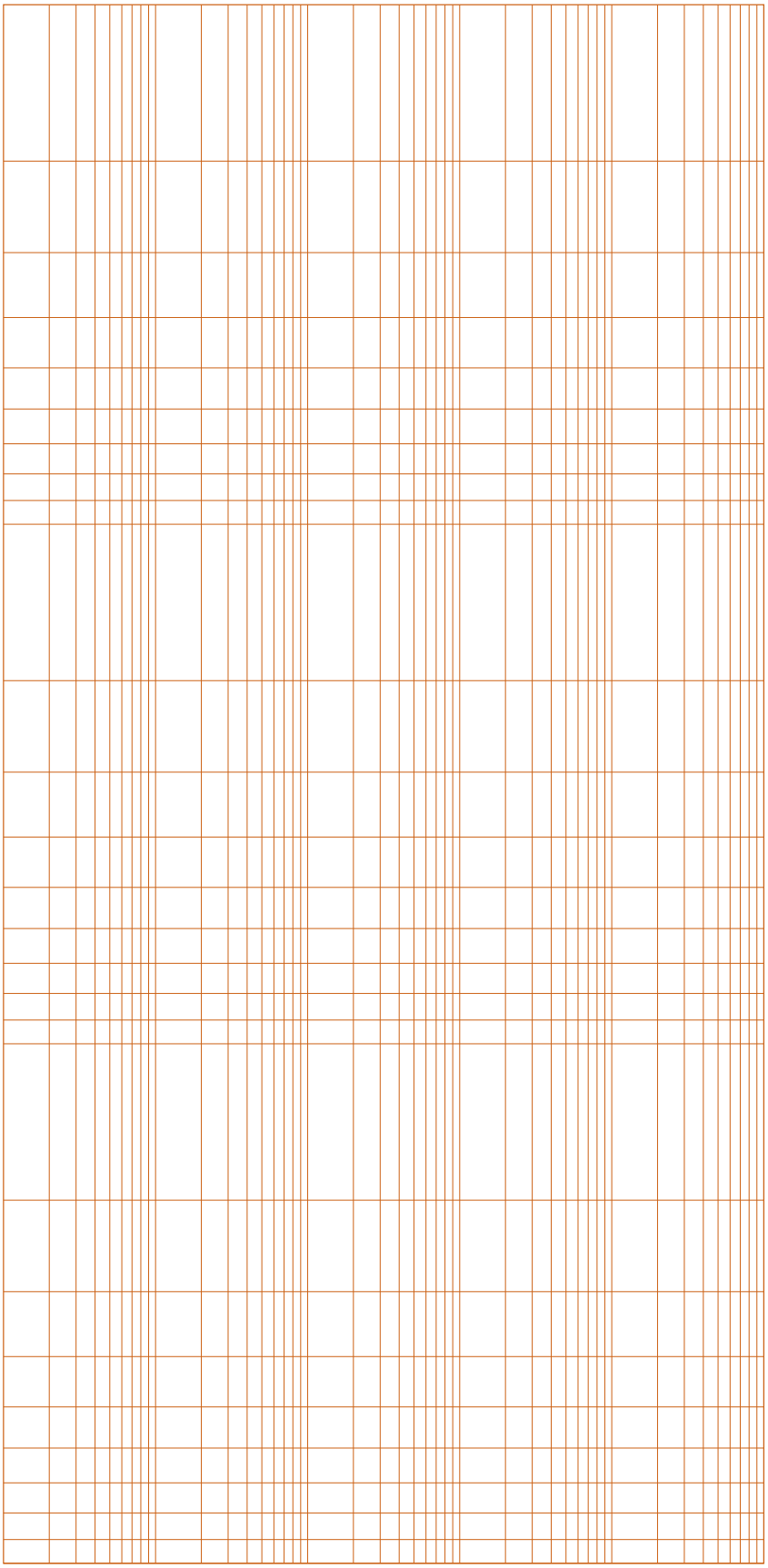

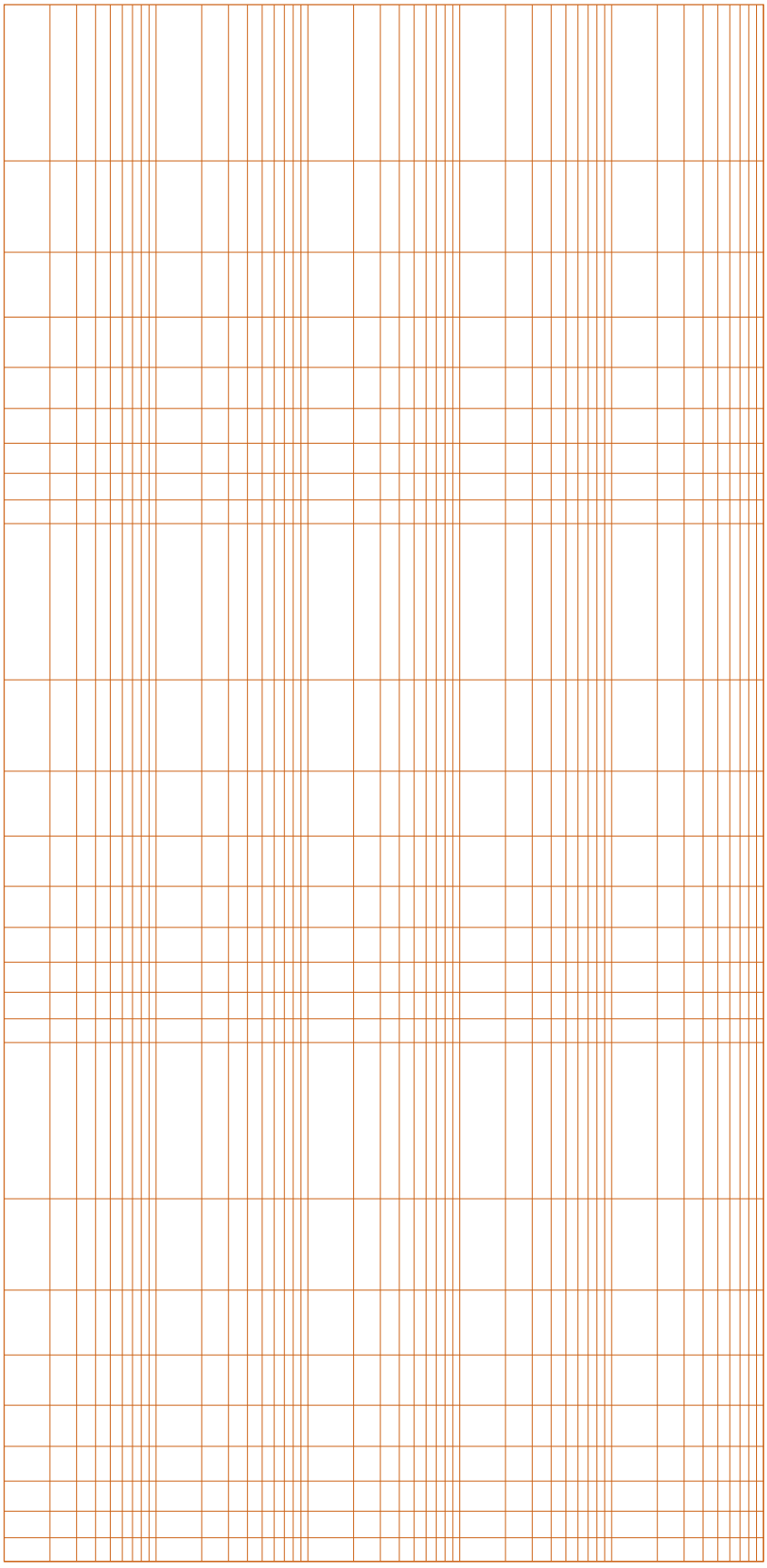

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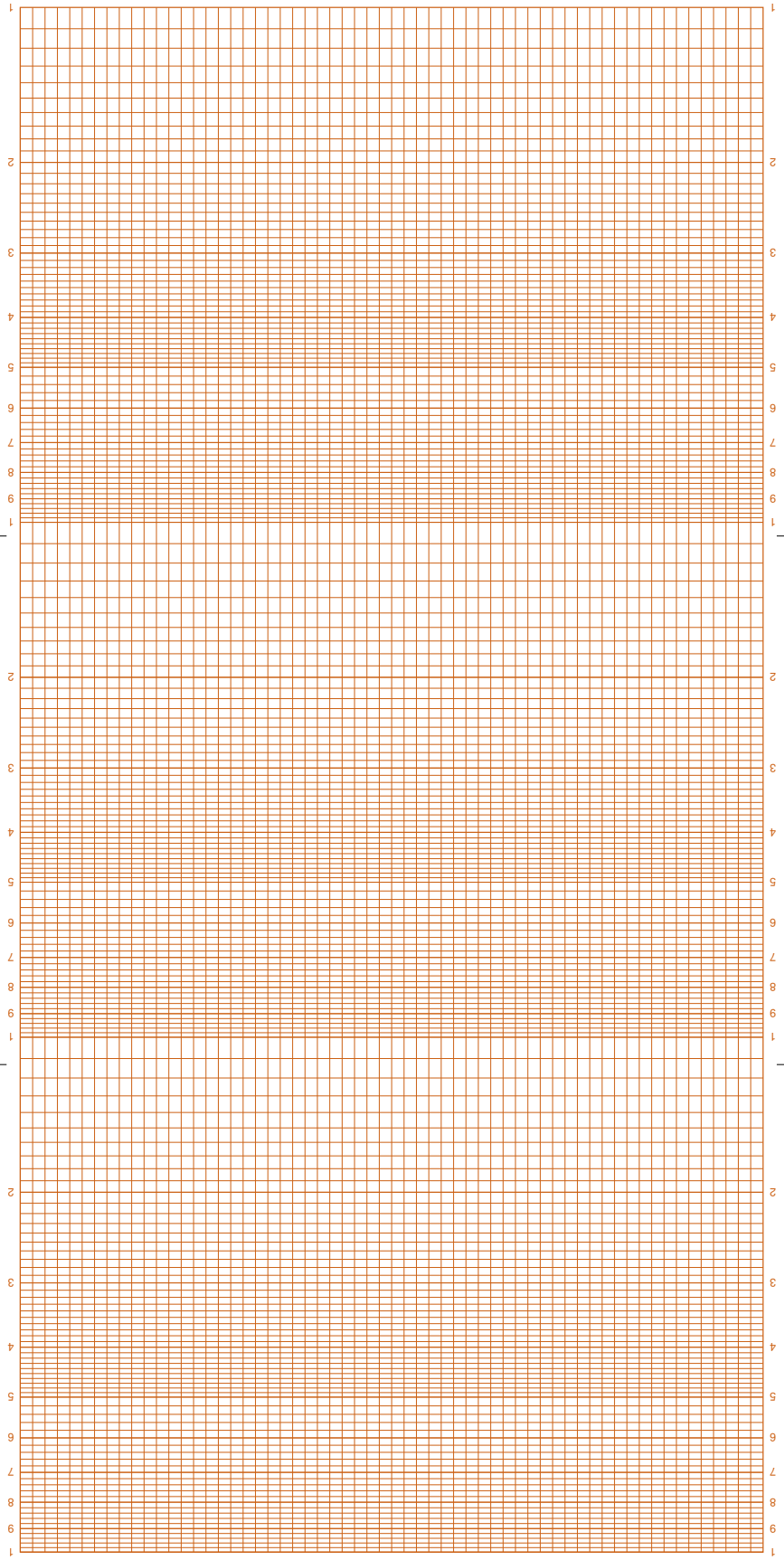

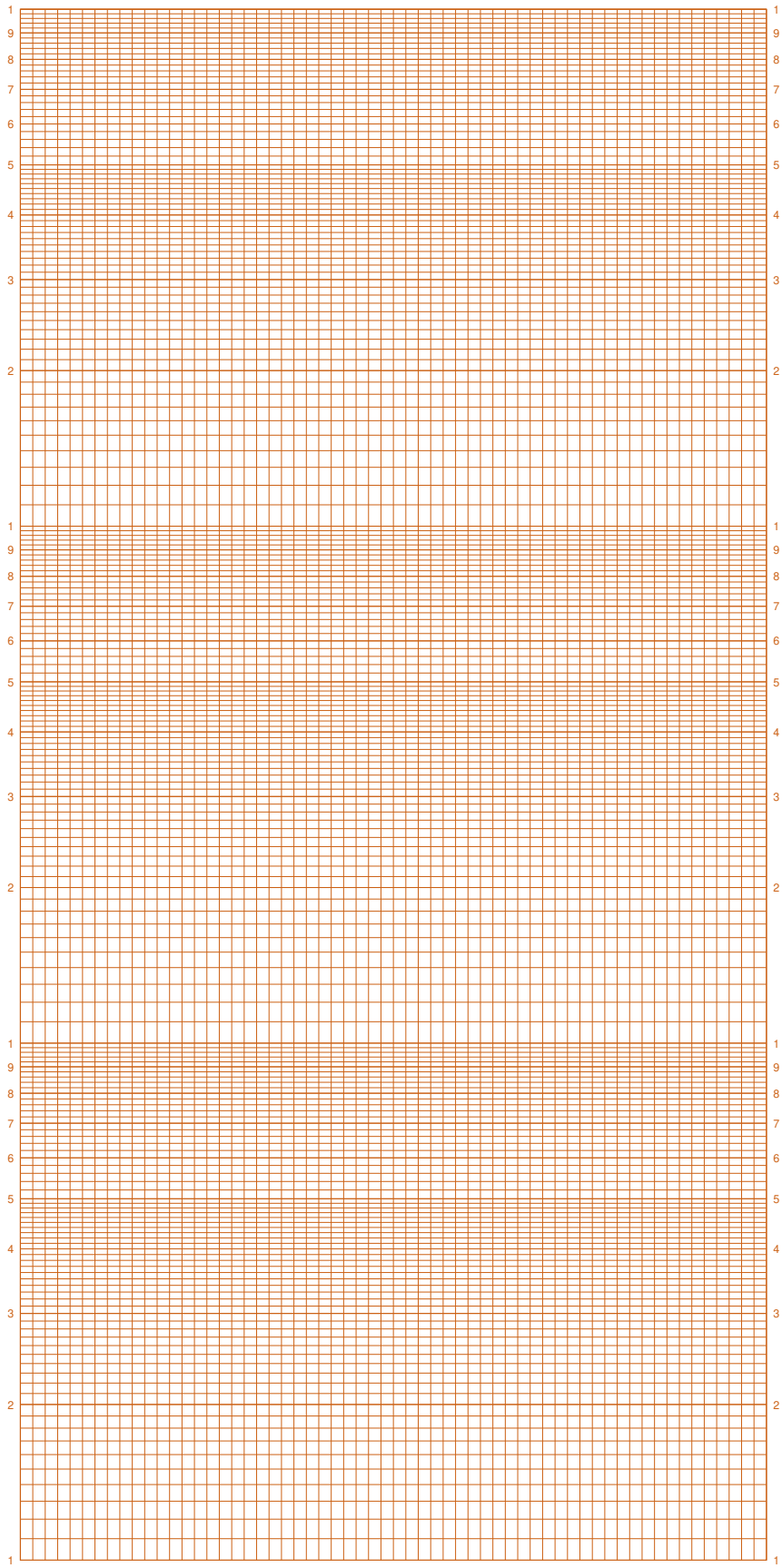
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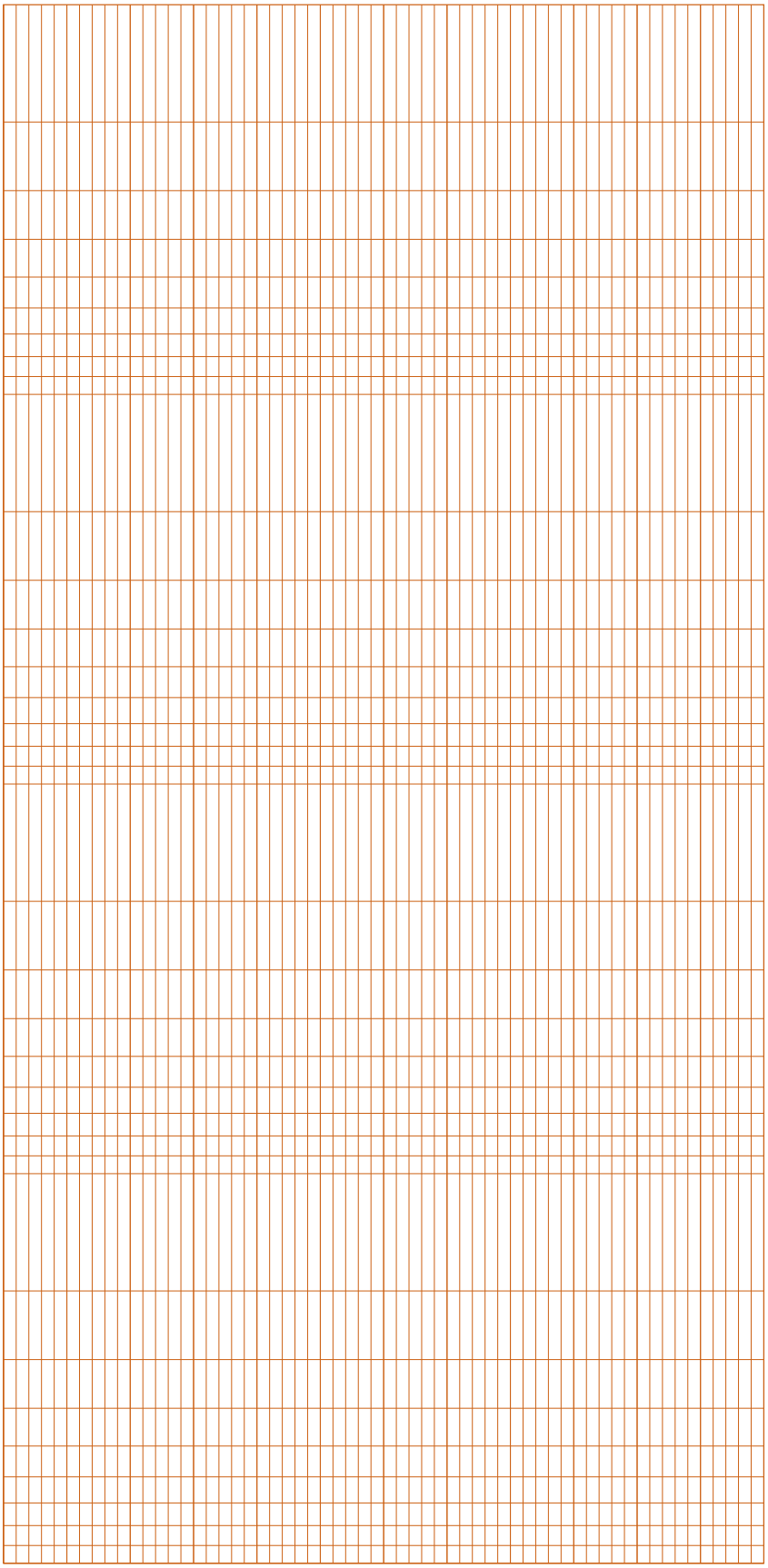

