

# How to order

**How to complete your order – the Diary Sales Team will be happy to help with any query – call +44 (0) 1268 510123, email [sales@ldbg.uk.com](mailto:sales@ldbg.uk.com) or fax +44 (0) 1268 660916.**

1 Select the products you require and complete the **Order Form** attached after page 23.

2 Select the **correct prices** from the **Price Lists**, depending on whether you are ordering '1–5' items or '6 or more' items and the **correct currency**. **If ordering from the United States, Canada, South America, Asia or Australasia select the \$US price, otherwise select the Sterling or Euro price.**

3 Select the type of customisation you require from the **Personalisation Price List** and complete the **Custom Option** and **Cost** columns in the **Order Form**.

**Notes:** Some customisation items require minimum order quantities.

Please indicate which product(s) you would like personalised on the Special Discount Combination products (i.e. CSS, CPS and CSW).

4 Calculate and complete the **Subtotal** column.

5 Multiply the quantity required with the subtotal and complete the **Value** column. Repeat this until you have completed your order requirements.

**Note:** Discounted combination products (i.e. CSS, CPS and CSW) count as **one item**.

6 Add together all entries in the **Value** column and transfer the total to the **Total Order Value** box.

7 **UK customers must add VAT. Other European Union customers must also add VAT, unless they supply their own VAT or equivalent registration number, in which case the order will be exempt from British VAT.**

8 Calculate your **Grand Total** and complete your **Payment Details** on the Order Form.

9 Complete the **Personalisation Options** section on the Order Form, or on a separate sheet of paper, which must be attached to the Order Form.

10 We offer substantial discounts when you order 50 items or more. Please call our Diary Sales Team on **+44 (0) 1268 510123** to find out how much you can save.

For priority service please send your completed order to the Diary Sales Team:

