25th March 2020

No. 152/2020

TO: ALL BRANCHES

Dear Colleagues,

CWU 2021 Diary

We are now taking orders for CWU 2021 diaries. Please find attached an electronic diary order form for your branch use.

We continue to offer branches personalised diaries at no additional cost. Branches can personalise an area on the front cover of the CWU pocket diary and also have the option to have a personalised page (printed on one side only) which will be inserted near the front of the pocket diary.

The CWU pocket diary is priced at £1.75 and the A5 desk diary is priced at £2.60.

We also continue to offer branches bulk discount on pocket diaries only on orders of 1,000 or more for £1.40 per diary.
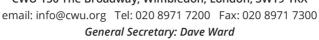
Branches ordering unaltered diaries should return their completed order form by no later than **Friday 11th September**.

Personalised branch diary orders only

Branch personalised diary orders **must** be returned by no later than **Friday 22nd May.** On receipt of your order form you will be emailed the appropriate template(s), *please ensure to include your email address as this is where your template(s) will be sent with further instructions.*

Please complete your template(s) as soon as possible and note the return deadline is **Friday 12th June**. Due to strict deadlines any orders or proofs received after the dates provided may <u>not</u> be processed.

If you would like to use your 2020 diary template(s) and there are no changes, please advise Marcia Murray.

CWU 150 The Broadway, Wimbledon, London, SW19 1RX
email: info@cwu.org Tel: 020 8971 7200 Fax: 020 8971 7300
General Secretary: Dave Ward

@DaveWardGS **Dave Ward CWU**

Orders will be based on the following:
Minimum order to personalise front cover: 250 units

Minimum order to insert page: 500 units
Minimum order to personalise front cover and insert page: 500 units

All completed order forms and enquiries on this LTB should be addressed to Marcia Murray by email only to mmurray@cwu.org

The diaries will be dispatched from Friday 25th September 2020.

Kind regards,

Chris Webb
Head of Communications, Engagement and Media

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🐦 *@DaveWardGS* 📘 *Dave Ward CWU*