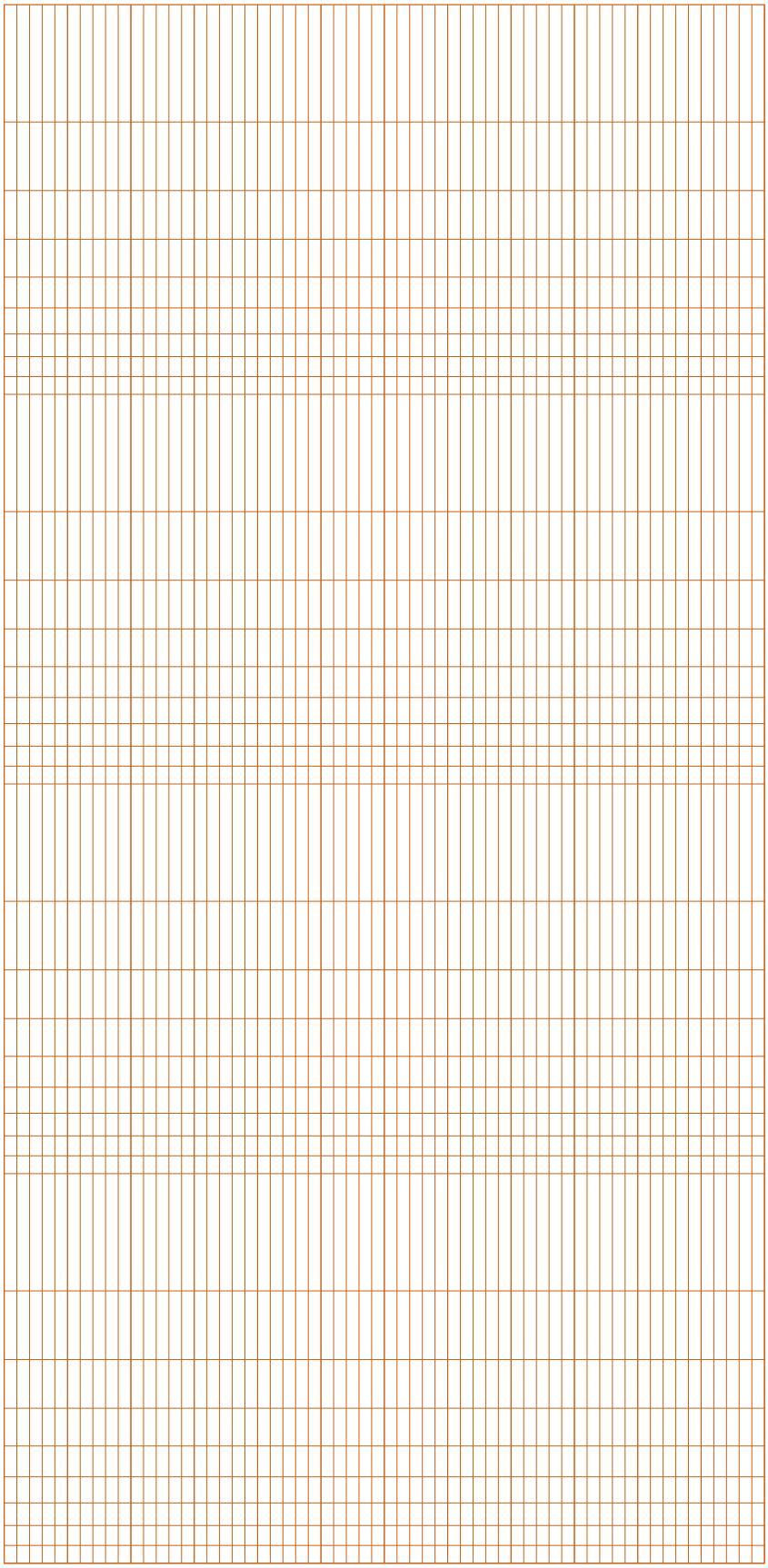

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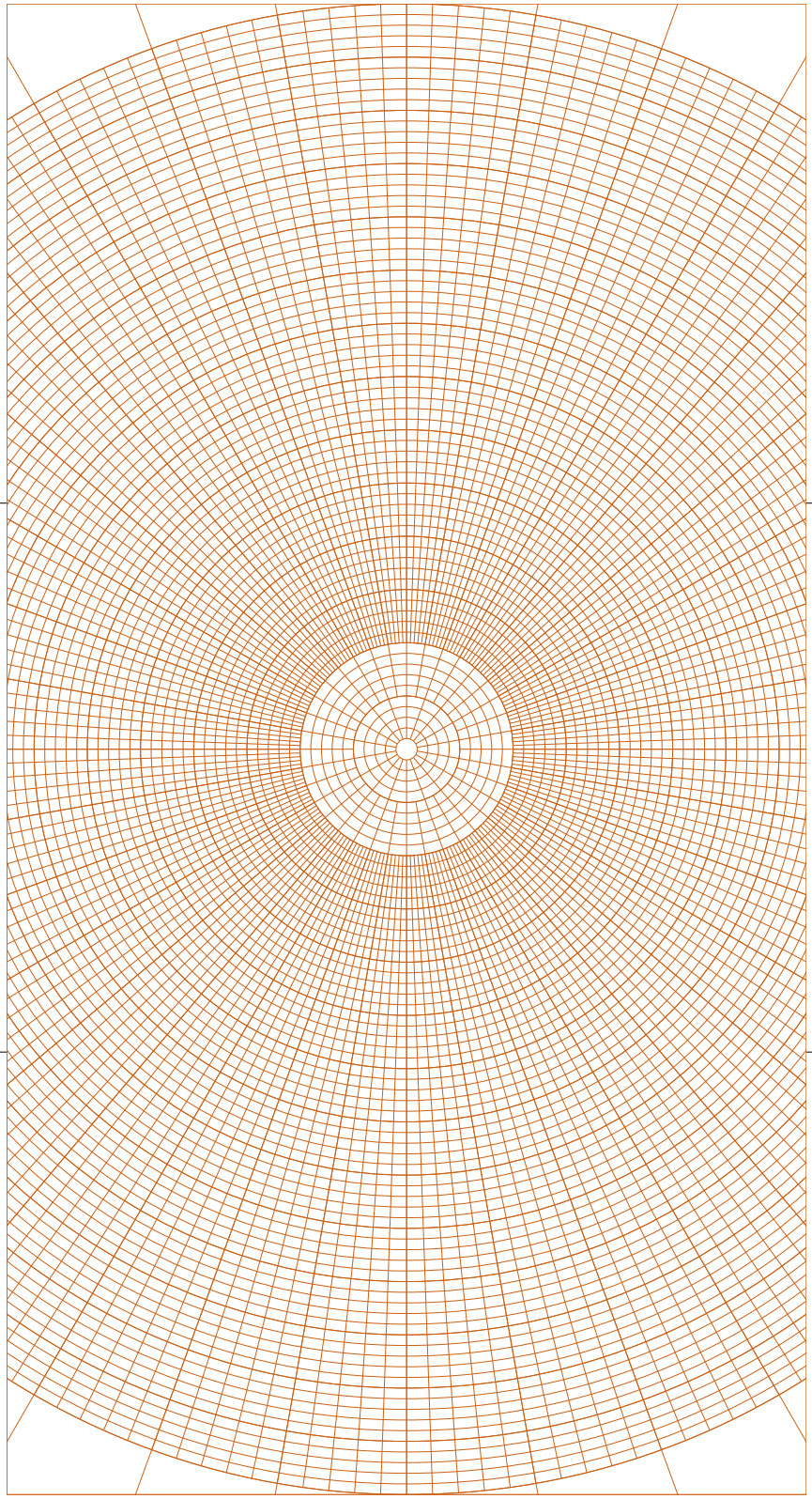

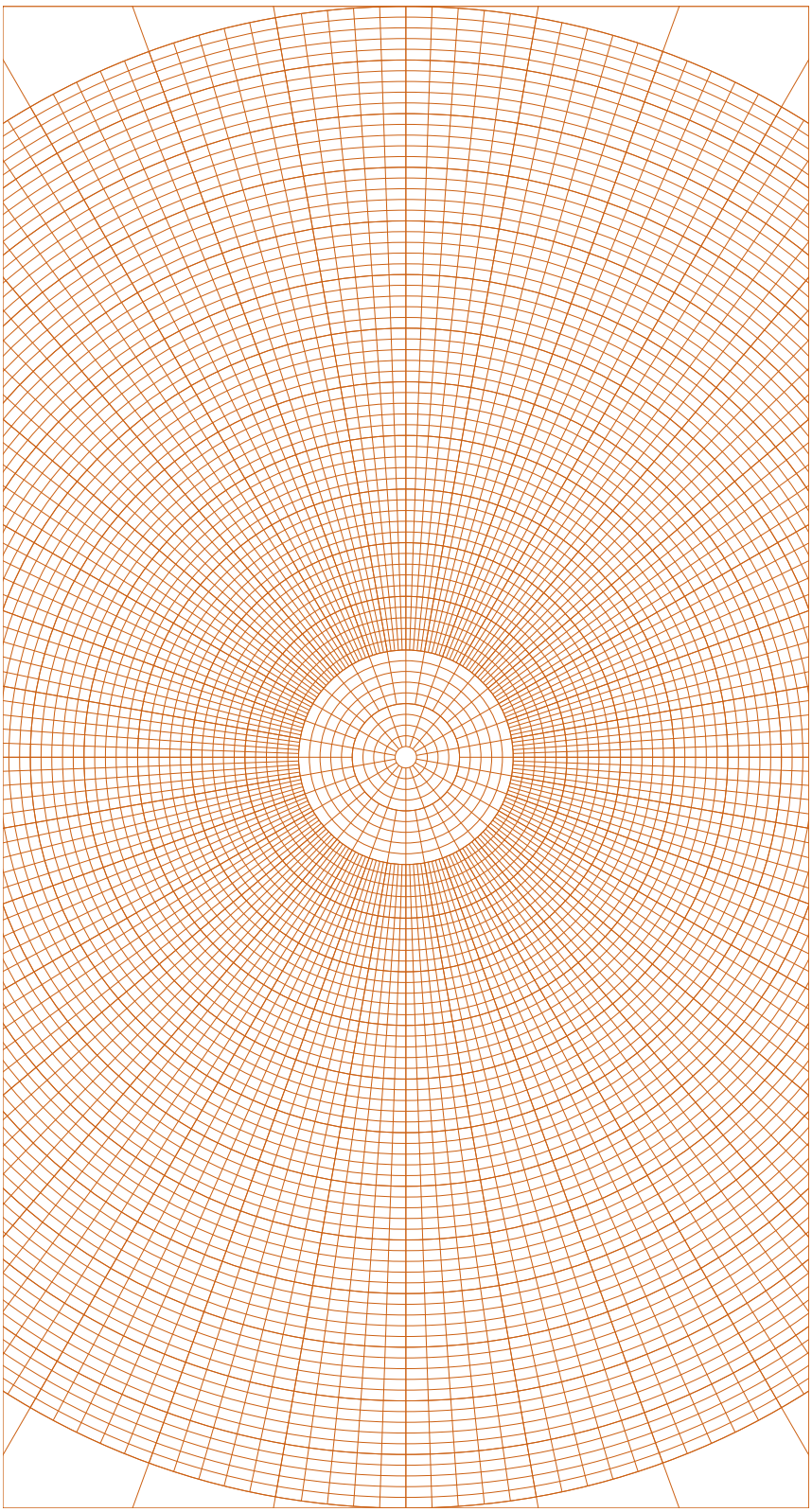

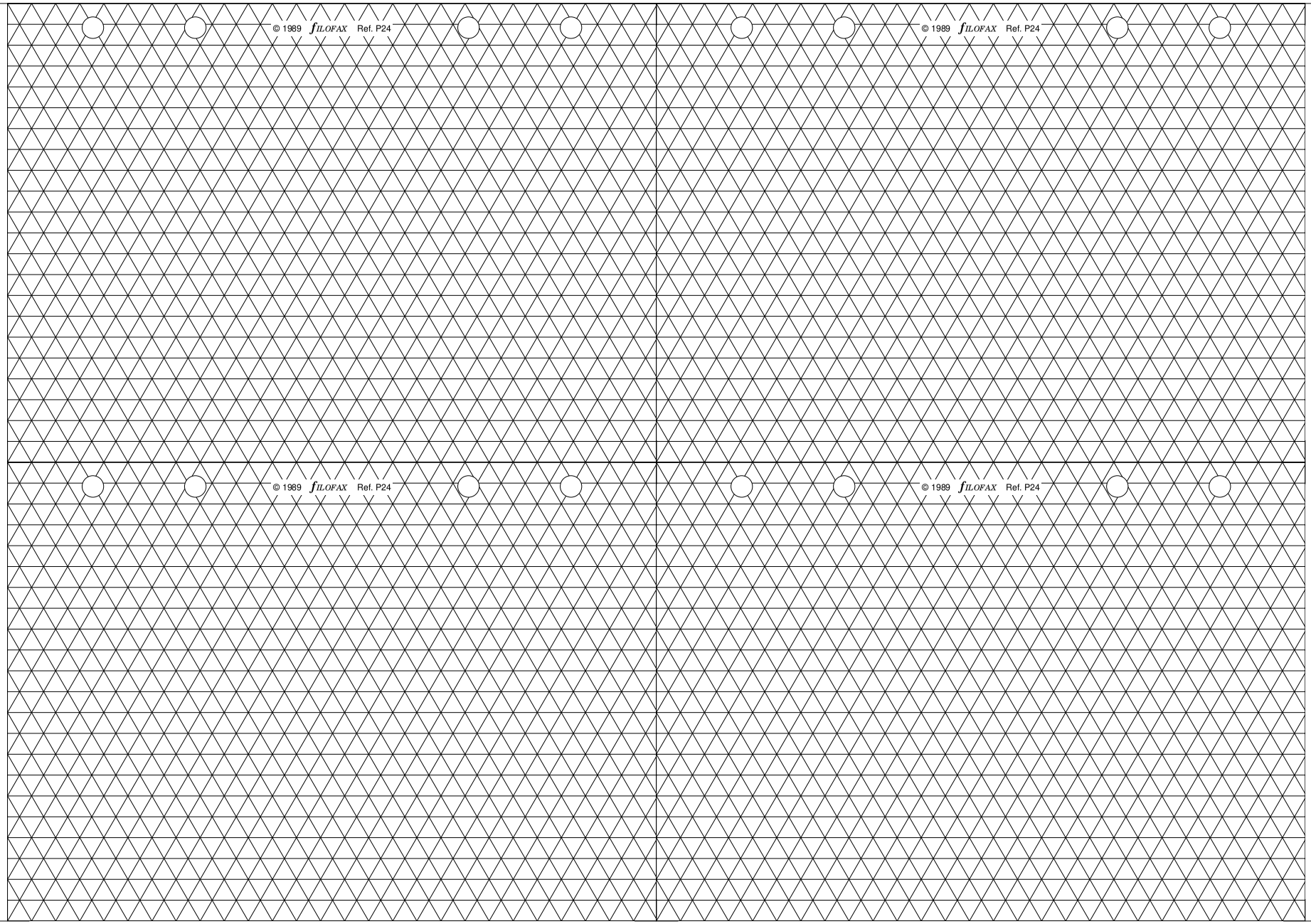
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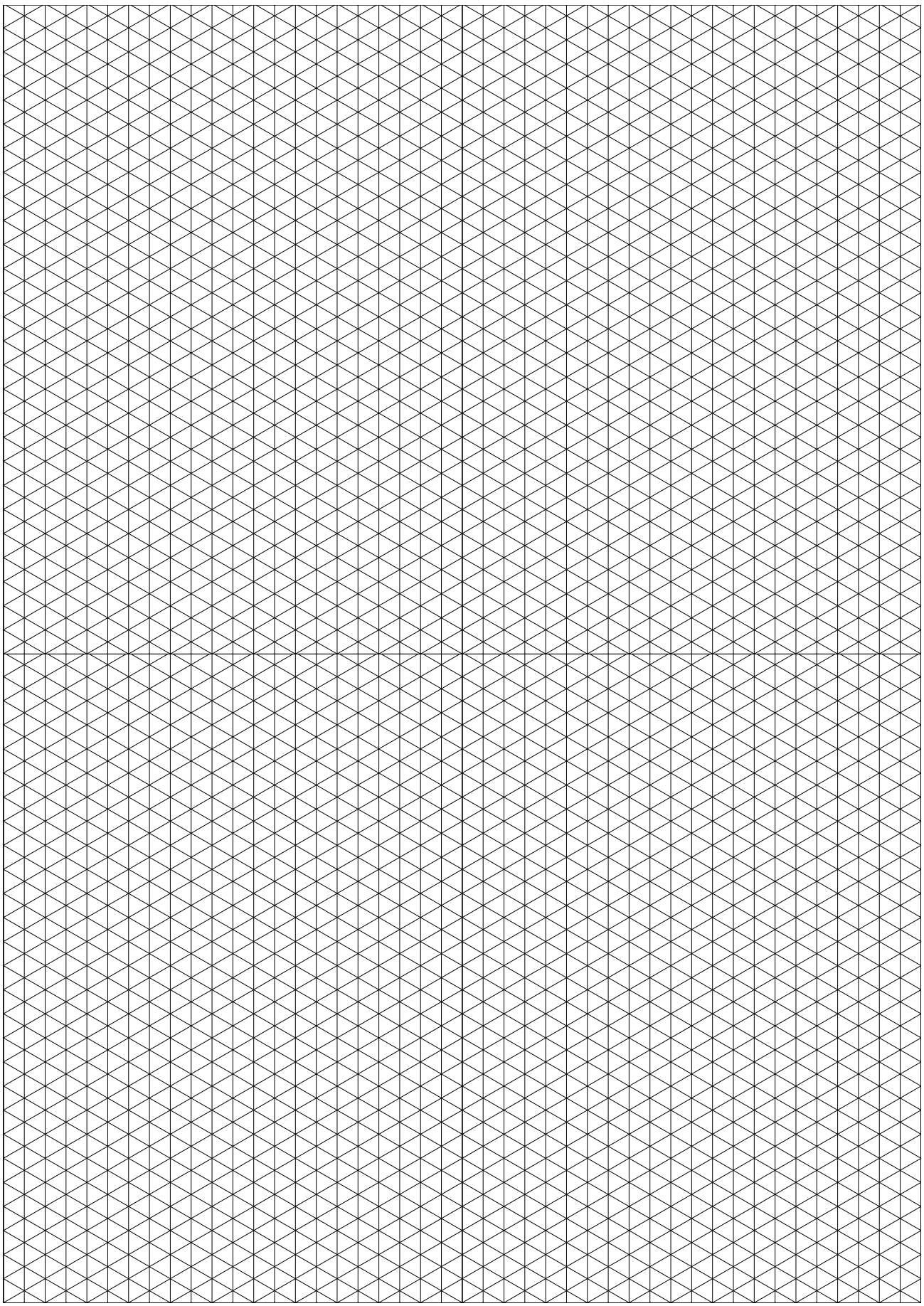

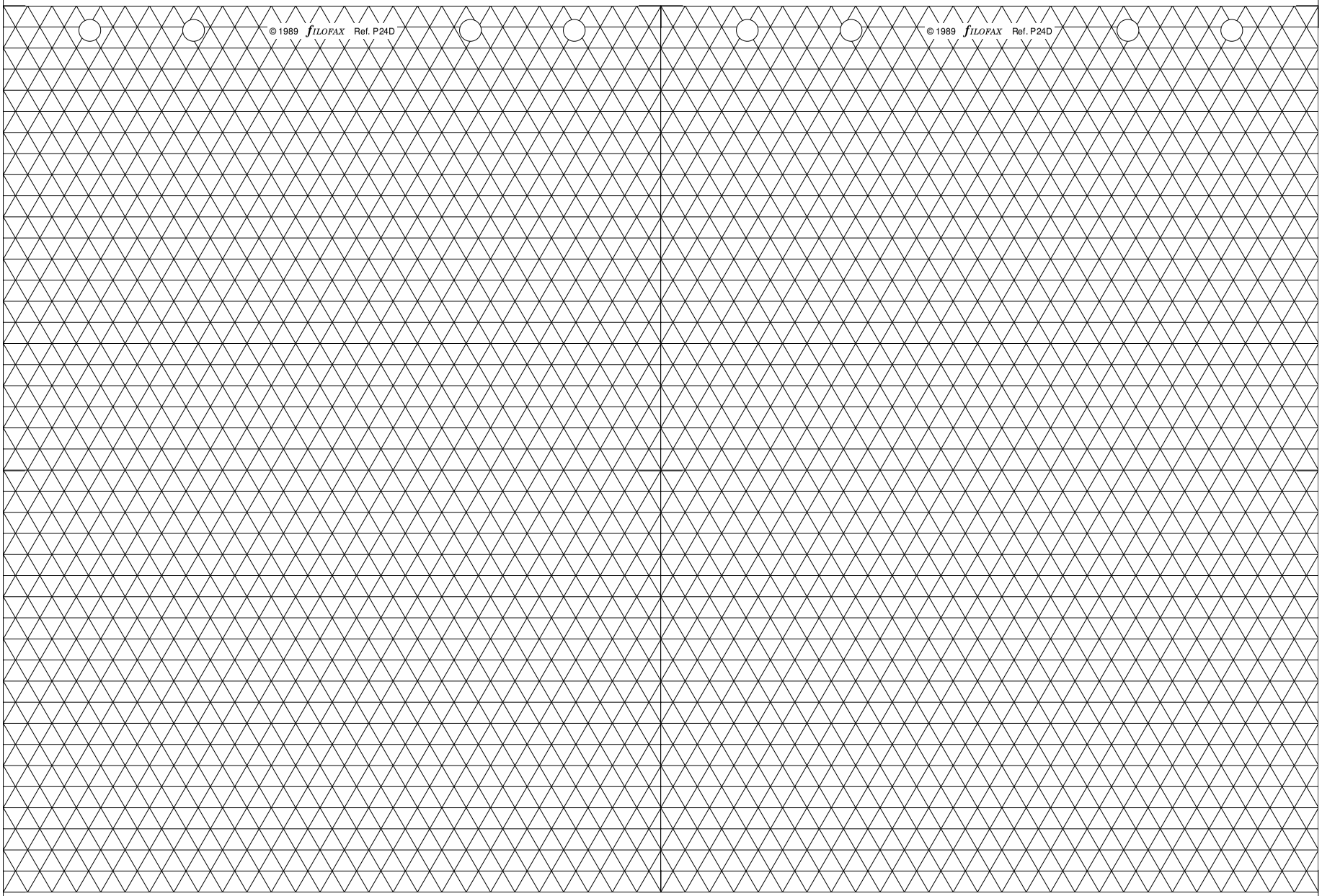
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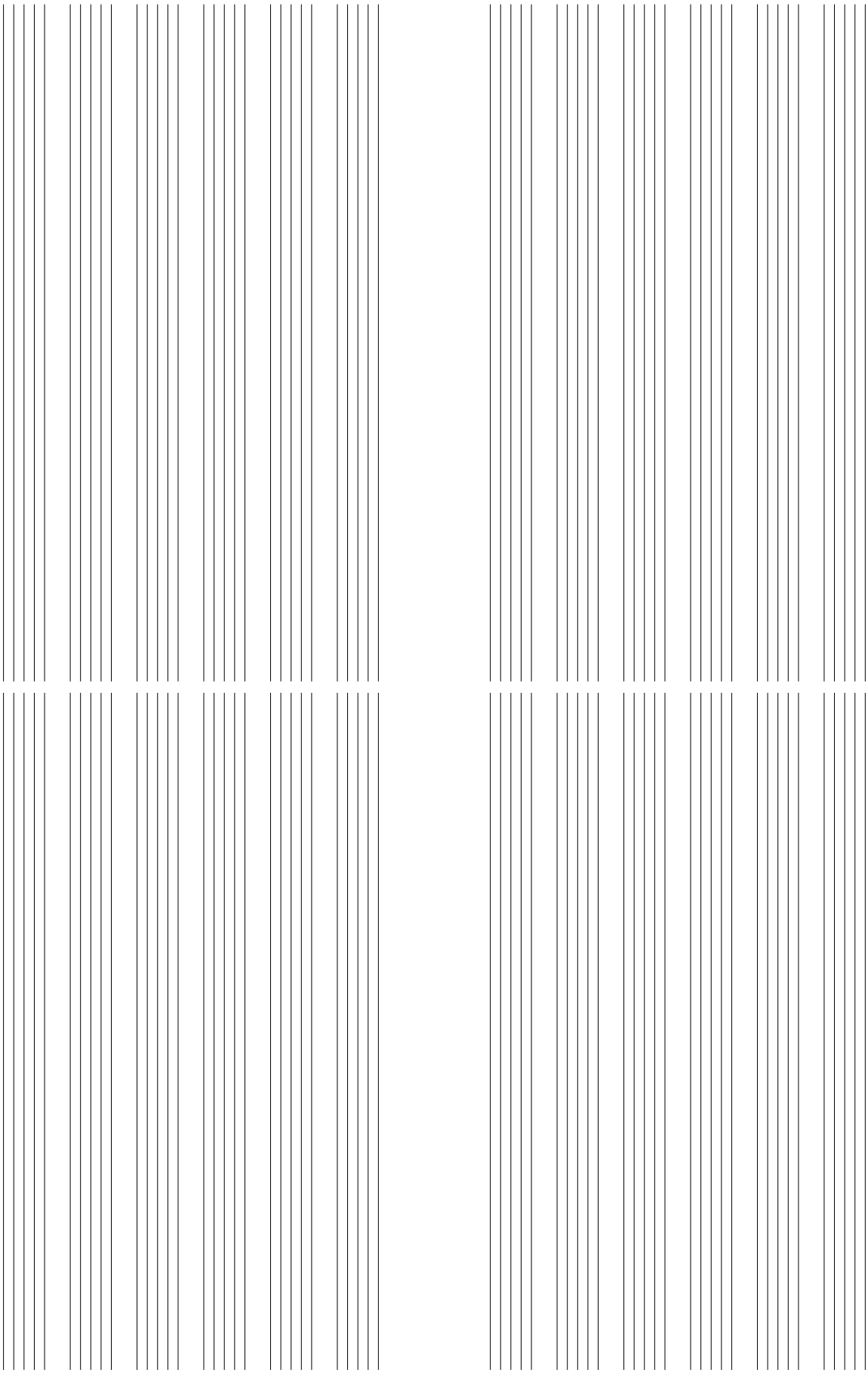

