19 July 2018

No. 410/2018

­**CWU 2019 Diary**

Dear Colleague

Following on from LTB 307/2018 and for branches ordering personalised diaries please note the deadline to return your completed template(s) is Friday 20th July. For ease of reference reproduced below is extracts from that LTB.

Branches ordering unaltered diaries should return their completed order form by no later than **Friday 21 September**. Diaries will be dispatched from week commencing Monday 29th October 2018.

**Personalised branch diary orders only**

Branch personalised diary orders **must** be returned by no later than **Friday 29th June.** 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.* On completion the template(s) must be sent to Leanne Shiels at the diary manufacturer to arrive by no later than **Friday 13th July**.

You will then be sent a proof which must be checked, signed off and returned back to Leanne by no later than **Friday 20 July.** Due to strict deadlines any orders or proofs received after this time will not be processed. Diaries will be dispatched from week commencing Monday 29 October 2018.

**If you would like to** **use your 2018 diary template(s) and there are no changes please advise Marcia Murray.**

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 must be returned to Marcia Murray in the communications department to arrive by no later than the dates given and all enquiries should be addressed to** **mmurray@cwu.org**

Kind regards,

**Chris Webb**

Head of Communications, Engagement and Media