



The Professional Development Institute
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☎ (819) 772-7777 Please FAX us your order at (819) 772-1114

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|--|---|
| <ul style="list-style-type: none"> • Avoid year-end delays by ordering now. • Please allow up to 6 weeks for delivery. • All orders must be prepaid. Prices subject to change without prior notice. • Planners are available six months prior to the applicable calendar year. | <p>Clients are responsible for all duties, taxes and brokerage and/or import fees imposed by country of import.</p> |
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Important: All prices are in US\$ for orders shipped outside Canada.
Clients outside Canada must use a credit card or a money order in US\$.

Cheque enclosed (payable to PDI) **VISA** **MasterCard**

Credit Card #: _____ Exp. date: _____
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Date: _____

Before completing the following section, please use the next page(s) to select the planners, covers, forms, posters and books of your choice.

Subtotal	\$ _____
Personalize your Harvard Planner (Wire-O only) \$3 Maximum 11 characters for Pocket, 20 for Desk and Medium	
_____	\$ _____
(Print personalization here)	

Shipping & Handling :
 Canada: \$8 first item, plus \$3 each additional item \$ _____
 USA: \$9 first item, plus \$3 each additional item
 Other Countries: Shipping fees are charged on a cost-recovery basis
 Clients are notified of method and cost of shipping via e-mail.
 Please contact us for shipping costs on special deliveries.

Taxable total * \$ _____

***Residents of Canada only:**
 Add 5% GST to taxable total (**Maritimes: 13% HST, BC: 12% HST**)
 or include your exemption certificate (Our No.: R104317938) \$ _____

Ontario and Quebec residents only:
ON: add 13% HST to taxable total or provide exemption certificate
QC: add 7.5% QST to taxable total + GST or provide exem. certif. \$ _____

Total \$

ALL PRICES ARE IN \$US FOR ORDERS SHIPPED OUTSIDE CANADA

Important: Please enclose your payment. Thank you for your order. ® Harvard is a registered trademark of Harvard University

Year required: 2010 2011

(please use one order form per year)

Desk size 21x28 cm / 8.5x11'' Medium size 14x21 cm / 5.5x8.5'' Pocket size 9x19 cm / 3.75x6.5''

Code Quantity x Price Code Quantity x Price Code Quantity x Price Total

Elite/Superplanner: English, week-at-a-Time 2p./week, 2 lines/h., Action Log	Wire-O, Lexide cover 7-hole refills	1E x \$31.90	2E x \$25.90	See #3E(below)	
International Planner: Bilingual/Original week-at-a-time, 2 pages/week, 1 line/hour, Action Log (2 half-pages); atlas	Wire-O, Lexide cover 7-hole refills (pocket: 6 holes) 3-hole refills, heavy paper	1ER x \$31.90 1HR x \$31.90 1HX x \$36.00	2ER x \$25.90 2HR x \$25.90	3HR x \$20.90	
Journal: bilingual, 1 p./day, 4 lines/hour, Action Log; no atlas, no phone book	Wire-O, Lexide cover 7-hole refills		2W x \$31.90 2WR x \$31.90		
Elite: English, 2 p/wk., 1line/hr.; no atlas	book bound, gold corners				

Harvard Organizers (desk & medium sizes: 7 rings, pocket-size: 6 rings)

NB: All Organizers include one planner, one pagefinder/ruler, one plastic hole punch

		Desk	Medium	Pocket	
Elite/Superplanner Organizers	Black 7-Ring Zippered Leather Portfolio	1EP x \$160	2EP x \$139		
	Green 7-Ring Zippered Leather Portfolio	1ET x \$160			
	Black 7-Ring Vinyl Binder		2EV x \$ 55		
International Organizers	Black 7-Ring Zippered Leather Portfolio	1HP x \$160	2HP x \$139	3HP x \$119	
	Green 7-Ring Zippered Leather Portfolio	1HT x \$160		3HT x \$119	
	Black 3-Ring Zippered Leather Portfolio	1XP x \$162			
	Green 3-Ring Zippered Leather Portfolio	1XT x \$162			
	Black 7-Ring Vinyl Binder		2HV x \$55		
Journal Organizers	Black 7-Ring Zippered Leather Portfolio		2WP x \$150		
	Black 7-Ring Vinyl Binder		2WV x \$60		

Optional Leather Covers, Portfolios & Vinyl Binders (desk & medium sizes: 7 rings, pocket-size: 6 rings)

All LEATHER PORTFOLIOS include a pagefinder/ruler. They do not include planners.

7-ring Black leather portfolios for refills: 1ER, 1HR, 2HR, 2ER, 2WR, 3HR	1PR x \$119	2PR x \$109	3PR x \$89	
7-Ring Green Leather portfolio for refills: 1ER, 1HR, 3HR	1PM x \$119		3PM x \$89	
3-ring Black leather portfolio for heavy-paper refills: 1HX	1PX x \$119			
3-ring Green leather portfolio for heavy-paper refills: 1HX	1PMX x \$119			
Black leather covers for Wire-O planners: 1E, 1H, 2E, 2H, 3H	1C x \$79	2C x \$69	3C x \$59	
7-ring Black vinyl binders for 7-hole refills: 1ER, 1HR, 2HR, 2ER, 2WR	1VR x \$29	2VR x \$21		

Optional Forms, Punches -Sets of 150 except where indicated - for 3- & 7-ring binders (pocket size: 6-ring binders)

	Desk	Medium	Pocket	
Action forms, 7-day do-list, 40 precoded actions	12A x \$13	12B x \$11	12E x \$9.90	
Meeting Planning & Decision forms, unique layout	14A x \$13	14B x \$11	14E x \$9.90	
Communication & Client Contact forms, unique layout (bilingual)	18A x \$13	18B x \$11	18E x \$9.90	
Communication & Contact log (english)	90A x \$13			
Note & Tabular Report forms, ideal for checklists	22A x \$13	22B x \$11	22E x \$9.90	
Grip Paper	23A x \$13			
Expense forms for business & personal expenses	30A x \$13	30B x \$11	30E x \$9.90	
Cheque Listing sheets	31A x \$13	31B x \$11	31E x \$9.90	
Harvard Time Logs , (100 sheets) best to evaluate daily performance	35A x \$13	35B x \$11		
Project Charters , define goals, deliverables, critical success factors, risk	45A x \$13	45B x \$11	45E x \$9.90	
100 Project schedule & control sheets		47B x \$11	47E x \$9.90	
Strategy Grids , best for strategy formulation incl. tactics & risk mgmt.	55A x \$13	55B x \$11	55E x \$9.90	
Responsibility Charts to clarify your role and facilitate team-building	60A x \$13	60B x \$11		
Process Log			80E x \$9.90	
Assignment Guide			81E x \$9.90	
7-hole punches to insert your own documents (pocket size: 6 holes)	711 x \$35	712 x \$35	713 x \$23	

Books

New Harnessing the Power of Intelligence: Counterintelligence and Surprise Events by A.P. Martin (Hard cover, 288 pages)	V40 x \$29	
Think Proactive: New Insights into Decision-Making by A.P. Martin (5.5 x 8.5'', 233 pages)	V20 x \$24	
Bringing Time to Life; 120 Practical Tips for Managing Your Time & Enjoying Life by A.P. Martin (5.5 x 8.5'', 168 p)	V27 x \$29	
Flawless Time Management + Harvard Planner user guide by A.P. Martin (8.5 x 11'', 65 pages)	V28 x \$29	
Subtotal \$		