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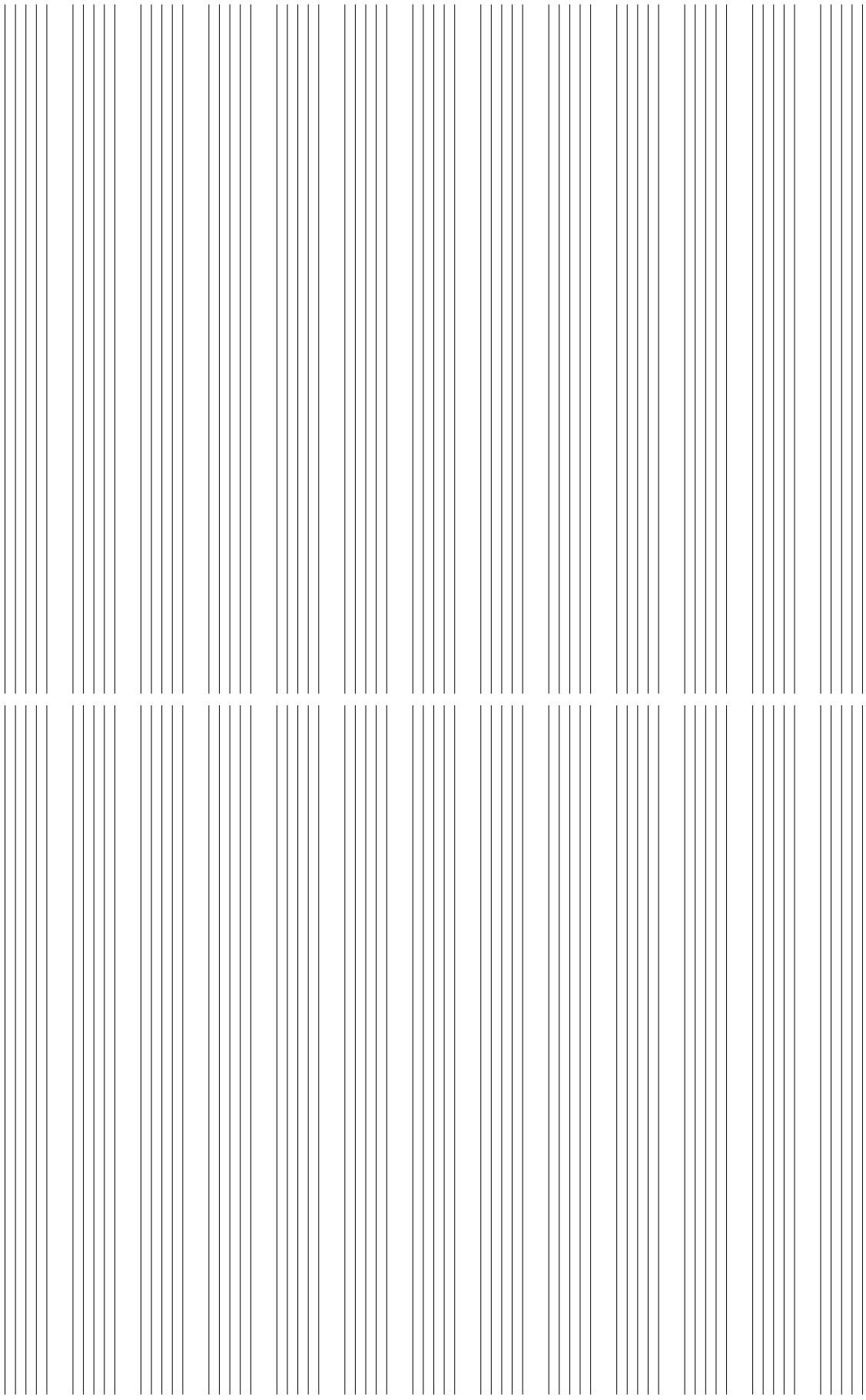

Week Ending

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Week Ending

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© 1989 FILOFAX Ref. P92B

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FRIDAY

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SATURDAY

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Ref. P100
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FRIDAY

THIS WEEK

SATURDAY

SUNDAY

Ref. P100
filofax
© 1989

MONDAY

WEDNESDAY

TUESDAY

THURSDAY

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MONDAY

WEDNESDAY

TUESDAY

THURSDAY

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WEDNESDAY

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Ref. P100

filofax

© 1989

THURSDAY

Ref. P100

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© 1989

THURSDAY

THIS WEEK

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© 1989

SUNDAY

Ref. P100

filofax

© 1989

SUNDAY

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FRIDAY

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TUESDAY

Day	Month	Year

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© 1989 filofax Ref. P530

Day	Month	Year

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© 1989 filofax Ref. P530

© 1989 filofax Ref. P530

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Day	Month	Year

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Monthly Planner

Month:	Month:	Month:	Month:
1	1	1	1
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Monthly Planner

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Daily Work Planner

Date		✓		✓
See				
Phone				
Write				
Review				
Plan				

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Daily Work Planner

Date		✓		✓
See				
Phone				
Write				
Review				
Plan				

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Daily Work Planner

Date		✓		✓
See				
Phone				
Write				
Review				
Plan				

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Daily Work Planner

Date		✓		✓
See				
Phone				
Write				
Review				
Plan				

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Daily Work Planner

Agenda			

Daily Work Planner

Agenda			

Daily Work Planner

Agenda			

Daily Work Planner

Agenda			

Month Planner

Date	Day				Morning	Lunch	Afternoon	Evening
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Month Planner

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

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Month Planner

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

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Month Planner

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

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Month Planner

Date	Day				Morning	Lunch	Afternoon	Evening
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Month Planner

Date	Day				Morning	Lunch	Afternoon	Evening
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Month Planner

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Month Planner

Date	Day				Morning	Lunch	Afternoon	Evening
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Timetable

Sunday																
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Timetable

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Timetable

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Timetable

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Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

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Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

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Memo

To

From

Date

Re:

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Memo

To

From

Date

Re:

© 1989 FILOFAX Ref. P254

Memo

To

From

Date

Re:

© 1989 FILOFAX Ref. P254

Memo

To

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Date

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© 1989 FILOFAX Ref. P254

Memo

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Special Reminder Record

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Date	Details	Cleared

Special Reminder Record

© 1989 filofax Ref. P536

Date | Details | Cleared

Special Reminder Record

© 1989 filofax Ref. P536

Date | Details | Cleared

Special Reminder Record

© 1989 filofax Ref. P536

Date | Details | Cleared

Special Reminder Record

Date	Details	Cleared

Special Reminder Record

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Special Reminder Record

Date	Details	Cleared

Don't Forget!

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Don't Forget!

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Don't Forget!

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Memo

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Daily Intake Record

Date		Allowance	
Amount	Food/Drink	Calories*	Fibre
	Total		

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

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Daily Intake Record

Date		Allowance	
Amount	Food/Drink	Calories*	Fibre
	Total		

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

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Daily Intake Record

Date		Allowance	
Amount	Food/Drink	Calories*	Fibre
	Total		

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

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Daily Intake Record

Date		Allowance	
Amount	Food/Drink	Calories*	Fibre
	Total		

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

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Daily Intake Record

Date		Allowance	
Amount	Food/Drink	Calories*	Fibre
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*This column may also be used for fat units or kilojoules

Daily Intake Record

Date		Allowance	
Amount	Food/Drink	Calories*	Fibre
Total			

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

Daily Intake Record

Date		Allowance	
Amount	Food/Drink	Calories*	Fibre
Total			

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

Daily Intake Record

Date		Allowance	
Amount	Food/Drink	Calories*	Fibre
Total			

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

Recipe

Name
From the Kitchen of
Preparation Time
Cooking Time
Serves
Ingredients
Method

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Recipe

Name
From the Kitchen of
Preparation Time
Cooking Time
Serves
Ingredients
Method

© 1989 FILOFAX Ref. P180

Recipe

Name
From the Kitchen of
Preparation Time
Cooking Time
Serves
Ingredients
Method

© 1989 FILOFAX Ref. P180

Recipe

Name
From the Kitchen of
Preparation Time
Cooking Time
Serves
Ingredients
Method

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Recipe

Method/Notes

Recipe

Method/Notes

Recipe

Method/Notes

Recipe

Method/Notes

Telephone Message

Message for

Date Time

Caller

Call Back Number

Message

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Telephone Message

Message for

Date Time

Caller

Call Back Number

Message

© 1989 filofax Ref. P181

Telephone Message

Message for

Date Time

Caller

Call Back Number

Message

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Telephone Message

Message for

Date Time

Caller

Call Back Number

Message

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Telephone Message

Message for	
Date	Time
Caller	
Call Back Number	
Message	

Telephone Message

Message for	
Date	Time
Caller	
Call Back Number	
Message	

Telephone Message

Message for	
Date	Time
Caller	
Call Back Number	
Message	

Telephone Message

Message for	
Date	Time
Caller	
Call Back Number	
Message	

Shopping List

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

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Shopping List

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

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Shopping List

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

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Shopping List

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

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Shopping List

Misc Grocery	Misc Household
Notes/Reminders (Bank/Post Office/Newsagent etc.)	

Shopping List

Misc Grocery	Misc Household
Notes/Reminders (Bank/Post Office/Newsagent etc.)	

Shopping List

Misc Grocery	Misc Household
Notes/Reminders (Bank/Post Office/Newsagent etc.)	

Shopping List

Misc Grocery	Misc Household
Notes/Reminders (Bank/Post Office/Newsagent etc.)	

Bridge Score Card

Players					+	-

We	They	We	They	We	They

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Bridge Score Card

Players					+	-

We	They	We	They	We	They

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Bridge Score Card

Players					+	-

We	They	We	They	We	They

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Bridge Score Card

Players					+	-

We	They	We	They	We	They

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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
	No Trump {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
	Doubled {each subsequent	200	300
	Redoubled {first	200	400
	Redoubled {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 One Hand {4 Trump Honours	100
	Honours in One Hand {5 Trump Honours or 4 Aces at No-Trump	150
	Slams Bid and Won {Little, not vulnerable 500, vulnerable ...	750
	Slams Bid and Won {Grand, not vulnerable 1000, vulnerable	1500
	Rubber Points {Two game	700
	Rubber Points {Three game	500

Unfinished Rubber - Winners of one game score 300 points.

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

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

Vulnerability does not affect points for Honours.

Honours - Scored above the line by either side.

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

Contract Bridge

TRICK POINTS		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
	No Trump {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
	Doubled {each subsequent	200	300
	Redoubled {first	200	400
	Redoubled {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 One Hand {4 Trump Honours	100
	Honours in One Hand {5 Trump Honours or 4 Aces at No-Trump	150
	Slams Bid and Won {Little, not vulnerable 500, vulnerable ...	750
	Slams Bid and Won {Grand, not vulnerable 1000, vulnerable	1500
	Rubber Points {Two game	700
	Rubber Points {Three game	500

Unfinished Rubber - Winners of one game score 300 points.

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

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

Vulnerability does not affect points for Honours.

Honours - Scored above the line by either side.

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

Contract Bridge

TRICK POINTS		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
	No Trump {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
	Doubled {each subsequent	200	300
	Redoubled {first	200	400
	Redoubled {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 One Hand {4 Trump Honours	100
	Honours in One Hand {5 Trump Honours or 4 Aces at No-Trump	150
	Slams Bid and Won {Little, not vulnerable 500, vulnerable ...	750
	Slams Bid and Won {Grand, not vulnerable 1000, vulnerable	1500
	Rubber Points {Two game	700
	Rubber Points {Three game	500

Unfinished Rubber - Winners of one game score 300 points.

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

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

Vulnerability does not affect points for Honours.

Honours - Scored above the line by either side.

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

Cellar Notes

Wine

Vintage

Bottled by:

Purchased (date)

Price

Merchant

Date Opened	Remarks

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Cellar Notes

Wine

Vintage

Bottled by:

Purchased (date)

Price

Merchant

Date Opened | Remarks

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Cellar Notes

Wine

Vintage

Bottled by:

Purchased (date)

Price

Merchant

Date Opened | Remarks

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Cellar Notes

Wine

Vintage

Bottled by:

Purchased (date)

Price

Merchant

Date Opened | Remarks

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Cellar Notes

Wine	
	Vintage
Bottled by:	
Purchased (date)	Price
Merchant	

Date Opened	Remarks

Cellar Notes

Wine	
	Vintage
Bottled by:	
Purchased (date)	Price
Merchant	

Date Opened	Remarks

Cellar Notes

Wine	
	Vintage
Bottled by:	
Purchased (date)	Price
Merchant	

Date Opened	Remarks

Cellar Notes

Wine	
	Vintage
Bottled by:	
Purchased (date)	Price
Merchant	

Date Opened	Remarks

Tasting Notes

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

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Tasting Notes

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

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Tasting Notes

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

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Tasting Notes

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

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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

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			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

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Chess Score Record

Event					
Round		Date			
White					
Black					

	White	Black		White	Black
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

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Chess Score Record

Event					
Round		Date			
White					
Black					

	White	Black		White	Black
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

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Chess Score Record

Event					
Round		Date			
White					
Black					

	White	Black		White	Black
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

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Chess Score Record

	White	Black		White	Black
41			65		
42			66		
43			67		
44			68		
45			69		
46			70		
47			71		
48			72		
49			73		
50			74		
51			75		
52			76		
53			77		
54			78		
55			79		
56			80		
57			81		
58			82		
59			83		
60			84		
61			85		
62			86		
63			87		
64			88		

Chess Score Record

	White	Black		White	Black
41			65		
42			66		
43			67		
44			68		
45			69		
46			70		
47			71		
48			72		
49			73		
50			74		
51			75		
52			76		
53			77		
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56			80		
57			81		
58			82		
59			83		
60			84		
61			85		
62			86		
63			87		
64			88		

Chess Score Record

	White	Black		White	Black
41			65		
42			66		
43			67		
44			68		
45			69		
46			70		
47			71		
48			72		
49			73		
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59			83		
60			84		
61			85		
62			86		
63			87		
64			88		

Chess Score Record

	White	Black		White	Black
41			65		
42			66		
43			67		
44			68		
45			69		
46			70		
47			71		
48			72		
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Most Used Telephone Numbers

Name	Code	Number

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

Most Used Telephone Numbers

Name	Code	Number

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Erase with rubber eraser or damp cloth

Most Used Telephone Numbers

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Erase with rubber eraser or damp cloth

Most Used Telephone Numbers

Name	Code	Number

Most Used Telephone Numbers

Name	Code	Number

Most Used Telephone Numbers

Name	Code	Number

Most Used Telephone Numbers

Name	Code	Number

Function Planner

Function	
Venue	
Date	

Guest List

	Name	Accep✓
1		
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Function Planner

Function	
Venue	
Date	

Guest List

	Name	Accep✓
1		
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Function Planner

Function	
Venue	
Date	

Guest List

	Name	Accep✓
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Function Planner

Function	
Venue	
Date	

Guest List

	Name	Accep✓
1		
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Function Planner

Menu		
Wines		
Total Cost		
Notes		

Function Planner

Menu		
Wines		
Total Cost		
Notes		

Function Planner

Menu		
Wines		
Total Cost		
Notes		

Function Planner

Menu		
Wines		
Total Cost		
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	

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Travel Itinerary

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

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Travel Itinerary

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

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Travel Itinerary

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

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Travel Itinerary

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

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

Travel Itinerary

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

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

Travel Itinerary

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

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

Credit Card Charges

Date	Item	Credit Card Charged	Domestic Currency		Foreign Currency		Charge Rec'd	Charge Paid	Claimed

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Credit Card Charges

Date | Item | Credit Card Charged | Domestic Currency | Foreign Currency | Charge Rec'd | Charge Paid | Claimed

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Credit Card Charges

Date | Item | Credit Card Charged | Domestic Currency | Foreign Currency | Charge Rec'd | Charge Paid | Claimed

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Credit Card Charges

Date | Item | Credit Card Charged | Domestic Currency | Foreign Currency | Charge Rec'd | Charge Paid | Claimed

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Credit Card Charges

Date	Item	Credit Card Charged	Domestic Currency		Foreign Currency		Charge Rec'd	Charge Paid	Claimed

Credit Card Charges

Date	Item	Credit Card Charged	Domestic Currency		Foreign Currency		Charge Rec'd	Charge Paid	Claimed

Credit Card Charges

Date	Item	Credit Card Charged	Domestic Currency		Foreign Currency		Charge Rec'd	Charge Paid	Claimed

Credit Card Charges

Date	Item	Credit Card Charged	Domestic Currency		Foreign Currency		Charge Rec'd	Charge Paid	Claimed

Bank Account

Date	Cheque No.	Details		Payments		Receipts		Balance	
						Brought Fwd.			
						Carried Fwd.			

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Bank Account

Date	Cheque No.	Details		Payments		Receipts		Balance	
						Brought Fwd.			
						Carried Fwd.			

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Bank Account

Date	Cheque No.	Details		Payments		Receipts		Balance	
						Brought Fwd.			
						Carried Fwd.			

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Bank Account

Date	Cheque No.	Details		Payments		Receipts		Balance	
						Brought Fwd.			
						Carried Fwd.			

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Bank Account

Date	Cheque No.	Details		Payments		Receipts		Balance	
						Brought Fwd.			
						Carried Fwd.			

Bank Account

Date	Cheque No.	Details		Payments		Receipts		Balance	
						Brought Fwd.			
						Carried Fwd.			

Bank Account

Date	Cheque No.	Details		Payments		Receipts		Balance	
						Brought Fwd.			
						Carried Fwd.			

Bank Account

Date	Cheque No.	Details		Payments		Receipts		Balance	
						Brought Fwd.			
						Carried Fwd.			

