

# 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.

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- 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.**

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- 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).

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

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- 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**.

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

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- 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.**

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

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- 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.

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- 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 GOLD BLOCK INITIALS	25 GOLD BLOCK LOGO NAME & ADDRESS	25 GOLD BLOCK LOGO NAME ADDRESS & INITIALS	100 FLY LEAF	100 FLY LEAF & INITIALS	100 GOLD BLOCK FULL NAME
Description	Order code					1	2	3	4	5	6
Lloyd's Executive Diary	EAD	£136.00	£141.75	£128.00	£134.75	£4.50	-	-	£4.00	£8.00	£7.00
Lloyd's Desk Diary	DDS	£69.50	£74.00	£66.00	£71.00	£4.50	£7.50	£11.00	£4.00	£8.00	£7.00
Lloyd's Slimline Diary	SDS	£29.50	£30.25	£28.00	£30.00	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Lloyd's Slimline Wallet	LWT	£39.50	£42.00	£37.50	£40.00	£4.50	£7.50	£11.00	-	-	£7.00
Lloyd's Slimline Diary & Wallet	CSS	£55.25	£57.75	£52.50	£56.00	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Lloyd's Pocket Diary	PDS	£15.50	£16.25	£14.75	£15.75	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Lloyd's Pocket Wallet	LPW	£20.25	£21.25	£19.25	£20.50	£4.50	£7.50	£11.00	-	-	£7.00
Lloyd's Pocket Diary & Wallet	CPS	£28.50	£30.00	£27.00	£29.00	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Lloyd's Desk Address Book	LDA	£56.75	£59.50	£54.00	£58.00	£4.50	£7.50	£11.00	£4.00	£8.00	£7.00
Lloyd's Slimline Address Book	LSA	£30.50	£31.50	£29.00	£31.00	£4.50	£7.50	£11.00	£4.00	£8.00	£7.00
Lloyd's Pocket Address Book	LPA	£16.75	£17.75	£16.00	£17.00	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Lloyd's Retirement/Signature Book	AUTO	£46.75	£49.50	£44.50	£47.00	£4.50	£7.50	£11.00	-	-	£7.00
Memo Notepad	MN	£70.50	£74.75	£67.00	£71.50	£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	£45.75	£48.00	£43.50	£45.50	£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	£97.25	£102.00	£92.50	£97.00	£4.50	£7.50	£11.00	-	-	£7.00
Lloyd's Conference Folder	LCF	£99.75	£103.75	£94.75	£98.75	£4.50	£7.50	£11.00	-	-	£7.00
CD-ROM Storage Wallet	CDW	£32.00	£33.50	£30.50	£32.00	£4.50	-	-	-	-	£7.00
Gentleman's Night Tidy	GNT	£37.00	£41.50	£35.25	£39.75	-	-	-	-	-	-
Passport Carrying Wallet	PCW	£30.50	£31.75	£29.00	£30.75	£4.50	-	-	-	-	-
Travel Document Wallet	TDW	£42.75	£45.50	£40.50	£43.25	£4.50	-	-	-	-	-
Luggage Tag (set of 3)	LT	£18.50	£20.00	£17.50	£19.00	-	-	-	-	-	-
Business Card Holder	BCH	£25.50	£26.50	£24.25	£25.00	£4.50	-	-	-	-	-
Credit Card Holder	CCH	£22.00	£23.00	£21.00	£22.50	£4.50	-	-	-	-	-
Lloyd's Ballpoint Pen	LBP	£84.00	£89.00	£79.75	£84.50	-	-	-	-	-	-
Shipping Desk Diary	SHIPD	£69.50	£74.00	£66.00	£71.00	£4.50	£7.50	£11.00	£4.00	£8.00	£7.00
Shipping Slimline Diary	SHIPS	£29.50	£30.00	£28.00	£30.00	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Shipping Slimline Wallet	SWT	£39.50	£42.00	£37.50	£40.00	£4.50	£7.50	£11.00	-	-	£7.00
Shipping Slimline Diary & Wallet	CSW	£55.25	£57.50	£52.50	£56.00	£4.50	£7.50	£11.00	£2.00	£6.00	£7.00
Shipping Conference Folder	SCF	£99.75	£103.75	£94.75	£98.50	£4.50	£7.50	£11.00	-	-	£7.00
Shipping Luggage Tag (set of 3)	SLT	£18.50	£20.00	£17.50	£19.00	-	-	-	-	-	-
Shipping CD-ROM Storage Wallet	SCDW	£32.00	£33.50	£30.50	£32.00	£4.50	-	-	-	-	£7.00
Shipping Business Card File	SBCF	£45.75	£48.00	£43.50	£45.50	£4.50	£7.50	£11.00	-	-	£7.00
Shipping Business Card Holder	SBCH	£25.50	£26.50	£24.25	£25.00	£4.50	-	-	-	-	-
Shipping Credit Card Holder	SCCH	£22.00	£23.00	£21.00	£22.50	£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	-	-	-	-	-

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Products		1-5 items	6 or more	Minimum order requirements					
Description	Order code	US\$	US\$	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	\$ 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	-	-	-	-	-

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