



The Professional Development Institute
70 Technology Blvd., Gatineau QC J8Z 3H8 CANADA
www.executive.org

(819) 772-7777 Please FAX us your order at (819) 772-1114

- | | |
|--|---|
| <ul style="list-style-type: none"> • Avoid year-end delays by ordering now. • Please allow 1 to 3 weeks for delivery. • All orders must be prepaid. Prices subject to change without prior notice. • Planners are available five 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> |
|--|---|

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: _____
 Cardholder's name: (Please print) _____ Signature: _____
 Surname: _____
 Firstname _____
 Company: _____
 Dept./Div.: _____
 Street _____
 Address: _____
 Room/Floor: _____ City: _____ Prov./State: _____
 Postal Code/Zip: _____ Country: _____
 Phone: () _____ Fax: () _____
 E-mail: _____

Date: _____

Before completing the following section, please use reverse page 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 Continental USA (except Alaska): \$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, Ont.: 13% HST, BC: 12% HST) or include your exemption certificate (Our No.: R104317938)	\$ _____
Quebec residents only: QC: add 9.5% 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: 2013 2014

(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	Wire-O, Lexide cover	1E	x\$32.90	2E	x \$26.90	See #3E(below)		
2p./week, 2 lines/h., Action Log	7-hole refills	1ER	x\$32.90	2ER	x \$26.90			
Elite/Français: French, week-at-a-Time	Wire-O, Lexide cover	1F	x\$32.90			See #3F(below)		
2p./week, 2 lines/h., Action Log	7-hole refills	1FR	x\$32.90					
International Planner: Bilingual/Original	Wire-O, Lexide cover	1H	x \$32.90	2H	x \$26.90	3H	x\$20.90	
week-at-a-time, 2 pages/week, 1 line/hour,	7-hole refills (pocket: 6 holes)	1HR	x \$32.90	2HR	x \$26.90	3HR	x\$20.90	
Action Log (2 half-pages); atlas	3-hole refills, heavy paper	1HX	x \$37.00					
Academic: bilingual, 2p./week, 2 lines/hour,	Wire-O, Lexide cover			2B	x \$20.90			
Action Log; no atlas, no phone book								
Elite: English, 2 p/wk., 1line/hr.; no atlas	book bound, gold corners					3E	x\$20.90	
Elite: French, 2 p/wk., 1line/hr.; no atlas	book bound, gold corners					3F	x\$20.90	

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 \$140		
	Green 7-Ring Zippered Leather Portfolio	1ET	x \$160				
International Organizers	Black 7-Ring Zippered Leather Portfolio	1HP	x \$160	2HP	x \$140	3HP	x\$120
	Green 7-Ring Zippered Leather Portfolio	1HT	x \$160			3HT	x\$120
	Black 3-Ring Zippered Leather Portfolio	1XP	x \$162				
	Green 3-Ring Zippered Leather Portfolio	1XT	x \$162				

Optional Leather Covers & Portfolios (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

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
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 (imperial and metric)	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				
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

Harnessing the Power of Intelligence: Counterintelligence and Surprise Events by A.P. Martin (Hard cover, 288 pages)	V40	x \$39
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 \$		