Card & Gift Record

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Cards Sent							Name and Address	Cards Received						
Card								Card						
Gift								Gift						
Card								Card						
Gift								Gift						
Card								Card						
Gift								Gift						
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Card & Gift Record

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Card & Gift Record

© 1989 FILOFAX Ref. P611

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Card & Gift Record

© 1989 FILOFAX Ref. P611

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Card & Gift Record

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Card & Gift Record

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Golf Record

Date	Course	Competition	Partner	Opponents	Result	Gross Score	Net Diff.	Handicap	
								Exact	Playing

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Golf Record

Date	Course	Competition	Partner	Opponents	Result	Gross Score	Net Diff.	Handicap	
								Exact	Playing

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Golf Record

Date	Course	Competition	Partner	Opponents	Result	Gross Score	Net Diff.	Handicap	
								Exact	Playing

© 1989 FILOFAX Ref. P612

Golf Record

Date	Course	Competition	Partner	Opponents	Result	Gross Score	Net Diff.	Handicap	
								Exact	Playing

Golf Record

Date	Course	Competition	Partner	Opponents	Result	Gross Score	Net Diff.	Handicap	
								Exact	Playing

Golf Record

Date	Course	Competition	Partner	Opponents	Result	Gross Score	Net Diff.	Handicap	
								Exact	Playing

Golf Record

Date	Course	Competition	Partner	Opponents	Result	Gross Score	Net Diff.	Handicap	
								Exact	Playing

Golf Record

Date	Course	Competition	Partner	Opponents	Result	Gross Score	Net Diff.	Handicap	
								Exact	Playing

Skiing Record

Season & Date	Resort	Run	Degree of Difficulty	Vertical Drop (m)	Time Taken	Conditions		Company	Comments
						Weather	Snow		

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Skiing Record

Season & Date | Resort | Run | Degree of Difficulty | Vertical Drop (m) | Time Taken | Conditions: Weather, Snow | Company | Comments

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Skiing Record

Season & Date | Resort | Run | Degree of Difficulty | Vertical Drop (m) | Time Taken | Conditions: Weather, Snow | Company | Comments

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Skiing Record

Season & Date | Resort | Run | Degree of Difficulty | Vertical Drop (m) | Time Taken | Conditions: Weather, Snow | Company | Comments

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Skiing Record

Season & Date	Resort	Run	Degree of Difficulty	Vertical Drop (m)	Time Taken	Conditions		Company	Comments
						Weather	Snow		

Skiing Record

Season & Date	Resort	Run	Degree of Difficulty	Vertical Drop (m)	Time Taken	Conditions		Company	Comments
						Weather	Snow		

Skiing Record

Season & Date	Resort	Run	Degree of Difficulty	Vertical Drop (m)	Time Taken	Conditions		Company	Comments
						Weather	Snow		

Skiing Record

Season & Date	Resort	Run	Degree of Difficulty	Vertical Drop (m)	Time Taken	Conditions		Company	Comments
						Weather	Snow		

Snooker Record

Date	Venue	Partner	Opponent(s)	Frame(s)	Result	Highest Break		Remarks
						For	Against	

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Snooker Record

Date	Venue	Partner	Opponent(s)	Frame(s)	Result	Highest Break		Remarks
						For	Against	

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Snooker Record

Date	Venue	Partner	Opponent(s)	Frame(s)	Result	Highest Break		Remarks
						For	Against	

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Snooker Record

Date	Venue	Partner	Opponent(s)	Frame(s)	Result	Highest Break		Remarks
						For	Against	

© 1989 Filofax Ref. P614

Snooker Record

Date	Venue	Partner	Opponent(s)	Frame(s)	Result	Highest Break		Remarks
						For	Against	

Snooker Record

Date	Venue	Partner	Opponent(s)	Frame(s)	Result	Highest Break		Remarks
						For	Against	

Snooker Record

Date	Venue	Partner	Opponent(s)	Frame(s)	Result	Highest Break		Remarks
						For	Against	

Snooker Record

Date	Venue	Partner	Opponent(s)	Frame(s)	Result	Highest Break		Remarks
						For	Against	

Windsurfing Record

Date	Water	Conditions			Equipment		Time on Water	Company	Remarks
		Weather	Wind	Water	Board	Sail			

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Windsurfing Record

Date	Water	Conditions			Equipment		Time on Water	Company	Remarks
		Weather	Wind	Water	Board	Sail			

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Windsurfing Record

Date	Water	Conditions			Equipment		Time on Water	Company	Remarks
		Weather	Wind	Water	Board	Sail			

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Windsurfing Record

Date	Water	Conditions			Equipment		Time on Water	Company	Remarks
		Weather	Wind	Water	Board	Sail			

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Windsurfing Record

Date	Water	Conditions			Equipment		Time on Water	Company	Remarks
		Weather	Wind	Water	Board	Sail			

Windsurfing Record

Date	Water	Conditions			Equipment		Time on Water	Company	Remarks
		Weather	Wind	Water	Board	Sail			

Windsurfing Record

Date	Water	Conditions			Equipment		Time on Water	Company	Remarks
		Weather	Wind	Water	Board	Sail			

Windsurfing Record

Date	Water	Conditions			Equipment		Time on Water	Company	Remarks
		Weather	Wind	Water	Board	Sail			

Running Record

Date	Place	Time Out	Time In	Difference (mins.)	Target Distance	Distance Achieved	Difference (miles)	Improvement		Remarks
								Time	Miles	

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Running Record

Date	Place	Time Out	Time In	Difference (mins.)	Target Distance	Distance Achieved	Difference (miles)	Improvement		Remarks
								Time	Miles	

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Running Record

Date	Place	Time Out	Time In	Difference (mins.)	Target Distance	Distance Achieved	Difference (miles)	Improvement		Remarks
								Time	Miles	

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Running Record

Date	Place	Time Out	Time In	Difference (mins.)	Target Distance	Distance Achieved	Difference (miles)	Improvement		Remarks
								Time	Miles	

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Running Record

Date	Place	Time Out	Time In	Difference (mins.)	Target Distance	Distance Achieved	Difference (miles)	Improvement		Remarks
								Time	Miles	

Running Record

Date	Place	Time Out	Time In	Difference (mins.)	Target Distance	Distance Achieved	Difference (miles)	Improvement		Remarks
								Time	Miles	

Running Record

Date	Place	Time Out	Time In	Difference (mins.)	Target Distance	Distance Achieved	Difference (miles)	Improvement		Remarks
								Time	Miles	

Running Record

Date	Place	Time Out	Time In	Difference (mins.)	Target Distance	Distance Achieved	Difference (miles)	Improvement		Remarks
								Time	Miles	

Squash Record

Comments																
Position	Ladder															
	League															
Score																
Opponent																
Competition Event																
Venue																
Date																

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Squash Record

Comments																
Position	Ladder															
	League															
Score																
Opponent																
Competition Event																
Venue																
Date																

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Squash Record

Comments																
Position	Ladder															
	League															
Score																
Opponent																
Competition Event																
Venue																
Date																

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Squash Record

Comments																
Position	Ladder															
	League															
Score																
Opponent																
Competition Event																
Venue																
Date																

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Squash Record

Date	Venue	Competition Event	Opponent	Score	Position		Comments
					League	Ladder	

Squash Record

Date	Venue	Competition Event	Opponent	Score	Position		Comments
					League	Ladder	

Squash Record

Date	Venue	Competition Event	Opponent	Score	Position		Comments
					League	Ladder	

Squash Record

Date	Venue	Competition Event	Opponent	Score	Position		Comments
					League	Ladder	

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Angler's Catch Record

Fish #	Date	Location	Species	Bait	Method	Weight	Comments

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Angler's Catch Record

Fish #	Date	Location	Species	Bait	Method	Weight	Comments

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Angler's Catch Record

Fish #	Date	Location	Species	Bait	Method	Weight	Comments

Angler's Catch Record

Fish #	Date	Location	Species	Bait	Method	Weight	Comments

Angler's Catch Record

Fish #	Date	Location	Species	Bait	Method	Weight	Comments

Angler's Catch Record

Fish #	Date	Location	Species	Bait	Method	Weight	Comments

Angler's Catch Record

Fish #	Date	Location	Species	Bait	Method	Weight	Comments

4 Bird Watcher's Checklist

Notes

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

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Bird Watcher's Checklist 1

Date

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

4 Bird Watcher's Checklist

Notes

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

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Bird Watcher's Checklist 1

Date

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

2 Bird Watcher's Checklist

Locality

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

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Bird Watcher's Checklist 3

Weather

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

2 Bird Watcher's Checklist

Locality

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

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Bird Watcher's Checklist 3

Weather

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

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	Carrion Crow
Sandwich Tern	(Hooded Crow)
Razorbill	Rook
Little Auk	Jackdaw
Guillemot	Magpie
Black Guillemot	Nutcracker
Puffin	Jay
Stock Dove	Chough
Rock Dove	Great Tit
Woodpigeon	Blue Tit
Turtle Dove	Coal Tit
Collared Dove	Crested Tit
Cuckoo	Marsh Tit
Barn Owl	Willow Tit
Snowy Owl	Long-tailed Tit
Little Owl	Nuthatch
Tawny Owl	Treecreeper
Long-eared Owl	Wren
Short-eared Owl	Dipper
Nightjar	Beared Tit
Swift	Mistle Thrush
Alpine Swift	Fieldfare
Kingfisher	Song Thrush
Bee-eater	Redwing
Roller	Ring Ouzel
Hoopoe	Blackbird
Green Woodpecker	Wheatear
Great Spotted Woodpecker	Stonechat
Lesser Spotted Woodpecker	Winchat
Wryneck	Redstart
Short-toed Lark	Black Redstart

Bird Watcher's Checklist 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	Carrion Crow
Sandwich Tern	(Hooded Crow)
Razorbill	Rook
Little Auk	Jackdaw
Guillemot	Magpie
Black Guillemot	Nutcracker
Puffin	Jay
Stock Dove	Chough
Rock Dove	Great Tit
Woodpigeon	Blue Tit
Turtle Dove	Coal Tit
Collared Dove	Crested Tit
Cuckoo	Marsh Tit
Barn Owl	Willow Tit
Snowy Owl	Long-tailed Tit
Little Owl	Nuthatch
Tawny Owl	Treecreeper
Long-eared Owl	Wren
Short-eared Owl	Dipper
Nightjar	Beared Tit
Swift	Mistle Thrush
Alpine Swift	Fieldfare
Kingfisher	Song Thrush
Bee-eater	Redwing
Roller	Ring Ouzel
Hoopoe	Blackbird
Green Woodpecker	Wheatear
Great Spotted Woodpecker	Stonechat
Lesser Spotted Woodpecker	Winchat
Wryneck	Redstart
Short-toed Lark	Black Redstart

Bird Watcher's Checklist 1

Date

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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 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

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	

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

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		Rcpt.	N/Rcpt.
Monday				
Tuesday				
Wednesday				
Thursday				
Subtotal				

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Personal Expense Log

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

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Personal Expense Log

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

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Personal Expense Log

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

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Personal Expense Log

Week Beginning

Item	Amount		Rcpt.	N/Rcpt.
Friday				
Saturday				
Sunday				
Sundry				
Total				

Personal Expense Log

Week Beginning

Item	Amount		Rcpt.	N/Rcpt.
Friday				
Saturday				
Sunday				
Sundry				
Total				

Personal Expense Log

Week Beginning

Item	Amount		Rcpt.	N/Rcpt.
Friday				
Saturday				
Sunday				
Sundry				
Total				

Personal Expense Log

Week Beginning

Item	Amount		Rcpt.	N/Rcpt.
Friday				
Saturday				
Sunday				
Sundry				
Total				

Personal Services

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

Personal Contact Record

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

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Personal Contact Record

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

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Personal Contact Record

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

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Personal Contact Record

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

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Personal Contact Record

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

Personal Contact Record

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

Personal Contact Record

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

Personal Contact Record

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

Home Entertainment

Date	
Occasion	
Guests	Firm & Position
Theme	
Attire	
Flowers/Florist	
Caterer	
Menu	
Wine/Guest Drink Preferences	
Cost	

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Home Entertainment

Date	
Occasion	
Guests	Firm & Position
Theme	
Attire	
Flowers/Florist	
Caterer	
Menu	
Wine/Guest Drink Preferences	
Cost	

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Home Entertainment

Date	
Occasion	
Guests	Firm & Position
Theme	
Attire	
Flowers/Florist	
Caterer	
Menu	
Wine/Guest Drink Preferences	
Cost	

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Home Entertainment

Date	
Occasion	
Guests	Firm & Position
Theme	
Attire	
Flowers/Florist	
Caterer	
Menu	
Wine/Guest Drink Preferences	
Cost	

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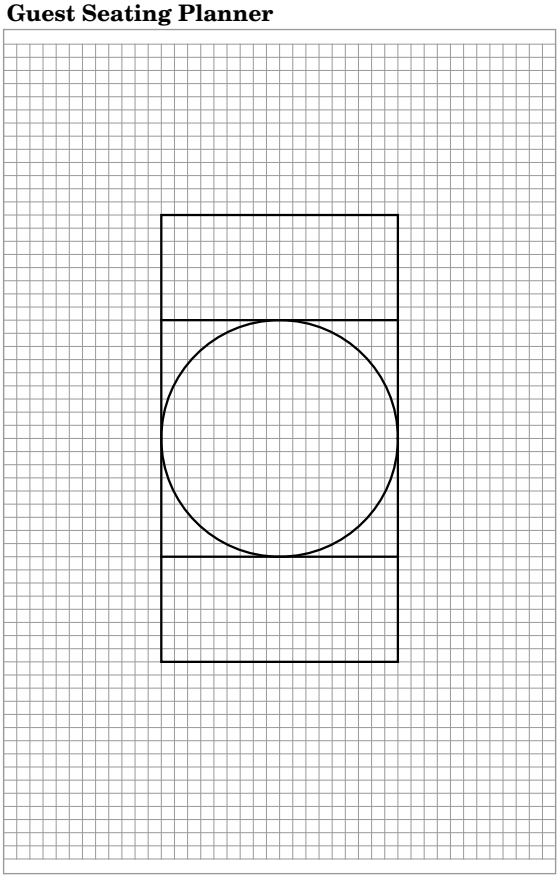
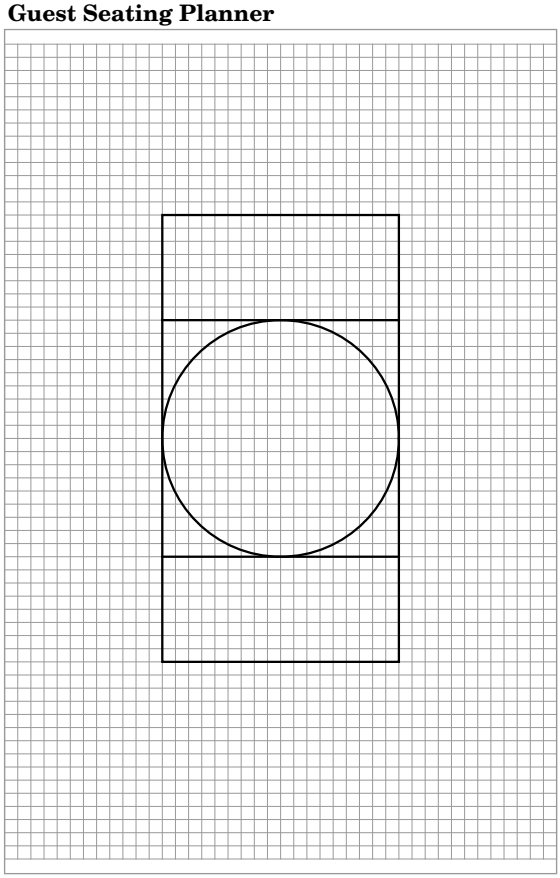
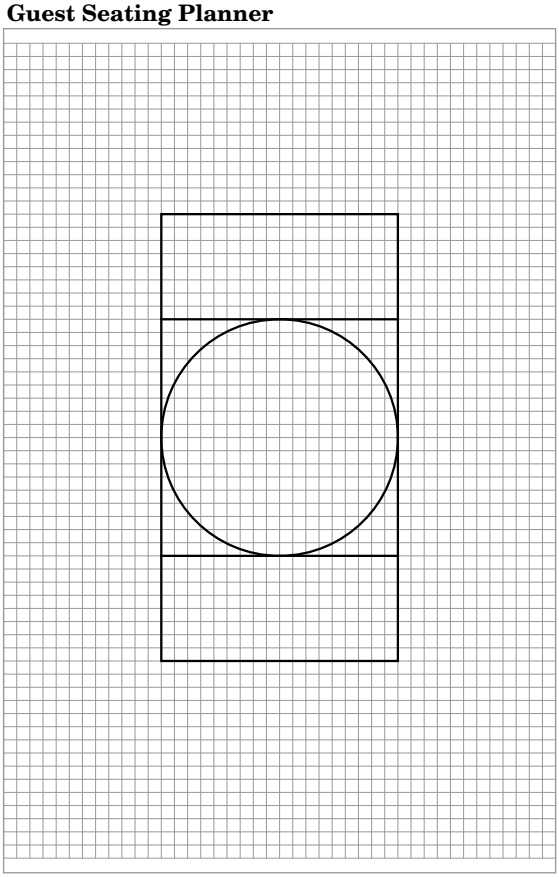
Guest Seating Planner



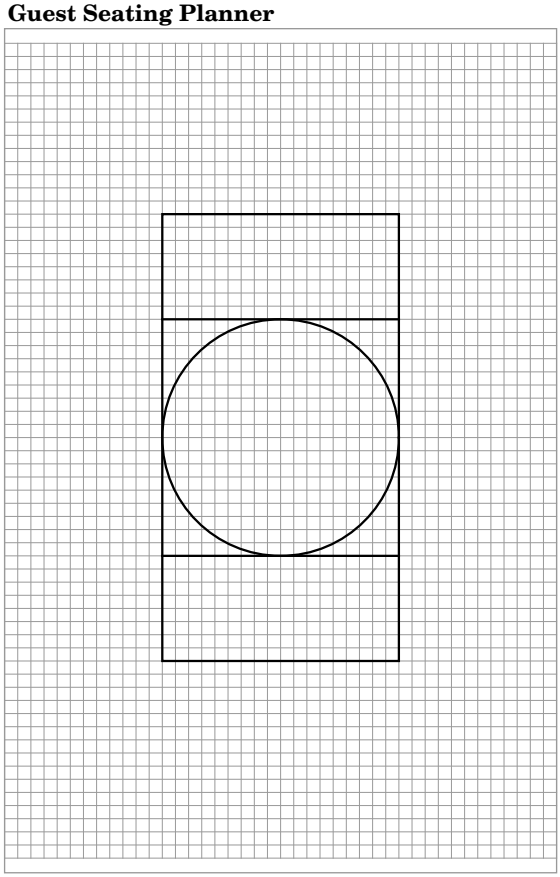
Guest Seating Planner



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

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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

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

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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

© 1989 Filofax Ref. P805

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

© 1989 Filofax Ref. P805

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

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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

Football/Basketball

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

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Football/Basketball

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

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Football/Basketball

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

© 1989 Filofax Ref. P812

Football/Basketball

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

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Football/Basketball

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

Football/Basketball

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

Traveller's Checklist

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ACTION
- Arrange plant/garden care
- Brief family/friends
- Brief house-sitter
- Brief nanny
- Brief business colleagues/ subordinates
- Cancel milk
- Cancel newspapers
- Deposit valuables
- Lock doors
- Lock windows
- Notify police
- Notify neighbours
- Redirect mail
- Set house alarm
- Turn off gas
- Turn off electricity
- Turn off water
- Other

BABY/CHILDREN
- Alarm/listener
- Baby box
- Baby cream
- Baby oil
- Baby shampoo
- Baby soap
- Baby set
- Beaker
- Bedding
- Bibs
- Bottle
- Teats
- Steriliser
- Milk Powder
- Books
- Bouncer
- Bucket/spade
- Changing bag/mat
- Clothes
  - vests
  - rompers
  - babygrows
  - nightwear
- Cot
- Carrycot
- Dishes
- Dummy
- Food
- Food heater
- Food measures
- High/low chair
- Knife/fork/spoon
- Nappies
- Playpen
- Potty
- Pram/pushchair/buggy
- Safety harness
- Sunhat
- Sunshade
- High factor sun lotion
- Toys
- Trainer seat
- Waterproof pants
- Wipes
- Other

BEACH
- Beach bag
- Beach mat/rug
- Beach towel
- Beach wrap
- Beach shoes
- Coolbox
- Insect repellent
- Insect (antihistamine) cream
- Suntan oil/lotion
- Sunburn cream/after-sun lotion
- Sun umbrella
- Swimsuit(s)
- Windbreak
- Other

BUSINESS
- Business cards
- Batteries
- Briefcase
- Business documents/papers
- Calculator
- Computer/disks
- Dictaphone
- Personal organiser
- Samples
- Special equipment
- Stationery
- Typewriter/wordprocessor
- Mobile telephone
- Radio pager
- Other

CLOTHING
- Anorak
- Bathrobe
- Beach/swimwear
- Bedsocks
- Belts
- Blazer
- Blouses
- Braces
- Cardigans
- Coat (long)
- Coat (short)
- Cufflinks
- Studs
- Tie pins
- Dresses
- Dressing gown
- Evening wear
- Footwear
  - beach shoes
  - boots/wellingtons
  - sandals
  - shoes
  - evening shoes
  - slippers
  - trainers
  - walking shoes
- Furs/stole
- Gloves
- Hats
- Jackets
- Jeans
- Nightclothes/pyjamas
- Pullovers/sweaters
- Raincoat/waterproofs
- Scarves/cravats
- Shirts
- Shorts
- Skirts
- Slacks
- Slips
- Socks
- Stockings/tights
- Sun tops
- Sun visor
- Sun glasses
- Sweat suit
- Ties
- Trousers
- Tee Shirts
- Underwear
  - briefs
  - bras
  - camiknickers
  - corset
  - pants/panties
- Other

DOCUMENTS
- Address book
- Business documents/papers
- Cash card
- Cheque book
- Cheque card
- Club card(s)
- Credit cards
- Currency
  - foreign
  - sterling
- Driving licence
  - UK
  - International
- Diary
- Guidebook(s)
- Hotel reservations
- Insurance
  - car
  - health/accident
  - cancellation
  - other
- Personal possessions
- Inoculations/vaccination certificates
- Motoring organisation card/ key/documents
- Maps
- Notebook
- Passport/visas
- Personal organiser
- Phrasebook(s)
- Travellers Cheques
- Tickets
  - air
  - boat
  - train
  - other
- Other