**By Fax on**

**+44 (0) 1268 660916**

**By Email to**

**[sales@ldbg.uk.com](mailto:sales@ldbg.uk.com)**

**By Mail to:**

**Diary Sales Team**

**Lloyd's Diaries**

**The Charfleet Bindery**

**3 Neale Courtyard**

**Shannon Way**

**Canvey Island**

**Essex**

**SS8 0PD**

**United Kingdom**

**Visit and purchase from our website at [www.ldbg.uk.com](http://www.ldbg.uk.com)**

Products		1-5 items		6 or more		Minimum order requirements					
		UK	Rest of the World	UK	Rest of the World	25	25	100	100		
Description	Order code					GOLD BLOCK INITIALS	GOLD BLOCK LOGO NAME & ADDRESS	GOLD BLOCK LOGO NAME ADDRESS & INITIALS	FLY LEAF	FLY LEAF & INITIALS	GOLD BLOCK FULL NAME
						1	2	3	4	5	6
Lloyd's Executive Diary	EAD	£133.50	£139.00	£125.50	£132.00	£4.50	-	-	£4.00	£8.00	£7.00
Lloyd's Desk Diary	DDS	£67.50	£72.00	£63.50	£69.00	£4.50	£7.50	£11.00	£4.00	£8.00	£7.00
Lloyd's Slimline Diary	SDS	£28.50	£29.25	£27.00	£29.00	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Lloyd's Slimline Wallet	LWT	£38.50	£40.50	£36.25	£38.75	£4.50	£7.50	£11.00	-	-	£7.00
Lloyd's Slimline Diary & Wallet	CSS	£53.50	£55.75	£51.00	£54.25	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Lloyd's Pocket Diary	PDS	£15.00	£15.75	£14.25	£15.25	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Lloyd's Pocket Wallet	LPW	£19.50	£20.50	£18.25	£20.00	£4.50	£7.50	£11.00	-	-	£7.00
Lloyd's Pocket Diary & Wallet	CPS	£27.75	£29.00	£26.00	£28.25	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Lloyd's Desk Address Book	LDA	£55.00	£57.75	£51.00	£56.25	£4.50	£7.50	£11.00	£4.00	£8.00	£7.00
Lloyd's Slimline Address Book	LSA	£29.50	£30.50	£27.75	£30.00	£4.50	£7.50	£11.00	£4.00	£8.00	£7.00
Lloyd's Pocket Address Book	LPA	£16.25	£17.25	£14.75	£16.00	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Lloyd's Retirement/Signature Book	AUTO	£45.50	£48.00	£42.50	£45.75	£4.50	£7.50	£11.00	-	-	£7.00
Memo Notepad	MN	£68.50	£72.50	£64.50	£69.50	£4.50	£7.50	£11.00	-	-	£7.00
Visitor Book	VB	£73.00	£77.50	£69.50	£74.50	£4.50	£7.50	£11.00	-	-	£7.00
Business Card File	BCF	£44.50	£46.50	£39.25	£42.25	£4.50	£7.50	£11.00	-	-	£7.00
Lloyd's Document Case	DOCU	£111.00	£115.50	£103.50	£109.25	£4.50	-	-	-	-	-
Lloyd's Slip Case	LCS	£94.50	£99.00	£88.50	£93.75	£4.50	£7.50	£11.00	-	-	£7.00
Lloyd's Conference Folder	LCF	£96.00	£100.75	£90.25	£95.75	£4.50	£7.50	£11.00	-	-	£7.00
CD-ROM Storage Wallet	CDW	£31.00	£32.50	£28.00	£29.50	£4.50	-	-	-	-	£7.00
Gentleman's Night Tidy	GNT	£36.00	£40.25	£33.00	£38.50	-	-	-	-	-	-
Passport Carrying Wallet	PCW	£29.50	£30.75	£28.00	£29.75	£4.50	-	-	-	-	-
Travel Document Wallet	TDW	£41.50	£40.75	£37.00	£39.50	£4.50	-	-	-	-	-
Luggage Tag (set of 3)	LT	£18.00	£19.00	£17.00	£18.00	-	-	-	-	-	-
Business Card Holder	BCH	£24.75	£25.75	£23.00	£24.00	£4.50	-	-	-	-	-
Credit Card Holder	CCH	£21.25	£22.25	£20.50	£21.75	£4.50	-	-	-	-	-
Lloyd's Ballpoint Pen	LBP	£81.50	£86.25	£77.50	£82.00	-	-	-	-	-	-
Shipping Desk Diary	SHIPD	£67.50	£72.00	£63.50	£69.00	£4.50	£7.50	£11.00	£4.00	£8.00	£7.00
Shipping Slimline Diary	SHIPS	£28.50	£29.25	£27.00	£29.00	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Shipping Slimline Wallet	SWT	£38.50	£40.50	£36.25	£38.75	£4.50	£7.50	£11.00	-	-	£7.00
Shipping Slimline Diary & Wallet	CSW	£53.50	£55.75	£51.00	£54.75	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Shipping Conference Folder	SCF	£96.00	£100.75	£90.25	£95.75	£4.50	£7.50	£11.00	-	-	£7.00
Shipping Luggage Tag (set of 3)	SLT	£18.00	£19.00	£17.00	£18.00	-	-	-	-	-	-
Shipping CD-ROM Storage Wallet	SCDW	£31.00	£32.50	£28.00	£29.50	£4.50	-	-	-	-	£7.00
Shipping Business Card File	SBCF	£44.50	£46.50	£39.25	£42.25	£4.50	£7.50	£11.00	-	-	£7.00
Shipping Business Card Holder	SBCH	£24.75	£25.75	£23.00	£24.00	£4.50	-	-	-	-	-
Shipping Credit Card Holder	SCCH	£21.25	£22.75	£20.50	£21.75	£4.50	-	-	-	-	-

Please note, delivery by standard mail/airmail is included in our prices. If you require our Special Express Courier service, please contact the Diary Sales Team for a cost quotation.

