

# ADMINISTRATION SUPPORT PRODUCTS

# ORDER / ENQUIRY FORM

July 2022



**Early Bird DISCOUNT!** Orders received before 31 OCTOBER 2022 - LESS 10%

Customer: \_\_\_\_\_ Contact Person's Name: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT! The Customer Details on the reverse side MUST be completed.**

## A. LEGISLATIVE LEARNER ADMINISTRATION

ITEM		PURPOSE / USE	UNIT	PRICE INCL.	ORDER FORM	
					QTY	AMOUNT DUE
Class Register	Month to View	No Dates – Learner details need only be entered once and is visible throughout the year. Accommodates one full school year. Unused stock can be carried over to the following year.	each	R 76.00		
	Term to View	One per class per year, in <b>quarterly (term)</b> format, not dated. – Every teacher.	each	R 64.00		
Period Register	Standard	One per year for every teacher. Completion twice (or more times) per month.	each	R 64.00		
	Daily	Only for use where <b>daily completion</b> is required. (One per year per teacher.)	each	R 237.00		
Summary Register by Grade		For internal use / records. One per year for the school.	each	R 89.00		
Admission Register		Record of learner admissions. Accommodates approximately 1500 admissions.	each	R 314.00		
Learner Profile	Eng	One per learner for entire school career with <b>protective PVC jacket</b> .	each	R 79.00		
	Afr	Een per leerder vir hele skoolloopbaan met <b>PVC beskermende omslag</b> .	each	R 79.00		
PVC Binders for Learner Profiles	Blue	High quality PVC binder with clear pockets for 15 profiles. ( <b>End of line – While stocks last.</b> )	each	R 159.00		
	Red	High quality PVC binder with clear pockets for 15 profiles. ( <b>End of line – While stocks last.</b> )	each	R 159.00		
	Green	High quality PVC binder with clear pockets for 15 profiles. ( <b>End of line – While stocks last.</b> )	each	R 159.00		

**SUB TOTAL A**

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## B. ADMINISTRATIVE SUPPORT

ITEM		PURPOSE / USE	UNIT	PRICE INCL.	ORDER FORM	
					QTY	AMOUNT DUE
Staff Administration	Staff Time Register	One per year for any / all categories of staff; <b>14 days to view</b> .	each	R 416.00		
	Non-teaching Staff Register of Time and Attendance	One per year for non-teaching staff; <b>week to view</b> .	each	R 140.00		
	Educators' Register of Time and Attendance	One per year for teaching staff; <b>week to view</b> .	each	R 140.00		
	Staff Late Arrival and Early Departure Register	Register of late arrivals and early departures by individual staff members.	each	R 215.00		
	Register of Staff Leave Applications	Register of <b>applications for leave</b> by individual staff members.	each	R 215.00		
	Staff Leave Register	Record of <b>actual leave taken</b> by individual members of staff.	each	R 96.00		
	Principal's Communication with Staff	Record of Principal's communications with staff, combined with acknowledgement of receipt.	each	R 215.00		
DBE / District Office Interaction	Official Visits to the School	Details of official visits to the school.	each	R 341.00		
	Submissions to District Office	Details and acknowledgement of receipt of items submitted to District Office.	each	R 213.00		
General Administration	School Incident Register	Record of safety-related and other noteworthy incidents occurring at school.	each	R 476.00		
	Visitors' Gate Access Logbook	Ongoing record of visitors entering the school premises.	each	R 149.00		
	Learner Gate Pass-out Slips	Gate pass-out slips, authorising mainly learners to leave premises during school hours. <b>Duplicate book. School logo and numbering included in price.</b>	each	R 568.00		
	Visitors' Access & Exit Control Slips	Details of visitor entering premises, with EXIT slip signed by host. <b>Duplicate book. School logo and numbering included in price.</b>	each	R 573.00		
	School Maintenance Logbook	Keeping track of ongoing maintenance at the school.	each	R 117.00		
Educators' / Classroom Logbooks	Educator's Disciplinary Logbook	Educator's record of discipline-related occurrences in class.	each	R 117.00		
	Educator's Classroom Journal	Educator's record of general classroom events / matters worth recording.	each	R 117.00		

**SUB TOTAL B**

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**Page 1 – Form continues on the reverse side (Page 2).**

# ORDER / ENQUIRY FORM – Cont. from page 1

## C. FINANCE

ITEM	PURPOSE / USE	UNIT	PRICE INCL.	ORDER FORM	
				QTY	AMOUNT DUE
Receipt Books	4-up per A4 sheet	each	R 592.00		
	3-up (landscape) per A4 sheet	each	R 573.00		
	8-up per A4 sheet	each	R 635.00		

## BANK DETAILS

First National Bank  
Branch Code: 250655 (Woodbridge)  
Acc. No: 62594039771



### Early Bird DISCOUNT!

Orders received before  
31 OCTOBER 2022  
- LESS 10%

**SUB TOTAL C**

**SUB TOTAL A + B + C**

**DISCOUNT**

**Delivery cost (anywhere in South Africa)**

**R 150.00**

**GRAND TOTAL**

## IMPORTANT! CUSTOMER DETAILS BELOW MUST BE COMPLETED.

I require more information, please contact me  Herewith my order Date: \_\_\_\_\_

Customer name: \_\_\_\_\_ Order No: \_\_\_\_\_

Tel. no: \_\_\_\_\_ Fax no: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact person: \_\_\_\_\_

Postal address: \_\_\_\_\_ Code: \_\_\_\_\_

Delivery address: \_\_\_\_\_

### N.B. Please tick your province and place your school stamp on the right.

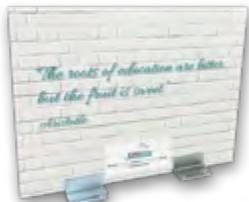
Gauteng  Limpopo  Mpumalanga  
 Northern Cape  Western Cape  Eastern Cape  
 Free State  KwaZulu-Natal  North West

## PLACE YOUR ORDER THE WAY YOU WANT!

Simply forward a copy of Page 1 and 2, together with proof of payment in any of the following ways:

Fax	010 786 3344	Phone	Phone 0861 282 000 for assistance and speak to a sales consultant.
E-mail	Attach copies of order pages and payment to <a href="mailto:eduline@edgeprint.co.za">eduline@edgeprint.co.za</a>	Whatsapp	Send us a message on 073 833 2168 for assistance.

## MORE EDULINE PRODUCTS



Learner Diaries

Calendars

Custom Workbooks

Magnetic Weather Chart

Desk Dividers