FOOD
- Beverages
  - tea
  - coffee
- Drinks
  - fruit juice
  - soft drinks
  - other
- Fruit
- Sandwiches
- Saccharin/sweetener
- Other

MEDICAL
- Alka Seltzer
- Appliances
- Antihistamine cream/tablets
- Antiseptic
- Aspirins
- Bandages
- Contraceptives
- Embrocation
- First aid pack
- Eye lotion
- Gargle/mouthwash
- Inhaler
- Insect cream
- Insulin
- Laxative
- Ointments/creams
- Plasters
- Prescriptions (repeat)
- Stomach remedy
- Salt tablets
- Sunburn cream
- Thermometer
- Travel sickness pills
- Water purifier
- Other

PERSONAL
- Air freshener
- Alarm clock
- Alcohol
- Adaptor plug
- Audio
  - cassette player/Walkman
  - headphones
  - radio
  - tapes
  - T.V.
  - video
- Batteries
- Beauty
  - cleansing cream
  - cotton wool pads
  - eyeshadow
  - eye pencil(s)
  - foundation
  - hairpiece/wig
  - lipstick(s)
  - make-up remover
  - mascara
  - moisturiser
  - nail file/emeryboard
  - nail varnish
  - nail varnish remover
  - perfume
  - powder compact
  - vanity case
- Other

Traveller's Checklist

✓	✓		✓	✓		✓	✓		✓	✓		✓	✓
❑	❑	suitcase(s)	❑	❑	hair hose	❑	❑	blankets	❑	❑	spices	❑	❑	Water carrier	❑	❑
❑	❑	trunk(s)	❑	❑	hairnet	❑	❑	duvets	❑	❑	Cloths			Windbreak	❑	❑
❑	❑	Matches/lighter	❑	❑	hair lacquer/spray	❑	❑	sleeping bags	❑	❑	dishcloth(s)	❑	❑	Other		
❑	❑	Money belt	❑	❑	manicure set	❑	❑	sheets	❑	❑	dusters	❑	❑		❑	❑
❑	❑	Photographic equipment			mouthwash/gargle	❑	❑	Bread bin	❑	❑	tablecloths	❑	❑		❑	❑
❑	❑	camera	❑	❑	nail brush	❑	❑	Bread knife	❑	❑	tea towels/cloths	❑	❑		❑	❑
❑	❑	film	❑	❑	nail scissors	❑	❑	Bucket/pail	❑	❑	oven cloth	❑	❑		❑	❑
❑	❑	video camera	❑	❑	pumice stone	❑	❑	Can/bottle opener	❑	❑	Electric cable extension	❑	❑		❑	❑
❑	❑	film	❑	❑	shampoo	❑	❑	Corkscrew	❑	❑	Fire extinguisher	❑	❑	**SPORTS AND LEISURE**		
❑	❑	Pens/pencils	❑	❑	shaving			Candles	❑	❑	Food mixer	❑	❑	Angling equipment	❑	❑
❑	❑	Personal organiser	❑	❑	razor	❑	❑	Crockery			Food			Cycles	❑	❑
❑	❑	Pet equipment	❑	❑	shaver	❑	❑	cups	❑	❑	bread	❑	❑	Darts/board	❑	❑
❑	❑	Pet food	❑	❑	razor blades	❑	❑	mugs	❑	❑	butter	❑	❑	Fitness equipment	❑	❑
❑	❑	Pillows	❑	❑	shaving-cream/soap	❑	❑	plates	❑	❑	jam	❑	❑	Football/balls	❑	❑
		Plastic bags	❑	❑	shaving-brush	❑	❑	saucers	❑	❑	marmalade	❑	❑	Games		
❑	❑	Plug for basin	❑	❑	shower cap	❑	❑	bowls	❑	❑	sugar	❑	❑	board	❑	❑
❑	❑	Roof rack	❑	❑	shower gel	❑	❑	china	❑	❑	cereal	❑	❑	card	❑	❑
❑	❑	Rope/string	❑	❑	soap	❑	❑	jugs	❑	❑	fruit	❑	❑	outdoor	❑	❑
❑	❑	Rug/blanket	❑	❑	soap powder	❑	❑	other			other			other		
❑	❑	Safety pins	❑	❑	sponge bag	❑	❑		❑	❑		❑	❑		❑	❑
❑	❑	Scissors	❑	❑	talcum powder	❑	❑		❑	❑		❑	❑		❑	❑
❑	❑	Security/personal alarm	❑	❑	toilet paper	❑	❑		❑	❑		❑	❑		❑	❑
❑	❑	Sellotape	❑	❑	teeth				❑	❑		❑	❑		❑	❑
❑	❑	Sewing kit	❑	❑	dental floss	❑	❑	Cutlery			Heater	❑	❑	Golf clubs	❑	❑
❑	❑	Shoe polish	❑	❑	dentures/fixer	❑	❑	knives	❑	❑	Kettle	❑	❑	shoes	❑	❑
❑	❑	Shoe brushes	❑	❑	toothbrush	❑	❑	forks	❑	❑	Lamp/light	❑	❑	gloves	❑	❑
❑	❑	Shoehorn	❑	❑	toothpaste	❑	❑	spoons	❑	❑	Laundry bag	❑	❑	overtrousers	❑	❑
❑	❑	Stain remover	❑	❑	toothpicks	❑	❑	Cleaning equipment			Ovenware	❑	❑	Guns	❑	❑
❑	❑	Tape measure	❑	❑	Other			scouring pads	❑	❑	Paper towels	❑	❑	Hiking/walking boots	❑	❑
❑	❑	Tobacco				❑	❑	soap powder	❑	❑	Picnic table	❑	❑	Sailing equipment	❑	❑
❑	❑	cigarettes	❑	❑		❑	❑	detergent	❑	❑	chairs	❑	❑	Metal detector	❑	❑
❑	❑	cigars	❑	❑		❑	❑	washing-up liquid	❑	❑	basket	❑	❑	Musical instrument(s)	❑	❑
❑	❑	lighter/matches	❑	❑		❑	❑	bleach	❑	❑	plates	❑	❑	Racquet(s)	❑	❑
❑	❑	pipe(s)	❑	❑		❑	❑	dustpan & brush	❑	❑	cups/mugs	❑	❑	Cricket equipment	❑	❑
❑	❑	pipe cleaners	❑	❑	Torch	❑	❑	broom	❑	❑	knives/forks/spoons	❑	❑	Rucksack(s)	❑	❑
❑	❑	pipe tobacco	❑	❑	Towels	❑	❑	vacuum cleaner	❑	❑	Polish	❑	❑	Sailboard	❑	❑
❑	❑	snuff	❑	❑	Trouser press	❑	❑	Cooker/camping stove	❑	❑	Rubber gloves	❑	❑	Surfboard	❑	❑
❑	❑	Toiletries			Tweezers	❑	❑	Gas cylinder(s)	❑	❑	Scales	❑	❑	Skates	❑	❑
		aftershave	❑	❑	Umbrella(s)	❑	❑	Cooking utensils			Serviettes/napkins	❑	❑	Skiing equipment	❑	❑
❑	❑	beard trimmer	❑	❑	Vacuum flask	❑	❑	pans	❑	❑	Storage tins/boxes	❑	❑	Sports clothes	❑	❑
❑	❑	breath freshener	❑	❑	Walking stick	❑	❑	frying pan	❑	❑	Sunbed(s)	❑	❑	Scuba diving equipment	❑	❑
❑	❑	brush/comb	❑	❑	Writing paper/stationery	❑	❑	pressure cooker	❑	❑	Tea/coffee pot	❑	❑	Table tennis equipment	❑	❑
❑	❑	corn plasters	❑	❑	**SELF-CATERING/PICNIC**			Cooking foil	❑	❑	Tent	❑	❑	Waterproofs	❑	❑
		cotton wool balls	❑	❑	Airer	❑	❑	Cooler box/bags	❑	❑	Tent pegs	❑	❑	Wetsuit	❑	❑
❑	❑	curlers/tongs	❑	❑	Apron/pinafore	❑	❑	Condiments			Toaster	❑	❑	Other		
❑	❑	deodorant	❑	❑	Ashtray	❑	❑	salt	❑	❑	Toilet fluid	❑	❑		❑	❑
❑	❑	flannel/sponge	❑	❑	Awning	❑	❑	pepper	❑	❑	Tools/toolbox	❑	❑		❑	❑
❑	❑	hair spray	❑	❑	Barbecue equipment	❑	❑	mustard	❑	❑	Torch/flashlight	❑	❑		❑	❑
		hair conditioner	❑	❑	Bedding			sauces/ketchup	❑	❑	Waste bin/bags	❑	❑		❑	❑
❑	❑	hair dryer	❑	❑	bed linen	❑	❑									

Luggage
holdall(s)

Birthdays, Anniversaries, Special Occasions

Date	Name	Occasion

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Birthdays, Anniversaries, Special Occasions

Date	Name	Occasion

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Birthdays, Anniversaries, Special Occasions

Date	Name	Occasion

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Birthdays, Anniversaries, Special Occasions

Date	Name	Occasion

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Birthdays, Anniversaries, Special Occasions

Date	Name	Occasion

Birthdays, Anniversaries, Special Occasions

Date	Name	Occasion

Birthdays, Anniversaries, Special Occasions

Date	Name	Occasion

Birthdays, Anniversaries, Special Occasions

Date	Name	Occasion

Surveyor's Quantity Record

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Surveyor's Quantity Record

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Surveyor's Quantity Record

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Surveyor's Quantity Record

Surveyor's Quantity Record

Surveyor's Quantity Record

Surveyor's Quantity Record

Salesman's Reminder

Name	Address	Details

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Salesman's Reminder

Name	Address	Details

© 1989 filofax Ref. P107

Salesman's Reminder

Name	Address	Details

Salesman's Reminder

Name	Address	Details

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)

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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

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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

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TRAINING	
Date	Detail

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Date	Retired/Resigned/Dismissed/Redundant
Reason	
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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

Classified Addresses

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

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Classified Addresses

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

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Classified Addresses

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

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Classified Addresses

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

Name
Address

Contact Phone
Fax Telex

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Classified Addresses

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

Classified Addresses

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

Classified Addresses

Name	
Address	
Contact	Phone
Fax	Telex
Name	
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Contact	Phone
Fax	Telex
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Classified Addresses

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

Publisher's Sales Report

Publication	Salesman

Firm's Name

Address

Tel No

Kind of Business

Contact Status

Other Journals

Direct or Agent's Name

Appropriation Reviewed

Date	Remarks

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Publisher's Sales Report

Publication Salesman

Firm's Name

Address

Tel No

Kind of Business

Contact Status

Other Journals

Direct or Agent's Name

Appropriation Reviewed

Date Remarks

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Publisher's Sales Report

Publication Salesman

Firm's Name

Address

Tel No

Kind of Business

Contact Status

Other Journals

Direct or Agent's Name

Appropriation Reviewed

Date Remarks

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Publisher's Sales Report

Publication Salesman

Firm's Name

Address

Tel No

Kind of Business

Contact Status

Other Journals

Direct or Agent's Name

Appropriation Reviewed

Date Remarks

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Publisher's Sales Report

Publication	Salesman
Firm's Name	
Address	
Tel No	
Contact	Status

Date	Remarks

Publisher's Sales Report

Publication	Salesman
Firm's Name	
Address	
Tel No	
Contact	Status

Date	Remarks

Publisher's Sales Report

Publication	Salesman
Firm's Name	
Address	
Tel No	
Contact	Status

Date	Remarks

Publisher's Sales Report

Publication	Salesman
Firm's Name	
Address	
Tel No	
Contact	Status

Date	Remarks

Publisher's Sales Report

Journal	Representative
Name	
Address	
	Telephone
Business	
Contact	Status
Other Journals	
Agent	
Appropriation Reviewed	
Date	

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Publisher's Sales Report

Journal	Representative
Name	
Address	
	Telephone
Business	
Contact	Status
Other Journals	
Agent	
Appropriation Reviewed	
Date	

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Publisher's Sales Report

Journal	Representative
Name	
Address	
	Telephone
Business	
Contact	Status
Other Journals	
Agent	
Appropriation Reviewed	
Date	

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Publisher's Sales Report

Journal	Representative
Name	
Address	
	Telephone
Business	
Contact	Status
Other Journals	
Agent	
Appropriation Reviewed	
Date	

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Publisher’s Sales Report

Date	

Publisher’s Sales Report

Date	

Publisher’s Sales Report

Date	

Publisher’s Sales Report

Date	

Production Schedule from **to**

			PRODUCTION SCHEDULE													
			Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date

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Production Schedule from **to**

			PRODUCTION SCHEDULE													
			Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date

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Production Schedule from to

			PRODUCTION SCHEDULE													
			Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date

Production Schedule from to

			PRODUCTION SCHEDULE													
			Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date	Plan Date	Actual Date

Publication Schedule from to

Publication Date	Imprint	Title	Author	Editor	ISBN	Price	Pages	Illustrations	????

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Publication Schedule from to

Publication Date	Imprint	Title	Author	Editor	ISBN	Price	Pages	Illustrations	????

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Publication Schedule from to

Publication Date	Imprint	Title	Author	Editor	ISBN	Price	Pages	Illustrations	????

Publication Schedule from to

Publication Date	Imprint	Title	Author	Editor	ISBN	Price	Pages	Illustrations	????

Rights Negotiation

Author	
Title	
Original Publisher	
Publication Date	
Agent	
NEGOTIATING RIGHTS HELD BY:-	
U.S.	
Translation	
Serial	
Film/TV	
Hardback	
Paperback	
Other	
RIGHTS SOLD OR ON OFFER	
Type	Details

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Rights Negotiation

Author	
Title	
Original Publisher	
Publication Date	
Agent	
NEGOTIATING RIGHTS HELD BY:-	
U.S.	
Translation	
Serial	
Film/TV	
Hardback	
Paperback	
Other	
RIGHTS SOLD OR ON OFFER	
Type	Details

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Rights Negotiation

Author	
Title	
Original Publisher	
Publication Date	
Agent	
NEGOTIATING RIGHTS HELD BY:-	
U.S.	
Translation	
Serial	
Film/TV	
Hardback	
Paperback	
Other	
RIGHTS SOLD OR ON OFFER	
Type	Details

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Rights Negotiation

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U.S.	
Translation	
Serial	
Film/TV	
Hardback	
Paperback	
Other	
RIGHTS SOLD OR ON OFFER	
Type	Details

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Rights Negotiation

Rights Sold/on Offer cont.

Type	Details

NOTES

Rights Negotiation

Rights Sold/on Offer cont.

Type	Details

NOTES

Rights Negotiation

Rights Sold/on Offer cont.

Type	Details

NOTES

Rights Negotiation

Rights Sold/on Offer cont.

Type	Details

NOTES

Term Summary

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Class Record

School or College

Teacher

Class

Year Beginning

Remarks

© 1989 filofax Ref. P266

Term Summary

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Class Record

School or College

Teacher

Class

Year Beginning

Remarks

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Class Record

School or College

Teacher

Class

Year Beginning

Remarks

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Class Record

School or College

Teacher

Class

Year Beginning

Remarks

© 1989 filofax Ref. P266

Term Summary

No.	Name					Remarks
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Term Summary

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Monthly Call List

Amount

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Monthly Call List

Amount

© 1989 FILOFAX Ref. P354

Monthly Call List

Amount

© 1989 FILOFAX Ref. P354

Monthly Call List

Amount

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Monthly Call List

Amount

Monthly Call List

Amount

Monthly Call List

Amount

Monthly Call List

Amount

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

Name

Address

D.O.B. | MSW | Age

HISTORY

History of present complaint

Past medical history

Drugs & Allergies

Social/family history

EXAMINATION

General

CVS

© 1989 filofax Ref. P371

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

© 1989 filofax Ref. P371

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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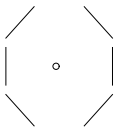
Clinical History

Resp S

Abdo



CNS

MS

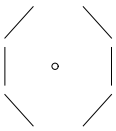
PROBLEMS

DIAGNOSIS & MANAGEMENT

Clinical History

Resp S

Abdo



CNS

MS

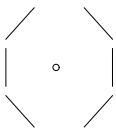
PROBLEMS

DIAGNOSIS & MANAGEMENT

Clinical History

Resp S

Abdo



CNS

MS

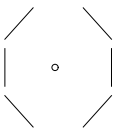
PROBLEMS

DIAGNOSIS & MANAGEMENT

Clinical History

Resp S

Abdo



CNS

MS

PROBLEMS

DIAGNOSIS & MANAGEMENT

Investments Annual Record

Capital Gains Summary Year 19

Date Bought	Security	Date Sold	Cost		Realised		Gain		Loss	
					Total					
			Net Gain/Loss for the Year							

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Investments Annual Record

Capital Gains Summary Year 19

Date Bought	Security	Date Sold	Cost		Realised		Gain		Loss	
					Total					
			Net Gain/Loss for the Year							

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Investments Annual Record

Capital Gains Summary Year 19

Date Bought	Security	Date Sold	Cost		Realised		Gain		Loss	
					Total					
			Net Gain/Loss for the Year							

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Investments Annual Record

Capital Gains Summary Year 19

Date Bought	Security	Date Sold	Cost		Realised		Gain		Loss	
					Total					
			Net Gain/Loss for the Year							

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Dividend Record

For Year Ending April						
Date	Security	Ref.	Tax Credit		Net Receipt	
Total						

Dividend Record

For Year Ending April						
Date	Security	Ref.	Tax Credit		Net Receipt	
Total						

Dividend Record

For Year Ending April						
Date	Security	Ref.	Tax Credit		Net Receipt	
Total						

Dividend Record

For Year Ending April						
Date	Security	Ref.	Tax Credit		Net Receipt	
Total						

Investment Ledger

Purchases						Sales								
Date	Security	Amount	Price	Cost		Date	Amount	Price	Realised		Profit		Loss	
				Total										

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Investment Ledger

Purchases						Sales								
Date	Security	Amount	Price	Cost		Date	Amount	Price	Realised		Profit		Loss	
				Total										

© 1989 FILOFAX Ref. P380B

Investment Ledger

Purchases						Sales								
Date	Security	Amount	Price	Cost		Date	Amount	Price	Realised		Profit		Loss	
				Total										

Investment Ledger

Purchases						Sales								
Date	Security	Amount	Price	Cost		Date	Amount	Price	Realised		Profit		Loss	
				Total										

Multitrack Sheet

Studio	Client
Artist	Producer
Start Time	IPS
Tracks	EQ
N.R.	Sync Tone
Song	

	Instrument
1	
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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

© 1989 FILOFAX Ref. P402

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

© 1989 FILOFAX Ref. P402

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

© 1989 FILOFAX Ref. P402

Multitrack Sheet

Studio	Client
Artist	Producer
Start Time	IPS
Tracks	EQ
N.R.	Sync Tone
Song	

	Instrument
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Multitrack Sheet

Studio	Client
Artist	Producer
Start Time	IPS
Tracks	EQ
N.R.	Sync Tone
Song	

	Instrument
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Multitrack Sheet

Studio	Client
Artist	Producer
Start Time	IPS
Tracks	EQ
N.R.	Sync Tone
Song	

	Instrument
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Multitrack Sheet

Studio	Client
Artist	Producer
Start Time	IPS
Tracks	EQ
N.R.	Sync Tone
Song	

	Instrument
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Photographer's Record

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Film No	Type	Filter	Shot Description	Exposure	Processing

Photographer's Record

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Film No	Type	Filter	Shot Description	Exposure	Processing

Photographer's Record

© 1989 filofax Ref. P403

Film No	Type	Filter	Shot Description	Exposure	Processing

Photographer's Record

© 1989 filofax Ref. P403

Film No	Type	Filter	Shot Description	Exposure	Processing

Photographer's Record

Film No	Type	Filter	Shot Description	Exposure	Processing

Photographer's Record

Film No	Type	Filter	Shot Description	Exposure	Processing

Photographer's Record

Film No	Type	Filter	Shot Description	Exposure	Processing

Photographer's Record

Film No	Type	Filter	Shot Description	Exposure	Processing

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Photo Exposure

Type of Film Film No. Film Speed DIN/ASA

Frame No.	Subject	Shutter Speed	Aperture	Focus	Lens	Filter	Date, Time and Conditions

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Photo Exposure

Type of Film Film No. Film Speed DIN/ASA

Frame No.	Subject	Shutter Speed	Aperture	Focus	Lens	Filter	Date, Time and Conditions

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Photo Exposure

Type of Film Film No. Film Speed DIN/ASA

Frame No.	Subject	Shutter Speed	Aperture	Focus	Lens	Filter	Date, Time and Conditions

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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.
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