Products		1-5 items	6 or more	Minimum order requirements					
Description	Order code	EURO	EURO	25		100		100	
				GOLD BLOCK INITIALS	GOLD BLOCK LOGO NAME & ADDRESS	GOLD BLOCK LOGO NAME ADDRESS & INITIALS	FLY LEAF	FLY LEAF & INITIALS	GOLD BLOCK FULL NAME
				1	2	3	4	5	6
Lloyd's Executive Diary	EAD	€ 213.25	€ 205.00	€ 6.75	–	–	€ 6.00	€ 12.00	€ 10.50
Lloyd's Desk Diary	DDS	€ 107.00	€ 102.50	€ 6.75	€ 11.25	€ 16.50	€ 6.00	€ 12.00	€ 10.50
Lloyd's Slimline Diary	SDS	€ 44.50	€ 42.75	€ 6.75	€ 11.25	€ 16.50	€ 3.00	€ 9.00	€ 10.50
Lloyd's Slimline Wallet	LWT	€ 61.00	€ 58.50	€ 6.75	€ 11.25	€ 16.50	–	–	€ 10.50
Lloyd's Slimline Diary & Wallet	CSS	€ 84.50	€ 81.00	€ 6.75	€ 11.25	€ 16.50	€ 3.00	€ 9.00	€ 10.50
Lloyd's Pocket Diary	PDS	€ 23.75	€ 21.75	€ 6.75	€ 11.25	€ 16.50	€ 3.00	€ 9.00	€ 10.50
Lloyd's Pocket Wallet	LPW	€ 31.00	€ 29.50	€ 6.75	€ 11.25	€ 16.50	–	–	€ 10.50
Lloyd's Pocket Diary & Wallet	CPS	€ 43.75	€ 41.00	€ 6.75	€ 11.25	€ 16.50	€ 3.00	€ 9.00	€ 10.50
Lloyd's Desk Address Book	LDA	€ 84.25	€ 81.00	€ 6.75	€ 11.25	€ 16.50	€ 6.00	€ 12.00	€ 10.50
Lloyd's Slimline Address Book	LSA	€ 45.75	€ 44.00	€ 6.75	€ 11.25	€ 16.50	€ 3.00	€ 9.00	€ 10.50
Lloyd's Pocket Address Book	LPA	€ 25.50	€ 23.75	€ 6.75	€ 11.25	€ 16.50	€ 3.00	€ 9.00	€ 10.50
Lloyd's Retirement/Signature Book	AUTO	€ 71.75	€ 68.75	€ 6.75	€ 11.25	€ 16.50	–	–	€ 10.50
Memo Notepad	MN	€ 110.25	€ 103.50	€ 6.75	€ 11.25	€ 16.50	–	–	€ 10.50
Visitor Book	VB	€ 120.75	€ 113.75	€ 6.75	€ 11.25	€ 16.50	–	–	€ 10.50
Business Card File	BCF	€ 68.75	€ 62.25	€ 6.75	€ 11.25	€ 16.50	–	–	€ 10.50
Lloyd's Document Case	DOCU	€ 170.50	€ 162.00	€ 6.75	–	–	–	–	–
Lloyd's Slip Case	LCS	€ 148.75	€ 141.50	€ 6.75	€ 11.25	€ 16.50	–	–	€ 10.50
Lloyd's Conference Folder	LCF	€ 152.75	€ 144.25	€ 6.75	€ 11.25	€ 16.50	–	–	€ 10.50
CD-ROM Storage Wallet	CDW	€ 47.50	€ 44.00	€ 6.75	–	–	–	–	€ 10.50
Gentleman's Night Tidy	GNT	€ 59.50	€ 56.00	–	–	–	–	–	–
Passport Carrying Wallet	PCW	€ 47.00	€ 44.50	€ 6.75	–	–	–	–	–
Travel Document Wallet	TDW	€ 60.75	€ 58.00	€ 6.75	–	–	–	–	–
Luggage Tag (set of 3)	LT	€ 28.00	€ 24.00	–	–	–	–	–	–
Business Card Holder	BCH	€ 38.50	€ 35.50	€ 6.75	–	–	–	–	–
Credit Card Holder	CCH	€ 33.25	€ 32.25	€ 6.75	–	–	–	–	–
Lloyd's Ballpoint Pen	LBP	€ 128.75	€ 125.75	–	–	–	–	–	–
Shipping Desk Diary	SHIPD	€ 107.00	€ 102.50	€ 6.75	€ 11.25	€ 16.50	€ 6.00	€ 12.00	€ 10.50
Shipping Slimline Diary	SHIPS	€ 44.50	€ 42.75	€ 6.75	€ 11.25	€ 16.50	€ 3.00	€ 9.00	€ 10.50
Shipping Slimline Wallet	SWT	€ 61.00	€ 58.50	€ 6.75	€ 11.25	€ 16.50	–	–	€ 10.50
Shipping Slimline Diary & Wallet	CSW	€ 84.50	€ 81.00	€ 6.75	€ 11.25	€ 16.50	€ 3.00	€ 9.00	€ 10.50
Shipping Conference Folder	SCF	€ 152.75	€ 144.25	€ 6.75	€ 11.25	€ 16.50	–	–	€ 10.50
Shipping Luggage Tag (set of 3)	SLT	€ 28.00	€ 24.00	–	–	–	–	–	–
Shipping CD-ROM Storage Wallet	SCDW	€ 47.50	€ 44.00	€ 6.75	–	–	–	–	€ 10.50
Shipping Business Card File	SBCF	€ 68.75	€ 62.25	€ 6.75	€ 11.25	€ 16.50	–	–	€ 10.50
Shipping Business Card Holder	SBCH	€ 38.50	€ 35.50	€ 6.75	–	–	–	–	–
Shipping Credit Card Holder	SCCH	€ 33.25	€ 32.25	€ 6.75	–	–	–	–	–