Telephone Numbers

Name	Code	Number

© 1989 FILOFAX Ref. P405

Telephone Numbers

Name	Code	Number

© 1989 FILOFAX Ref. P405

Telephone Numbers

Name	Code	Number

© 1989 FILOFAX Ref. P405

Telephone Numbers

Name	Code	Number

© 1989 FILOFAX Ref. P405

Telephone Numbers

Name	Code	Number

Telephone Numbers

Name	Code	Number

Telephone Numbers

Name	Code	Number

Telephone Numbers

Name	Code	Number

Video Storyboard

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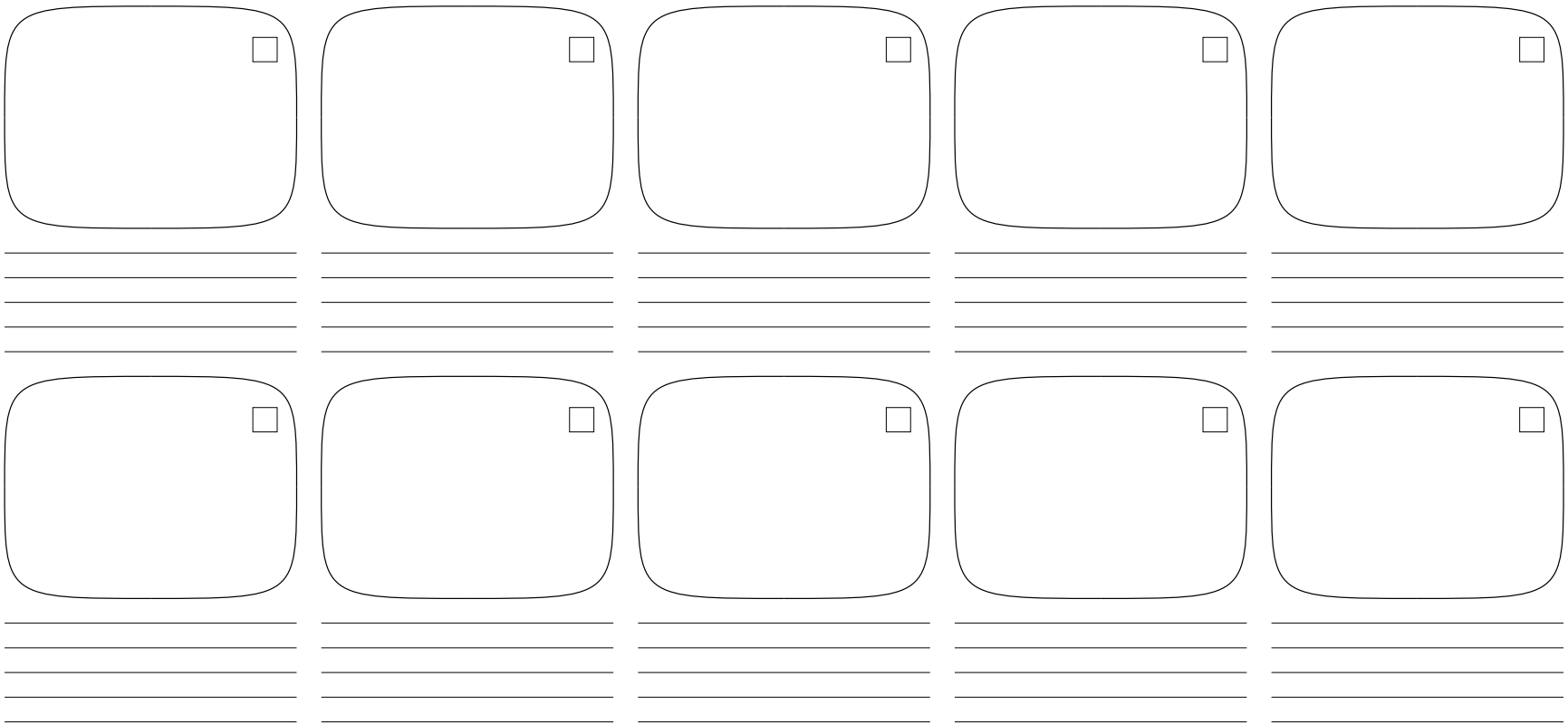
Video Storyboard



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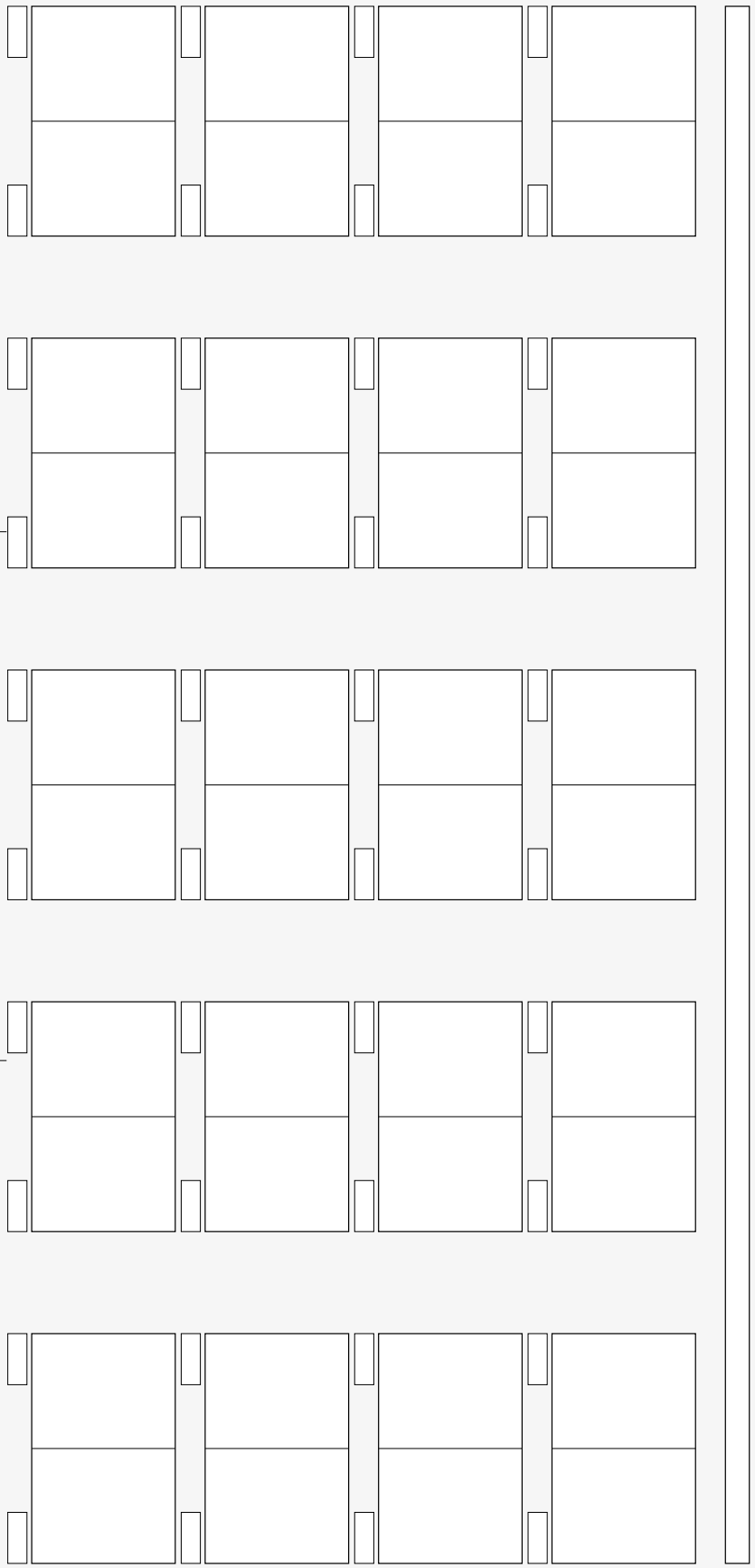
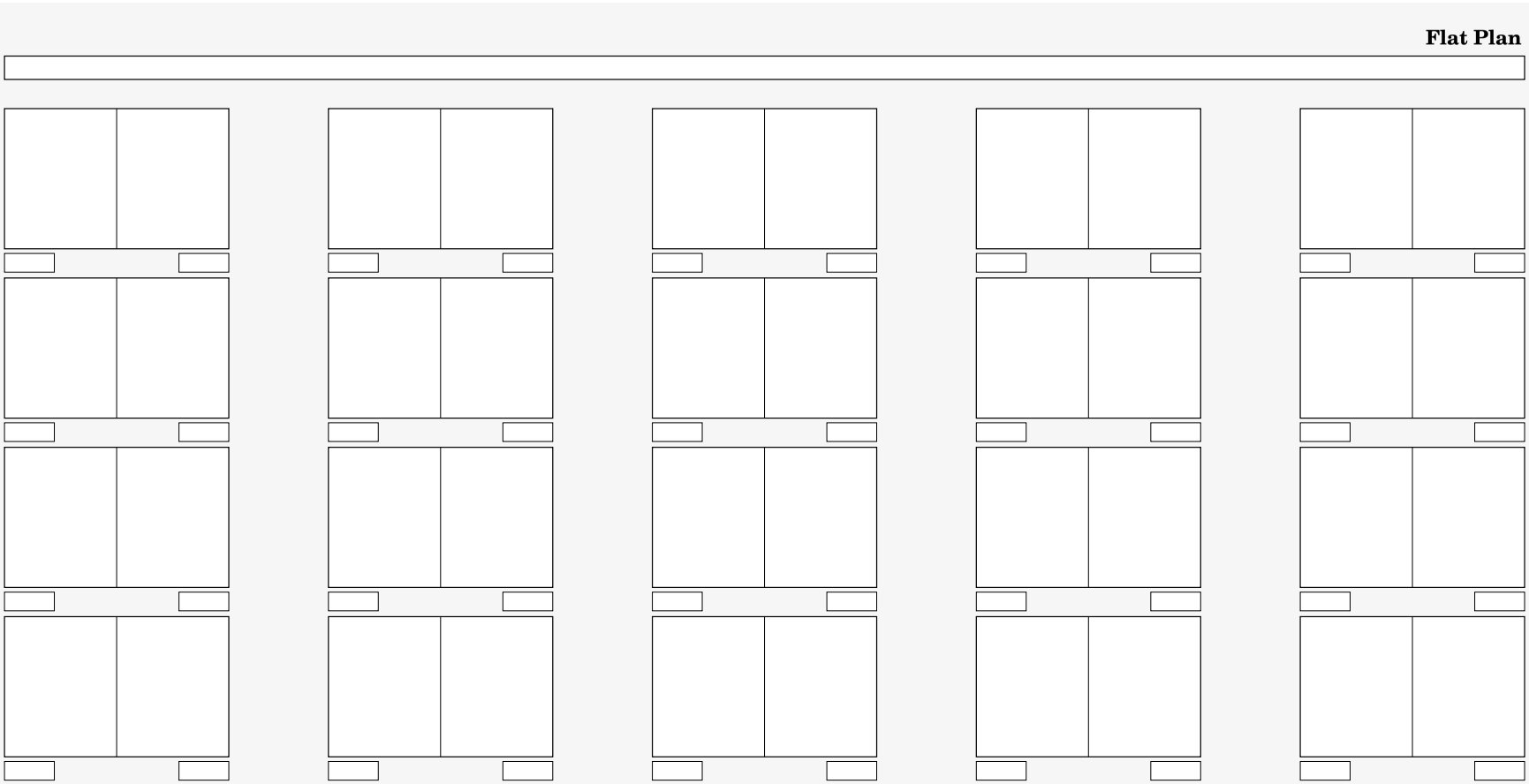


Flat Plan

Flat Plan



© 1989 FILOFAX Ref. P537

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												

Motor Running Record

*One Imperial Gallon = 4.546 litres

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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												

Motor Running Record

*One Imperial Gallon = 4.546 litres

© 1989 FILOFAX Ref. P537

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												

Motor Running Record

*One Imperial Gallon = 4.546 litres

Motor Running Record

Registration No.				Period From			Period To			*M.P.G./M.P.L.		
Date	**Business Mileage**			**Private Mileage**			**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

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

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

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**

Church Family Record

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

Offices and Organisations	
Name	Details

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Church Family Record

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

Offices and Organisations	
Name	Details

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Church Family Record

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

Offices and Organisations	
Name	Details

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Church Family Record

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

Offices and Organisations	
Name	Details

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Church Family Record

Notes	
Visits	
Date	Notes

Church Family Record

Notes	
Visits	
Date	Notes

Church Family Record

Notes	
Visits	
Date	Notes

Church Family Record

Notes	
Visits	
Date	Notes

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Customer Enquiry

Name

Address

Telephone Telex

Contacts

Enquiry

Date	Action

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Customer Enquiry

Name

Address

Telephone Telex

Contacts

Enquiry

Date Action

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Customer Enquiry

Name

Address

Telephone Telex

Contacts

Enquiry

Date Action

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Customer Enquiry

Name

Address

Telephone Telex

Contacts

Enquiry

Date Action

Customer Enquiry

Date	Action

Customer Enquiry

Date	Action

Customer Enquiry

Date	Action

Customer Enquiry

Date	Action

Customer Record

Account

Address

Telephone | Telex

Account No.

Category

Contacts

Name	Position

Call Frequency

Terms

Information

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Customer Record

Account

Address

Telephone | Telex

Account No.

Category

Contacts

Name	Position

Call Frequency

Terms

Information

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Customer Record

Account

Address

Telephone | Telex

Account No.

Category

Contacts

Name	Position

Call Frequency

Terms

Information

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Customer Record

Account

Address

Telephone | Telex

Account No.

Category

Contacts

Name	Position

Call Frequency

Terms

Information

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Customer Record

Turnover

JAN					
FEB					
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					

Account History

Date	Detail

Customer Record

Turnover

JAN					
FEB					
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					

Account History

Date	Detail

Customer Record

Turnover

JAN					
FEB					
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					

Account History

Date	Detail

Customer Record

Turnover

JAN					
FEB					
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					

Account History

Date	Detail

Customer Contact

Account History	
Date	Detail

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Customer Contact

Account History	
Date	Detail

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Customer Contact

Account History	
Date	Detail

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Customer Contact

Account History	
Date	Detail

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Customer Contact

Account History	
Date	Detail

Customer Contact

Account History	
Date	Detail

Customer Contact

Account History	
Date	Detail

Customer Contact

Account History	
Date	Detail

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

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	

Estate Agent Record

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

Stock Record

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

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Stock Record

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

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Stock Record

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

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Stock Record

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

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Stock Record

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

Stock Record

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

Stock Record

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

Stock Record

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

Meeting Record

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

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Meeting Record

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

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Meeting Record

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

Meeting Record

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

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

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

HM Forces Rank attained

Other Polices Forces

Foreign Languages

Professional Qualifications

Hobbies

Sports

Date(s) of Promotion Sgt: Insp: C/Insp:

Supt: C/Supt:

Commendations & Awards

Any other information

Police Personnel Record

HM Forces Rank attained

Other Polices Forces

Foreign Languages

Professional Qualifications

Hobbies

Sports

Date(s) of Promotion Sgt: Insp: C/Insp:

Supt: C/Supt:

Commendations & Awards

Any other information

Police Personnel Record

HM Forces Rank attained

Other Polices Forces

Foreign Languages

Professional Qualifications

Hobbies

Sports

Date(s) of Promotion Sgt: Insp: C/Insp:

Supt: C/Supt:

Commendations & Awards

Any other information

Police Personnel Record

HM Forces Rank attained

Other Polices Forces

Foreign Languages

Professional Qualifications

Hobbies

Sports

Date(s) of Promotion Sgt: Insp: C/Insp:

Supt: C/Supt:

Commendations & Awards

Any other information

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Bibliofile

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

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Key Words
Notes:

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

Case Load Index

	Name of Case	Opposing Attorney	Insurance Number	Court	Court Number	File Number	Date Opened
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

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Case Load Index

	Name of Case	Opposing Attorney	Insurance Number	Court	Court Number	File Number	Date Opened
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

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Case Load Index

	Name of Case	Opposing Attorney	Insurance Number	Court	Court Number	File Number	Date Opened
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

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Case Load Index

	Name of Case	Opposing Attorney	Insurance Number	Court	Court Number	File Number	Date Opened
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

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Case Load Index

	Date Opened	File Number	Court Number	Court	Insurance Number	Opposing Attorney	Name of Case
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							

Case Load Index

	Date Opened	File Number	Court Number	Court	Insurance Number	Opposing Attorney	Name of Case
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							

Case Load Index

	Date Opened	File Number	Court Number	Court	Insurance Number	Opposing Attorney	Name of Case
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							

Case Load Index

	Date Opened	File Number	Court Number	Court	Insurance Number	Opposing Attorney	Name of Case
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							

Platoon Commander's Roll Book

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

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Platoon Commander's Roll Book

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

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Platoon Commander's Roll Book

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

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Platoon Commander's Roll Book

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

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Platoon Commander's Roll Book

Description
Height Hair Visible marks & scars
Eyes Complexion

Mod 90
Number
Date of Issue

Driving Licence Types

Passport
Number
Place & Date of Issue
Expiry Date

Miscellaneous Info
Hat Size Butt Size
Neck " Respirator
Chest " Boot Size
Leg " P/Wpn Reg No
Waist "

BE Test
APFA

Mil Swimmer.

APWT

ALT APWT

NBC Test

Pl Comds Remarks

Platoon Commander's Roll Book

Description
Height Hair Visible marks & scars
Eyes Complexion

Mod 90
Number
Date of Issue

Driving Licence Types

Passport
Number
Place & Date of Issue
Expiry Date

Miscellaneous Info
Hat Size Butt Size
Neck " Respirator
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Leg " P/Wpn Reg No
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BE Test
APFA

Mil Swimmer.

APWT

ALT APWT

NBC Test

Pl Comds Remarks

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Description
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Eyes Complexion

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Date of Issue

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Number
Place & Date of Issue
Expiry Date

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Neck " Respirator
Chest " Boot Size
Leg " P/Wpn Reg No
Waist "

BE Test
APFA

Mil Swimmer.

APWT

ALT APWT

NBC Test

Pl Comds Remarks

Platoon Commander's Roll Book

Description
Height Hair Visible marks & scars
Eyes Complexion

Mod 90
Number
Date of Issue

Driving Licence Types

Passport
Number
Place & Date of Issue
Expiry Date

Miscellaneous Info
Hat Size Butt Size
Neck " Respirator
Chest " Boot Size
Leg " P/Wpn Reg No
Waist "

BE Test
APFA

Mil Swimmer.

APWT

ALT APWT

NBC Test

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 Relationship Address Tel Date	Alternative NOK Relationship Address Tel 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

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Troop Commander's Bible

Name	Forenames

Rank	Number	Engagement
DOB	Religion	Date of Discharge
Awards, Medals	SQ	Joined Corps
Marital Status	Adquals	Joined Unit
AWT	BFT	Joined Tp

NOK Relationship Address Tel Date	Alternative NOK Relationship Address Tel 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

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Troop Commander's Bible

Name	Forenames

Rank	Number	Engagement
DOB	Religion	Date of Discharge
Awards, Medals	SQ	Joined Corps
Marital Status	Adquals	Joined Unit
AWT	BFT	Joined Tp

NOK Relationship Address Tel Date	Alternative NOK Relationship Address Tel 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

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Troop Commander's Bible

Name	Forenames

Rank	Number	Engagement
DOB	Religion	Date of Discharge
Awards, Medals	SQ	Joined Corps
Marital Status	Adquals	Joined Unit
AWT	BFT	Joined Tp

NOK Relationship Address Tel Date	Alternative NOK Relationship Address Tel 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

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Troop Commander's Bible

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

Troop Commander's Bible

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

Troop Commander's Bible

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

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

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Military Lesson Plan

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

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Military Lesson Plan

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

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Military Lesson Plan

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

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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 Lesson Plan

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

Military Course Bids

NAME	TP/PL	COURSE	NO	DATE FROM	DATE TO	CONFIRMED	NAME	TP/PL	COURSE	NO	DATE FROM	DATE TO	CONFIRMED

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Military Course Bids

NAME	TP/PL	COURSE	NO	DATE FROM	DATE TO	CONFIRMED	NAME	TP/PL	COURSE	NO	DATE FROM	DATE TO	CONFIRMED

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Military Course Bids

NAME	TP/PL	COURSE	NO	DATE FROM	DATE TO	CONFIRMED	NAME	TP/PL	COURSE	NO	DATE FROM	DATE TO	CONFIRMED

Military Course Bids

NAME	TP/PL	COURSE	NO	DATE FROM	DATE TO	CONFIRMED	NAME	TP/PL	COURSE	NO	DATE FROM	DATE TO	CONFIRMED

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

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 Course Record

OIC Comments

Recommendations

Military Commander's Interview Record

Date	Name	TP/PL	Subject	Remarks	Result/Action

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Military Commander's Interview Record

Date	Name	TP/PL	Subject	Remarks	Result/Action

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Military Commander's Interview Record

Date	Name	TP/PL	Subject	Remarks	Result/Action

Military Commander's Interview Record

Date	Name	TP/PL	Subject	Remarks	Result/Action

Military Sub Unit Personnel Qualifications

RK	Name	Last Two	M/S	Grade Class	DVR	WPN Qual	MT/APC Instr	SAA	EPC						

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Military Sub Unit Personnel Qualifications

RK	Name	Last Two	M/S	Grade Class	DVR	WPN Qual	MT/APC Instr	SAA	EPC						

PERSONAL GROUPING/RANGE CARD

Date

Group Size

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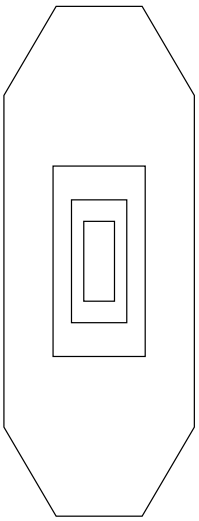