Please note, delivery by airmail is included in our prices. If you require our Special Express Courier service, please contact the Diary Sales Team for a cost quotation.

Products		1-5 items	6 or more	Minimum order requirements					
				25		100		100	
Description	Order code	US\$	US\$	GOLD BLOCK INITIALS	GOLD BLOCK LOGO NAME & ADDRESS	GOLD BLOCK LOGO NAME ADDRESS & INITIALS	FLY LEAF	FLY LEAF & INITIALS	GOLD BLOCK FULL NAME
				1	2	3	4	5	6
Lloyd's Executive Diary	EAD	\$ 255.50	\$ 248.25	\$ 9.00	–	–	\$ 8.00	\$ 14.00	\$ 12.00
Lloyd's Desk Diary	DDS	\$ 128.00	\$ 121.75	\$ 9.00	\$ 13.00	\$ 21.00	\$ 8.00	\$ 14.00	\$ 12.00
Lloyd's Slimline Diary	SDS	\$ 55.75	\$ 54.50	\$ 9.00	\$ 13.00	\$ 21.00	\$ 4.00	\$ 11.00	\$ 12.00
Lloyd's Slimline Wallet	LWT	\$ 76.00	\$ 74.25	\$ 9.00	\$ 13.00	\$ 21.00	–	–	\$ 12.00
Lloyd's Slimline Diary & Wallet	CSS	\$ 105.50	\$ 103.00	\$ 9.00	\$ 13.00	\$ 21.00	\$ 4.00	\$ 11.00	\$ 12.00
Lloyd's Pocket Diary	PDS	\$ 29.50	\$ 27.75	\$ 9.00	\$ 13.00	\$ 21.00	\$ 4.00	\$ 11.00	\$ 12.00
Lloyd's Pocket Wallet	LPW	\$ 38.75	\$ 37.00	\$ 9.00	\$ 13.00	\$ 21.00	–	–	\$ 12.00
Lloyd's Pocket Diary & Wallet	CPS	\$ 54.50	\$ 51.75	\$ 9.00	\$ 13.00	\$ 21.00	\$ 4.00	\$ 11.00	\$ 12.00
Lloyd's Desk Address Book	LDA	\$ 109.25	\$ 102.50	\$ 9.00	\$ 13.00	\$ 21.00	\$ 8.00	\$ 14.00	\$ 12.00
Lloyd's Slimline Address Book	LSA	\$ 57.75	\$ 56.25	\$ 9.00	\$ 13.00	\$ 21.00	\$ 4.00	\$ 11.00	\$ 12.00
Lloyd's Pocket Address Book	LPA	\$ 32.00	\$ 30.00	\$ 9.00	\$ 13.00	\$ 21.00	\$ 4.00	\$ 11.00	\$ 12.00
Lloyd's Retirement/Signature Book	AUTO	\$ 90.25	\$ 86.75	\$ 9.00	\$ 13.00	\$ 21.00	–	–	\$ 12.00
Memo Notepad	MN	\$ 137.25	\$ 131.25	\$ 9.00	\$ 13.00	\$ 21.00	–	–	\$ 12.00