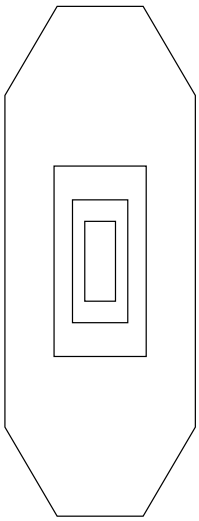
Shot	Blah	Observations
1		
2		
3		
4		
5		

PERSONAL GROUPING/RANGE CARD

Date

Group Size

© 1989 FILOFAX Ref. PG/RC



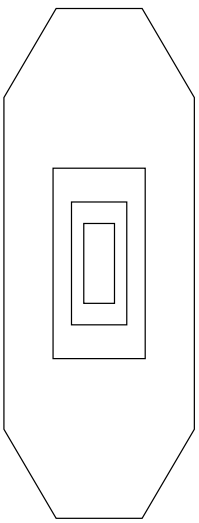
Shot	Blah	Observations
1		
2		
3		
4		
5		

PERSONAL GROUPING/RANGE CARD

Date

Group Size

© 1989 FILOFAX Ref. PG/RC



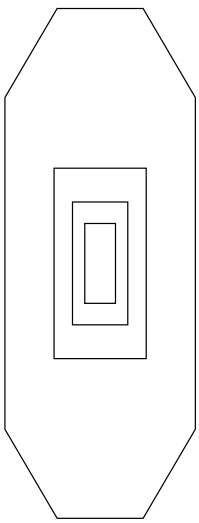
Shot	Blah	Observations
1		
2		
3		
4		
5		

PERSONAL GROUPING/RANGE CARD

Date

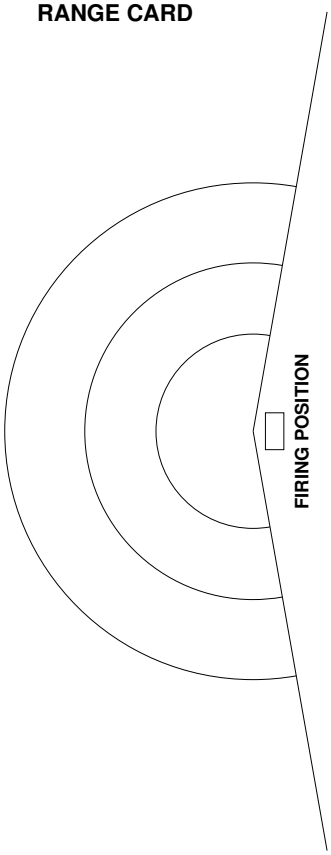
Group Size

© 1989 FILOFAX Ref. PG/RC

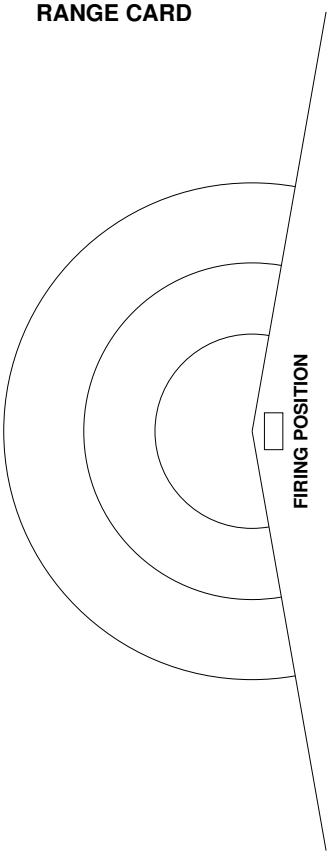


Shot	Blah	Observations
1		
2		
3		
4		
5		

RANGE CARD



RANGE CARD



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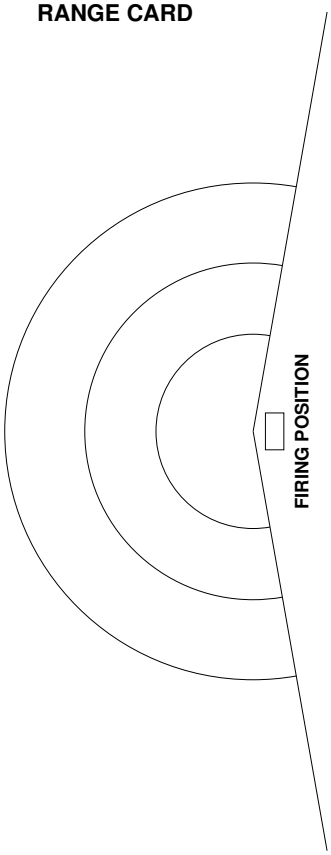
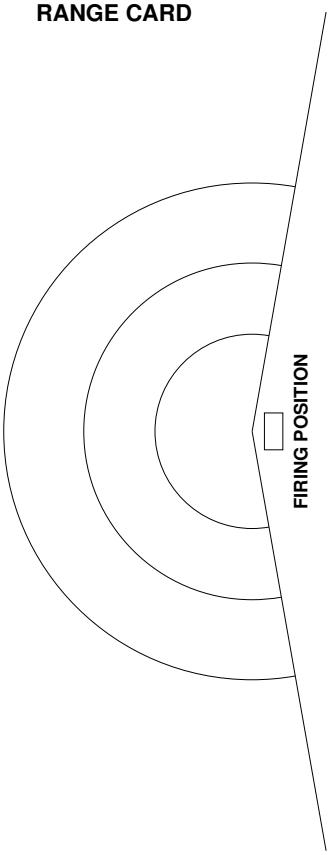


RANGE CARD



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.

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Wine Vintage Chart

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Year	Red Bordeaux	Sauternes	Red Burgundy	White Burgundy	Rhone	Loire	Rhine Moselle Alsace	Champagne	Port
1945	7	6†	6†	-	5†	-	-	4†	7
1947	6†	5†	5†	-	5†	7†	-	4†	6
1949	6†	6†	5†	-	6†	5†	5†	5†	-
1953	6†	5†	4†	3†	6†	-	5†	5†	-
1955	5†	6†	4†	3†	6†	5†	-	5†	7
1959	6	5	6†	3†	6	5†	5†	4†	-
1961	7	5†	5†	3†	7	5†	-	5†	-
1962	5	6	5	4†	5	-	-	5†	-
1964	3/6	2	6	4†	6	4†	-	6†	-
1966	6	5	5	4†	6	-	4†	5†	6
1967	4	7	4†	4†	6	3†	-	4†	5
1969	2	4	6	5	6	4†	4†	5†	-
1970	6	6	5	3†	6	5†	-	6	6*
1971	5/6	6	6	6	5	6	7	7	-
1972	2	3	5	4†	5	-	-	-	4*
1973	4	3	4	5†	5	4†	4†	6	-
1974	3	-	3	3	4	4†	-	-	-
1975	6*	6	-	4	4	5	5/6	7	6*
1976	5	6	6	5	5	6	7	6	-
1977	3	3	4	5	4	3†	-	-	7*
1978	7*	3	7*	7	7	5	4†	6	6*
1979	6*	5	5*	5	6	5	4/5†	6	-
1980	4	4	4	3	5*	4†	3†	6	6*
1981	6*	5	3	4*	5*	4	5	6*	-
1982	7*	4	5*	5*	6*	6	4	6*	5*
1983	6*	7*	6*	6*	6*	6*	6*	6*	6*
1984	2/4*	4*	4*	4*	5*	5*	4*	-	-
1985	7*	5*	6*	6*	6*	6*	7*	-	-

7–THE BEST 0–NO GOOD
*FOR LAYING DOWN † TIRING, DRINK UP
Champagne and Port have been restricted to generally 'declared' vintage years.
Certain White wines which do not improve with age have not been evaluated for as far back as 1945; hence the dash.

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Wine Vintage Chart

© 1989 Filofax Ref. DS06/87

Year	Red Bordeaux	Sauternes	Red Burgundy	White Burgundy	Rhone	Loire	Rhine Moselle Alsace	Champagne	Port
1945	7	6†	6†	-	5†	-	-	4†	7
1947	6†	5†	5†	-	5†	7†	-	4†	6
1949	6†	6†	5†	-	6†	5†	5†	5†	-
1953	6†	5†	4†	3†	6†	-	5†	5†	-
1955	5†	6†	4†	3†	6†	5†	-	5†	7
1959	6	5	6†	3†	6	5†	5†	4†	-
1961	7	5†	5†	3†	7	5†	-	5†	-
1962	5	6	5	4†	5	-	-	5†	-
1964	3/6	2	6	4†	6	4†	-	6†	-
1966	6	5	5	4†	6	-	4†	5†	6
1967	4	7	4†	4†	6	3†	-	4†	5
1969	2	4	6	5	6	4†	4†	5†	-
1970	6	6	5	3†	6	5†	-	6	6*
1971	5/6	6	6	6	5	6	7	7	-
1972	2	3	5	4†	5	-	-	-	4*
1973	4	3	4	5†	5	4†	4†	6	-
1974	3	-	3	3	4	4†	-	-	-
1975	6*	6	-	4	4	5	5/6	7	6*
1976	5	6	6	5	5	6	7	6	-
1977	3	3	4	5	4	3†	-	-	7*
1978	7*	3	7*	7	7	5	4†	6	6*
1979	6*	5	5*	5	6	5	4/5†	6	-
1980	4	4	4	3	5*	4†	3†	6	6*
1981	6*	5	3	4*	5*	4	5	6*	-
1982	7*	4	5*	5*	6*	6	4	6*	5*
1983	6*	7*	6*	6*	6*	6*	6*	6*	6*
1984	2/4*	4*	4*	4*	5*	5*	4*	-	-
1985	7*	5*	6*	6*	6*	6*	7*	-	-

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Wine Vintage Chart

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Year	Red Bordeaux	Sauternes	Red Burgundy	White Burgundy	Rhone	Loire	Rhine Moselle Alsace	Champagne	Port
1945	7	6†	6†	-	5†	-	-	4†	7
1947	6†	5†	5†	-	5†	7†	-	4†	6
1949	6†	6†	5†	-	6†	5†	5†	5†	-
1953	6†	5†	4†	3†	6†	-	5†	5†	-
1955	5†	6†	4†	3†	6†	5†	-	5†	7
1959	6	5	6†	3†	6	5†	5†	4†	-
1961	7	5†	5†	3†	7	5†	-	5†	-
1962	5	6	5	4†	5	-	-	5†	-
1964	3/6	2	6	4†	6	4†	-	6†	-
1966	6	5	5	4†	6	-	4†	5†	6
1967	4	7	4†	4†	6	3†	-	4†	5
1969	2	4	6	5	6	4†	4†	5†	-
1970	6	6	5	3†	6	5†	-	6	6*
1971	5/6	6	6	6	5	6	7	7	-
1972	2	3	5	4†	5	-	-	-	4*
1973	4	3	4	5†	5	4†	4†	6	-
1974	3	-	3	3	4	4†	-	-	-
1975	6*	6	-	4	4	5	5/6	7	6*
1976	5	6	6	5	5	6	7	6	-
1977	3	3	4	5	4	3†	-	-	7*
1978	7*	3	7*	7	7	5	4†	6	6*
1979	6*	5	5*	5	6	5	4/5†	6	-
1980	4	4	4	3	5*	4†	3†	6	6*
1981	6*	5	3	4*	5*	4	5	6*	-
1982	7*	4	5*	5*	6*	6	4	6*	5*
1983	6*	7*	6*	6*	6*	6*	6*	6*	6*
1984	2/4*	4*	4*	4*	5*	5*	4*	-	-
1985	7*	5*	6*	6*	6*	6*	7*	-	-

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Wine Vintage Chart

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1945	7	6†	6†	-	5†	-	-	4†	7
1947	6†	5†	5†	-	5†	7†	-	4†	6
1949	6†	6†	5†	-	6†	5†	5†	5†	-
1953	6†	5†	4†	3†	6†	-	5†	5†	-
1955	5†	6†	4†	3†	6†	5†	-	5†	7
1959	6	5	6†	3†	6	5†	5†	4†	-
1961	7	5†	5†	3†	7	5†	-	5†	-
1962	5	6	5	4†	5	-	-	5†	-
1964	3/6	2	6	4†	6	4†	-	6†	-
1966	6	5	5	4†	6	-	4†	5†	6
1967	4	7	4†	4†	6	3†	-	4†	5
1969	2	4	6	5	6	4†	4†	5†	-
1970	6	6	5	3†	6	5†	-	6	6*
1971	5/6	6	6	6	5	6	7	7	-
1972	2	3	5	4†	5	-	-	-	4*
1973	4	3	4	5†	5	4†	4†	6	-
1974	3	-	3	3	4	4†	-	-	-
1975	6*	6	-	4	4	5	5/6	7	6*
1976	5	6	6	5	5	6	7	6	-
1977	3	3	4	5	4	3†	-	-	7*
1978	7*	3	7*	7	7	5	4†	6	6*
1979	6*	5	5*	5	6	5	4/5†	6	-
1980	4	4	4	3	5*	4†	3†	6	6*
1981	6*	5	3	4*	5*	4	5	6*	-
1982	7*	4	5*	5*	6*	6	4	6*	5*
1983	6*	7*	6*	6*	6*	6*	6*	6*	6*
1984	2/4*	4*	4*	4*	5*	5*	4*	-	-
1985	7*	5*	6*	6*	6*	6*	7*	-	-

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Some Notable London Eating Places

Bentley's Oyster Bar	11-15 Swallow St. Piccadilly W1	01-734 4756
Berkeley	Wilton Place SW1	01-235 6000
Bertorelli	44 Floral St. WC2	01-836 3969
Blake's	33 Roland Gardens SW7	01-370 6701
Bloom's	90 Whitechapel High Street E1	01-247 6001
Boulestin	1A Henrietta St. WC2	01-836 7061
Braganza	56 Frith St. W1	01-437 5412
Cafe des Amis du Vin	11 Hanover Place, Longacre WC2	01-379 3444
Cafe Royal	68 Regent St. W1	01-437 9090
Capital	22 Basil St. W1	01-589 5171
Carlton Tower	2 Cadogan Place SW1	01-235 5411
Chez Solage	35 Cranbourne St. WC2	01-836 0542
Churchill	30 Portman Square W1	01-486 5800
Claridges	Brook St. W1	01-629 8860
Connaught	16 Carlos Place W1	01-499 7070
Dorchester	Park Lane W1	01-629 8888
A L'Ecu de France	111 Jermyn St. SW1	01-930 2837
L'Epicure	28 Frith St. W1	01-734 2667
L'Escargot	48 Greek St. W1	01-437 2679
Le Gamin	32 Old Bailey EC4	01-236 7931
Le Gavroche	43 Upper Brook St. W1	01-408 0881
Gavvers	61 Lower Sloane St. SW1	01-730 5983
Gay Hussar	2 Greek St. W1	01-437 0973
Grosvenor House	Park Lane W1	01-499 6363
London Hilton on Park Lane	22 Park Lane W1	01-493 8000
Holiday Inn	3 Berkleley St. W1	01-493 8282
Hyde Park	66 Knightsbridge SW1	01-235 2000
Inigo Jones	14 Garrick St. WC2	01-836 6456
Inn on the Park	Hamilton Place W1	01-499 0888
Inter-Continental	1 Hamilton Place W1	01-409 3131
Ivy	1-5 West St. WC2	01-836 4751
Joe Allen	13 Exeter St. WC2	01-836 0651
Kettner's	29 Romilly St. W1	01-437 6437
Langan's Braserie	Stratton St. W1	01-493 6437
Leith's	92 Kensington Park Road W11	01-229 4481
Lichfield's	Lichfield Court, Sheen Rd, Richmond	01-940 5236
Ma Cuisine	113 Walton St. SW3	01-584 7585
May Fair Inter-Continental	Stratton St. W1	01-629 7777
Mirabelle	56 Curzon St. W1	01-499 4636
Odins	27 Devonshire St. W1	01-935 7296
L'Opera	32 Great Queen St. WC2	01-405 9020
Overton's	5 St. James's St. SW1	01-839 3774
Le Poulbot	45 Cheapside EC2	01-236 4379
Ritz	Piccadilly W1	01-493 8181
Royal Garden	Kensington High St. W8	01-937 8000
Rules	35 Malden Lane WC2	01-836 5314
The Savoy	The Strand WC2	01-836 4343
Scotts	20 Mount St. W1	01-629 5248
Sheraton Park Tower	101 Knightsbridge SW1	01-235 8050
Simpson's	100 The Strand WC2	01-836 9112
Tante Claire	68 Royal Hospital Rd. SW3	01-352 6045
Terrazza	19 Romilly St. W1	01-437 8991
Thierry's	342 Kings Rd. SW3	01-352 3365
Tiberio	22 Queen St. W1	01-629 3561
Upstairs at the White Horse	16 Newburgh St. W1	01-437 3134
The Veeraswamy	99-101 Regent St. W1	01-734 1401
Walton's	121 Walton St. SW3	01-584 0204
White Tower	1 Percy St. W1	01-636 8141
Winston's Eating House	24 Coptic St. WC1	01-580 3422

Some Notable London Eating Places

Bentley's Oyster Bar	11-15 Swallow St. Piccadilly W1	01-734 4756
Berkeley	Wilton Place SW1	01-235 6000
Bertorelli	44 Floral St. WC2	01-836 3969
Blake's	33 Roland Gardens SW7	01-370 6701
Bloom's	90 Whitechapel High Street E1	01-247 6001
Boulestin	1A Henrietta St. WC2	01-836 7061
Braganza	56 Frith St. W1	01-437 5412
Cafe des Amis du Vin	11 Hanover Place, Longacre WC2	01-379 3444
Cafe Royal	68 Regent St. W1	01-437 9090
Capital	22 Basil St. W1	01-589 5171
Carlton Tower	2 Cadogan Place SW1	01-235 5411
Chez Solage	35 Cranbourne St. WC2	01-836 0542
Churchill	30 Portman Square W1	01-486 5800
Claridges	Brook St. W1	01-629 8860
Connaught	16 Carlos Place W1	01-499 7070
Dorchester	Park Lane W1	01-629 8888
A L'Ecu de France	111 Jermyn St. SW1	01-930 2837
L'Epicure	28 Frith St. W1	01-734 2667
L'Escargot	48 Greek St. W1	01-437 2679
Le Gamin	32 Old Bailey EC4	01-236 7931
Le Gavroche	43 Upper Brook St. W1	01-408 0881
Gavvers	61 Lower Sloane St. SW1	01-730 5983
Gay Hussar	2 Greek St. W1	01-437 0973
Grosvenor House	Park Lane W1	01-499 6363
London Hilton on Park Lane	22 Park Lane W1	01-493 8000
Holiday Inn	3 Berkleley St. W1	01-493 8282
Hyde Park	66 Knightsbridge SW1	01-235 2000
Inigo Jones	14 Garrick St. WC2	01-836 6456
Inn on the Park	Hamilton Place W1	01-499 0888
Inter-Continental	1 Hamilton Place W1	01-409 3131
Ivy	1-5 West St. WC2	01-836 4751
Joe Allen	13 Exeter St. WC2	01-836 0651
Kettner's	29 Romilly St. W1	01-437 6437
Langan's Braserie	Stratton St. W1	01-493 6437
Leith's	92 Kensington Park Road W11	01-229 4481
Lichfield's	Lichfield Court, Sheen Rd, Richmond	01-940 5236
Ma Cuisine	113 Walton St. SW3	01-584 7585
May Fair Inter-Continental	Stratton St. W1	01-629 7777
Mirabelle	56 Curzon St. W1	01-499 4636
Odins	27 Devonshire St. W1	01-935 7296
L'Opera	32 Great Queen St. WC2	01-405 9020
Overton's	5 St. James's St. SW1	01-839 3774
Le Poulbot	45 Cheapside EC2	01-236 4379
Ritz	Piccadilly W1	01-493 8181
Royal Garden	Kensington High St. W8	01-937 8000
Rules	35 Malden Lane WC2	01-836 5314
The Savoy	The Strand WC2	01-836 4343
Scotts	20 Mount St. W1	01-629 5248
Sheraton Park Tower	101 Knightsbridge SW1	01-235 8050
Simpson's	100 The Strand WC2	01-836 9112
Tante Claire	68 Royal Hospital Rd. SW3	01-352 6045
Terrazza	19 Romilly St. W1	01-437 8991
Thierry's	342 Kings Rd. SW3	01-352 3365
Tiberio	22 Queen St. W1	01-629 3561
Upstairs at the White Horse	16 Newburgh St. W1	01-437 3134
The Veeraswamy	99-101 Regent St. W1	01-734 1401
Walton's	121 Walton St. SW3	01-584 0204
White Tower	1 Percy St. W1	01-636 8141
Winston's Eating House	24 Coptic St. WC1	01-580 3422

Some Notable London Eating Places

Bentley's Oyster Bar	11-15 Swallow St. Piccadilly W1	01-734 4756
Berkeley	Wilton Place SW1	01-235 6000
Bertorelli	44 Floral St. WC2	01-836 3969
Blake's	33 Roland Gardens SW7	01-370 6701
Bloom's	90 Whitechapel High Street E1	01-247 6001
Boulestin	1A Henrietta St. WC2	01-836 7061
Braganza	56 Frith St. W1	01-437 5412
Cafe des Amis du Vin	11 Hanover Place, Longacre WC2	01-379 3444
Cafe Royal	68 Regent St. W1	01-437 9090
Capital	22 Basil St. W1	01-589 5171
Carlton Tower	2 Cadogan Place SW1	01-235 5411
Chez Solage	35 Cranbourne St. WC2	01-836 0542
Churchill	30 Portman Square W1	01-486 5800
Claridges	Brook St. W1	01-629 8860
Connaught	16 Carlos Place W1	01-499 7070
Dorchester	Park Lane W1	01-629 8888
A L'Ecu de France	111 Jermyn St. SW1	01-930 2837
L'Epicure	28 Frith St. W1	01-734 2667
L'Escargot	48 Greek St. W1	01-437 2679
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Le Gavroche	43 Upper Brook St. W1	01-408 0881
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Gay Hussar	2 Greek St. W1	01-437 0973
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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 conditions of poor 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