Visitor Book	VB	\$ 136.50	\$ 132.25	\$ 9.00	\$ 13.00	\$ 21.00	–	–	\$ 12.00
Business Card File	BCF	\$ 87.00	\$ 83.50	\$ 9.00	\$ 13.00	\$ 21.00	–	–	\$ 12.00
Lloyd's Document Case	DOCU	\$ 219.00	\$ 207.00	\$ 9.00	–	–	–	–	–
Lloyd's Slip Case	LCS	\$ 186.25	\$ 177.75	\$ 9.00	\$ 13.00	\$ 21.00	–	–	\$ 12.00
Lloyd's Conference Folder	LCF	\$ 188.25	\$ 179.75	\$ 9.00	\$ 13.00	\$ 21.00	–	–	\$ 12.00
CD-ROM Storage Wallet	CDW	\$ 59.75	\$ 55.00	\$ 9.00	–	–	–	–	\$ 12.00
Gentleman's Night Tidy	GNT	\$ 75.75	\$ 72.50	–	–	–	–	–	–
Passport Carrying Wallet	PCW	\$ 57.75	\$ 55.75	\$ 9.00	–	–	–	–	–
Travel Document Wallet	TDW	\$ 77.50	\$ 74.50	\$ 9.00	–	–	–	–	–
Luggage Tag (set of 3)	LT	\$ 35.00	\$ 32.00	–	–	–	–	–	–
Business Card Holder	BCH	\$ 48.50	\$ 45.25	\$ 9.00	–	–	–	–	–
Credit Card Holder	CCH	\$ 41.50	\$ 40.75	\$ 9.00	–	–	–	–	–
Lloyd's Ballpoint Pen	LBP	\$ 164.75	\$ 159.50	–	–	–	–	–	–
Shipping Desk Diary	SHIPD	\$ 128.00	\$ 121.25	\$ 9.00	\$ 13.00	\$ 21.00	\$ 8.00	\$ 14.00	\$ 12.00
Shipping Slimline Diary	SHIPS	\$ 55.75	\$ 54.50	\$ 9.00	\$ 13.00	\$ 21.00	\$ 4.00	\$ 11.00	\$ 12.00
Shipping Slimline Wallet	SWT	\$ 76.00	\$ 74.25	\$ 9.00	\$ 13.00	\$ 21.00	–	–	\$ 12.00
Shipping Slimline Diary & Wallet	CSW	\$ 105.50	\$ 103.00	\$ 9.00	\$ 13.00	\$ 21.00	\$ 4.00	\$ 11.00	\$ 12.00
Shipping Conference Folder	SCF	\$ 188.25	\$ 179.75	\$ 9.00	\$ 13.00	\$ 21.00	–	–	\$ 12.00
Shipping Luggage Tag (set of 3)	SLT	\$ 35.00	\$ 32.00	–	–	–	–	–	–
Shipping CD-ROM Storage Wallet	SCDW	\$ 59.75	\$ 55.00	\$ 9.00	–	–	–	–	\$ 12.00
Shipping Business Card File	SBCF	\$ 87.00	\$ 83.50	\$ 9.00	\$ 13.00	\$ 21.00	–	–	\$ 12.00
Shipping Business Card Holder	SBCH	\$ 48.50	\$ 45.25	\$ 9.00	–	–	–	–	–
Shipping Credit Card Holder	SCCH	\$ 41.50	\$ 40.75	\$ 9.00	–	–	–	–	–