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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

United Kingdom Travel Information

British Rail

Station	For Train Services to:-	Telephone
Kings Cross	West Yorkshire, Northeast, East Coast to Scotland	01-278 2477
Liverpool Street	East Anglia & Essex	01-283 7171
St. Pancras	Midlands Region	01-387 7070
Euston	Midlands, North Wales, Northwest, West Coast of Scotland	01-387 7070
Paddington	West of England, West Midlands, South Wales	01-262 6767
Victoria	Southeast and South	01-928 5100
Charing Cross	Southeast	01-928 5100
Waterloo	Southwest and Southeast	01-928 5100
Motorail Services		
London Offices:	Euston	01-387 8541
	Kings Cross	01-833 2805
	Paddington	01-922 6744
Regional Offices:	Aberdeen	0244-582005
	Bristol	0272-291001 ext. 2479
	Carlisle	0228-44711
	Crewe	0270-214343
	Edinburgh	031-556 1100
	Inverness	0463-242124
	Penzance	0736-65831
	Stirling	0786-73085
Inter City Europe-through rail-sea-rail services to the Continent.		
London Offices:	European Rail Travel Centre, Victoria	01-834 2345
Regional Information Services:	Birmingham	021-643 0614
	Cardiff	0222-28000
	Edinburgh	031-556 2451
	Glasgow	041-204 2844
	Leeds	0532-448133
	Liverpool	051-709 9696
	Manchester	061-832 8353
	Newcastle	0632-326262
	Nottingham	0602-476151
	Plymouth	0752-221300
	Sheffield	0742-26411
Through Rail/Ship Services		
Ireland, via Holyhead and Stranraer; Euston		01-387 7070
Ireland, via Fishguard; Paddington		01-262 6767
Isle of Wight & Channel Islands; Waterloo		01-928 5100
Outside London		
East Anglia	Cambridge	0223-311999
	Chelmsford	0245-353444
	Colchester	0206-564777
	Ipswich	0473-690744
	Norwich	0603-632055
Midlands	Birmingham	021-6432711
	Coventry	0203-555211
	Gloucester	0452-29501
	Hereford	0432-266534
	Leamington Spa	0926-22302
	Nottingham	0602-476151
	Stoke-on-Trent	0782-411411
	Worcester	0905-27211
Northeast England	Bradford	0274-733994
	Darlington	0325-55111
	Doncaster	0302-20191

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Kings Cross	West Yorkshire, Northeast, East Coast to Scotland	01-278 2477
Liverpool Street	East Anglia & Essex	01-283 7171
St. Pancras	Midlands Region	01-387 7070
Euston	Midlands, North Wales, Northwest, West Coast of Scotland	01-387 7070
Paddington	West of England, West Midlands, South Wales	01-262 6767
Victoria	Southeast and South	01-928 5100
Charing Cross	Southeast	01-928 5100
Waterloo	Southwest and Southeast	01-928 5100
Motorail Services		
London Offices:	Euston	01-387 8541
	Kings Cross	01-833 2805
	Paddington	01-922 6744
Regional Offices:	Aberdeen	0244-582005
	Bristol	0272-291001 ext. 2479
	Carlisle	0228-44711
	Crewe	0270-214343
	Edinburgh	031-556 1100
	Inverness	0463-242124
	Penzance	0736-65831
	Stirling	0786-73085
Inter City Europe-through rail-sea-rail services to the Continent.		
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	Leeds	0532-448133
	Liverpool	051-709 9696
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	Hereford	0432-266534
	Leamington Spa	0926-22302
	Nottingham	0602-476151
	Stoke-on-Trent	0782-411411
	Worcester	0905-27211
Northeast England	Bradford	0274-733994
	Darlington	0325-55111
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	Norwich	0603-632055
Midlands	Birmingham	021-6432711
	Coventry	0203-555211
	Gloucester	0452-29501
	Hereford	0432-266534
	Leamington Spa	0926-22302
	Nottingham	0602-476151
	Stoke-on-Trent	0782-411411
	Worcester	0905-27211
Northeast England	Bradford	0274-733994
	Darlington	0325-55111
	Doncaster	0302-20191

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United Kingdom Travel Information

British Rail

Station	For Train Services to:-	Telephone
Kings Cross	West Yorkshire, Northeast, East Coast to Scotland	01-278 2477
Liverpool Street	East Anglia & Essex	01-283 7171
St. Pancras	Midlands Region	01-387 7070
Euston	Midlands, North Wales, Northwest, West Coast of Scotland	01-387 7070
Paddington	West of England, West Midlands, South Wales	01-262 6767
Victoria	Southeast and South	01-928 5100
Charing Cross	Southeast	01-928 5100
Waterloo	Southwest and Southeast	01-928 5100
Motorail Services		
London Offices:	Euston	01-387 8541
	Kings Cross	01-833 2805
	Paddington	01-922 6744
Regional Offices:	Aberdeen	0244-582005
	Bristol	0272-291001 ext. 2479
	Carlisle	0228-44711
	Crewe	0270-214343
	Edinburgh	031-556 1100
	Inverness	0463-242124
	Penzance	0736-65831
	Stirling	0786-73085
Inter City Europe-through rail-sea-rail services to the Continent.		
London Offices:	European Rail Travel Centre, Victoria	01-834 2345
Regional Information Services:	Birmingham	021-643 0614
	Cardiff	0222-28000
	Edinburgh	031-556 2451
	Glasgow	041-204 2844
	Leeds	0532-448133
	Liverpool	051-709 9696
	Manchester	061-832 8353
	Newcastle	0632-326262
	Nottingham	0602-476151
	Plymouth	0752-221300
	Sheffield	0742-26411
Through Rail/Ship Services		
Ireland, via Holyhead and Stranraer; Euston		01-387 7070
Ireland, via Fishguard; Paddington		01-262 6767
Isle of Wight & Channel Islands; Waterloo		01-928 5100
Outside London		
East Anglia	Cambridge	0223-311999
	Chelmsford	0245-353444
	Colchester	0206-564777
	Ipswich	0473-690744
	Norwich	0603-632055
Midlands	Birmingham	021-6432711
	Coventry	0203-555211
	Gloucester	0452-29501
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	Grimsby	0472-53556
	Huddersfield	0484-31226
	Hull	0482-26033
	Leeds	0532-448133
	Sheffield	0742-26411
	York	0904-642155
Northwest England	Blackpool	0772-59439
	Chester	0244-40170
	Lancaster	0524-32333
	Liverpool	051-7099696
	Manchester	061-8328353
	Southport	0704-31727
	Warrington	0925-32245
Scotland	Aberdeen	0224-594222
	Dundee	0382-28046
	Edinburgh	031-5562451
	Inverness	0463-238924
	Stirling	0786-64754
Wales	Aberystwyth	0970-612377
	Cardiff	0222-28000
	Swansea	0792-467777
West of England	Bath Spa	0225-63075
	Bristol	0272-294255
	Taunton	0823-83444
	Truro	0872-76244
South and Southeast	Andover & Basingstoke area	0256-464966
	Bournemouth area	0202-28216
	Brighton area	0273-206755
	Oxford	0865-722333
	Salisbury area	0722-27591
	Southampton & Winchester area	0703-229393

Most offices are open from 0840 to 2100. Do not replace the receiver after obtaining the ringing tone as your enqiry will be answered in rotation.

London Regional Transport

Passenger Insformation		01-222 1234

National Express Bus Company

Travel Enquiries*	Birmingham	021-622 4373
	Talking timetable	021-622 1100
	Bournemouth	0202-21481
	Brighton	0273-606600
	Talking timetable	0273-673237
	Bristol	0272-541022
	Cambridge	0223-355554
	Cardiff	0222-44751
	Leeds	0532-460011
	Liverpool	051-709 6481
	London	01-730 0202
	Manchester	061-228 3881
	Newcastle	091-261 6077
	Oxford	0865-711312
	Sheffield	0742-754905
	Truro	0872-40404

*(Open 0800 to 1830 every day; Leeds, London, Newcastle and Sheffield until 2200).

National Express also undertake bookings for other domestic and international coach services. Details of these are available at all sales outlets.

Sealink Services

Central Reservation Office & Enquiries	01-834 8122
Isle of Wight	0705-827744

United Kingdom Travel Information (second copy, identical to the first)

United Kingdom Travel Information (third copy, identical to the first)

United Kingdom Travel Information (fourth copy, identical to the first)

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

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Cote d’lvoire, La	225	Panama	507
Cuba	53	Paraguay	595
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Useful Telephone Numbers

Action on Smoking and Health	01-637 9843
Association of British Travel Agents (ABTA)	01-637 2444
Book Information Service	01-874 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
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Meetings Planner

Day
Date
Time
Estimated Length
Present

Purpose

Agenda	Time

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Meetings Planner

Day
Date
Time
Estimated Length
Present

Purpose

Agenda	Time

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Meetings Planner

Day
Date
Time
Estimated Length
Present

Purpose

Agenda	Time

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Meetings Planner

Day
Date
Time
Estimated Length
Present

Purpose

Agenda	Time

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Meetings Planner

Action Points	Name

Notes

Meetings Planner

Action Points	Name

Notes

Meetings Planner

Action Points	Name

Notes

Meetings Planner

Action Points	Name

Notes

Agenda Planner

Meeting		
Day	Date	Time
Place		
Chairman		
Minutes		
To Attend		

Proposed Agenda

1.

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Agenda Planner

Meeting		
Day	Date	Time
Place		
Chairman		
Minutes		
To Attend		

Proposed Agenda

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Agenda Planner

Meeting		
Day	Date	Time
Place		
Chairman		
Minutes		
To Attend		

Proposed Agenda

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Meeting		
Day	Date	Time
Place		
Chairman		
Minutes		
To Attend		

Proposed Agenda

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Agenda Planner

Other Business

Agenda Planner

Other Business

Agenda Planner

Other Business

Agenda Planner

Other Business

Telephone Calls Planner

Day		Date		
Name	Telephone No.	Purpose	Action	✓

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Telephone Calls Planner

Day		Date		
Name	Telephone No.	Purpose	Action	✓

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Telephone Calls Planner

Day		Date		
Name	Telephone No.	Purpose	Action	✓

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Telephone Calls Planner

Day		Date		
Name	Telephone No.	Purpose	Action	✓

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Telephone Calls Planner

Day

Date

Name	Telephone No.	Purpose	Action	✓

Telephone Calls Planner

Day

Date

Name	Telephone No.	Purpose	Action	✓

Telephone Calls Planner

Day

Date

Name	Telephone No.	Purpose	Action	✓

Telephone Calls Planner

Day

Date

Name	Telephone No.	Purpose	Action	✓

Letter Planner

To	Date
Address	
Copies To	
Enclosures	
File	
Main Points	
1.	
2.	

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Letter Planner

To	Date
Address	
Copies To	
Enclosures	
File	
Main Points	
1.	
2.	

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Letter Planner

To	Date
Address	
Copies To	
Enclosures	
File	
Main Points	
1.	
2.	

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Letter Planner

To	Date
Address	
Copies To	
Enclosures	
File	
Main Points	
1.	
2.	

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Letter Planner

3.

4.

5.

Letter Planner

3.

4.

5.

Letter Planner

3.

4.

5.

Letter Planner

3.

4.

5.

Day Planner

Day	Date

Time	Appointments

Priority	To Do	✓

Don't Forget	

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Day Planner

Day	Date

Time	Appointments

Priority	To Do	✓

Don't Forget	

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Day Planner

Day	Date

Time	Appointments

Priority	To Do	✓

Don't Forget	

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Day Planner

Day	Date

Time	Appointments

Priority	To Do	✓

Don't Forget	

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Day Planner

Notes

Day Planner

Notes

Day Planner

Notes

Day Planner

Notes

Weekly Time Planner

Appointment		
Day	Time	Activity

Other Committed Time		
Day	Time	Activity

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Weekly Time Planner

Appointment		
Day	Time	Activity

Other Committed Time		
Day	Time	Activity

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Weekly Time Planner

Appointment		
Day	Time	Activity

Other Committed Time		
Day	Time	Activity

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Weekly Time Planner

Appointment		
Day	Time	Activity

Other Committed Time		
Day	Time	Activity

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Weekly Time Planner

Key Objectives

Social Objectives

Don't Forget

Weekly Time Planner

Key Objectives

Social Objectives

Don't Forget

Weekly Time Planner

Key Objectives

Social Objectives

Don't Forget

Weekly Time Planner

Key Objectives

Social Objectives

Don't Forget

Monthly Time Planner

Month		Year
Key Events		
Day	Time	Activity
Other Committed Time		
Day	Time	Activity

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Monthly Time Planner

Month		Year
Key Events		
Day	Time	Activity
Other Committed Time		
Day	Time	Activity

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Monthly Time Planner

Month		Year
Key Events		
Day	Time	Activity
Other Committed Time		
Day	Time	Activity

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Monthly Time Planner

Month		Year
Key Events		
Day	Time	Activity
Other Committed Time		
Day	Time	Activity

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Monthly Time Planner

Key Objectives

Social Objectives

Don't Forget

Monthly Time Planner

Key Objectives

Social Objectives

Don't Forget

Monthly Time Planner

Key Objectives

Social Objectives

Don't Forget

Monthly Time Planner

Key Objectives

Social Objectives

Don't Forget

Visit Planner

Day Date

To Visit

Time

Planned Length of Visit

Present

Purpose/Agenda	✓
Things to Take	
Action Points	

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Visit Planner

Day Date

To Visit

Time

Planned Length of Visit

Present

Purpose/Agenda ✓

Things to Take

Action Points

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Visit Planner

Day Date

To Visit

Time

Planned Length of Visit

Present

Purpose/Agenda ✓

Things to Take

Action Points

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Visit Planner

Day Date

To Visit

Time

Planned Length of Visit

Present

Purpose/Agenda ✓

Things to Take

Action Points

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Visit Planner

Name

Address

Telephone

Fax | Telex

Planned Travel Time

Directions

Accommodation

Visit Planner

Name

Address

Telephone

Fax | Telex

Planned Travel Time

Directions

Accommodation

Visit Planner

Name

Address

Telephone

Fax | Telex

Planned Travel Time

Directions

Accommodation

Visit Planner

Name

Address

Telephone

Fax | Telex

Planned Travel Time

Directions

Accommodation

Travel Planner

Depart | Return

Accommodation

Address

Phone | Telex | Fax

Goals

Passport Requirements

Visa Requirements

Injections Needed

Insurance

Travel Agent

Contact

Address

Phone | Telex | Fax

Booking Made | Confirmed

Booking Ref.

Departure		Arrival	
No.		No.	
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

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

Car Hire
Contact
Address

Phone	Telex	Fax

Don’t Forget	✓

To Buy

Notes

Travel Planner

Car Hire
Contact
Address

Phone	Telex	Fax

Don’t Forget	✓

To Buy

Notes

Travel Planner

Car Hire
Contact
Address

Phone	Telex	Fax

Don’t Forget	✓

To Buy

Notes

Travel Planner

Car Hire
Contact
Address

Phone	Telex	Fax

Don’t Forget	✓

To Buy

Notes

Structured Time Log

Day	Date

Time	Activity
08:00	
08:15	
08:30	
08:45	
09:00	
09:15	
09:30	
09:45	
10:00	
10:15	
10:30	
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	

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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	
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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	
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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
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	
17:45	
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18:30	
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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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19:00	
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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	
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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	

Flexible Time Log

Day	Date		
Start	Activity	Finish	Time

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Flexible Time Log

Day	Date		
Start	Activity	Finish	Time

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Flexible Time Log

Day	Date		
Start	Activity	Finish	Time

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Flexible Time Log

Day	Date		
Start	Activity	Finish	Time

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Flexible Time Log

Day		Date	
Start	Activity	Finish	Time

Flexible Time Log

Day		Date	
Start	Activity	Finish	Time

Flexible Time Log

Day		Date	
Start	Activity	Finish	Time

Flexible Time Log

Day		Date	
Start	Activity	Finish	Time

Delegation Brief

To	
From	
Tasks/Objectives	Complete By
Review Date	Time

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Delegation Brief

To	
From	
Tasks/Objectives	Complete By
Review Date	Time

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Delegation Brief

To	
From	
Tasks/Objectives	Complete By
Review Date	Time

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Delegation Brief

To	
From	
Tasks/Objectives	Complete By
Review Date	Time

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Delegation Brief

Essential Information

Authorised By

Date

Delegation Brief

Essential Information

Authorised By

Date

Delegation Brief

Essential Information

Authorised By

Date

Delegation Brief

Essential Information

Authorised By

Date

Messages

To
From
Date
Message

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Messages

To
From
Date
Message

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Messages

To
From
Date
Message

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Messages

To
From
Date
Message

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Messages

Messages

Messages

Messages

TV and Video Planner

Week

Day	Programme	Channel	Start Time	Finish Time	Length	Video

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TV and Video Planner

Week

Day	Programme	Channel	Start Time	Finish Time	Length	Video

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TV and Video Planner

Week

Day	Programme	Channel	Start Time	Finish Time	Length	Video

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TV and Video Planner

Week

Day	Programme	Channel	Start Time	Finish Time	Length	Video

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TV and Video Planner

Week

Day	Programme	Channel	Start Time	Finish Time	Length	Video

TV and Video Planner

Week

Day	Programme	Channel	Start Time	Finish Time	Length	Video

TV and Video Planner

Week

Day	Programme	Channel	Start Time	Finish Time	Length	Video

TV and Video Planner

Week

Day	Programme	Channel	Start Time	Finish Time	Length	Video

Exercise Log/Bookings Planner

Day	Type Of Exercise	Time

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Exercise Log/Bookings Planner

Day	Type Of Exercise	Time

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Exercise Log/Bookings Planner

Day	Type Of Exercise	Time

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Exercise Log/Bookings Planner

Day	Type Of Exercise	Time

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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		

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		

Social Activity Planner

Day | Date | Time
With
Venue

Arrangements Made | Confirmed
Telephone
Notes

Day | Date | Time
With
Venue

Arrangements Made | Confirmed
Telephone
Notes

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Social Activity Planner

Day | Date | Time
With
Venue

Arrangements Made | Confirmed
Telephone
Notes

Day | Date | Time
With
Venue

Arrangements Made | Confirmed
Telephone
Notes

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Social Activity Planner

Day | Date | Time
With
Venue

Arrangements Made | Confirmed
Telephone
Notes

Day | Date | Time
With
Venue

Arrangements Made | Confirmed
Telephone
Notes

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Social Activity Planner

Day | Date | Time
With
Venue

Arrangements Made | Confirmed
Telephone
Notes

Day | Date | Time
With
Venue

Arrangements Made | Confirmed
Telephone
Notes

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Social Activity Planner

Day	Date	Time
With		
Venue		
Arrangements Made		Confirmed
Telephone		
Notes		
Day	Date	Time
With		
Venue		
Arrangements Made		Confirmed
Telephone		
Notes		

Social Activity Planner

Day	Date	Time
With		
Venue		
Arrangements Made		Confirmed
Telephone		
Notes		
Day	Date	Time
With		
Venue		
Arrangements Made		Confirmed
Telephone		
Notes		

Social Activity Planner

Day	Date	Time
With		
Venue		
Arrangements Made		Confirmed
Telephone		
Notes		
Day	Date	Time
With		
Venue		
Arrangements Made		Confirmed
Telephone		
Notes		

Social Activity Planner

Day	Date	Time
With		
Venue		
Arrangements Made		Confirmed
Telephone		
Notes		
Day	Date	Time
With		
Venue		
Arrangements Made		Confirmed
Telephone		
Notes		

Weekly Meals Planner

Week				
Meal	Monday	Tuesday	Wednesday	Thursday

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Weekly Meals Planner

Week				
Meal	Monday	Tuesday	Wednesday	Thursday

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Weekly Meals Planner

Week				
Meal	Monday	Tuesday	Wednesday	Thursday

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Weekly Meals Planner

Week				
Meal	Monday	Tuesday	Wednesday	Thursday

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Weekly Meals Planner

Week

Meal	Friday	Saturday	Sunday	To Buy

Weekly Meals Planner

Week

Meal	Friday	Saturday	Sunday	To Buy

Weekly Meals Planner

Week

Meal	Friday	Saturday	Sunday	To Buy

Weekly Meals Planner

Week

Meal	Friday	Saturday	Sunday	To Buy

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					

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Budget Planner

Summary Statement		Incomings		Notes
		Income after Deductions		
Month Year		Bonuses and Overtime		
		Pesnions		
Total Incomings		Contributions from Household Members		
Total Outgoings		Dividends from Investments		
Balance		Interest on Savings		
		Building Society		
Adjustments		Deposit Accounts		
		National Savings		
		Other Regular Income		
		Occasional Income		
Total Adjustments		Maintenance Income		
Grand Total		Social Security		
		Total		
Notes		Notes		