Please note, delivery by airmail is included in our prices. If you require our Special Express Courier service, please contact the Diary Sales Team for a cost quotation.

# Order form 2011

FILL IN DESCRIPTION Please use block capitals	FILL IN ORDER CODE	THIS GIVES YOU PRICE	CHOOSE CUSTOM OPTION	FILL IN COST OF OPTION	ADD PRICE PER ITEM CUSTOM & COST TO GET SUB TOTAL	FILL IN THE QUANTITY YOU REQUIRE	MULTIPLY YOUR SUB TOTAL WITH QUANTITY
Product description	Order code	Price per item	Custom option	Custom cost	Sub total	Quantity	Value
<b>Example</b> DESK DIARY	DDS	£63.50 OR \$121.75	3	£11.00 OR \$21.00	£74.50 OR \$142.75	25	£1,862.50 OR \$3,568.75

**PLEASE NOTE: All UK Customers must pay VAT @ current rate**

 <p>EU companies please supply VAT/TVA/FPA/ MOMS/MWST/IVA/FPA registration number</p> <p>EU companies who quote registration number are exempt from UK VAT, otherwise EU customers who do not quote registration number will be charged VAT at current UK rate.</p> <p><b>VAT No.</b> <input type="text"/></p>	<b>Total order value</b>	£ <input type="text"/>
	<b>VAT @ 17.5%</b>	£ <input type="text"/>
	<b>Grand Total</b>	£ <input type="text"/>

 <p>EU companies please supply VAT/TVA/FPA/ MOMS/MWST/IVA/FPA registration number</p> <p>EU companies who quote registration number are exempt from UK VAT, otherwise EU customers who do not quote registration number will be charged VAT at current UK rate.</p> <p><b>VAT No.</b> <input type="text"/></p>	<b>Total order value</b>	€ <input type="text"/>
	<b>VAT @ 17.5%</b>	€ <input type="text"/>
	<b>Grand Total</b>	€ <input type="text"/>

	<b>Grand Total</b>	\$ <input type="text"/>
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## Please read carefully

### Conditions

If your order amounts to a value of less than £100/\$200 please prepay by sending your payment with your order, either by cheque or by supplying credit card details (see overleaf). Your goods will be despatched to you on receipt of your payment.

### VAT

All UK Customers must pay VAT at the current UK rate.

EU companies please supply VAT/TVA/BTW/MOMS/MWST/IVA/FPA registration number.

All EU companies who quote registration number are exempt from UK Value Added Tax. Any EU customer who does not quote their registration number will be charged VAT at current UK rate.

### International payment and shipping policies

You may be subject to import duties and taxes, which are levied once the package reaches your country. Additional charges for customs clearance must be borne by you; we have no control over these charges and cannot predict what they may be. Customs policies vary widely from country to country; you should contact your local customs office for further information. Additionally, when ordering from Neale Dataday Ltd you are considered the importer of record and must comply with all laws and regulations of the country in which you are receiving the goods.

