

Customer: _____ Contact Person's Name: _____
 Tel. 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 63.00		
	Month to View With Dates	One per class / year, formatted for the year . Only for schools which follow Public School Terms.	each	R 112.00		
	Term to View	One per class per year, in quarterly (term) format, not dated. – Every teacher.	each	R 53.00		
Period Register	Standard	One per year for every teacher. Completion twice (or more times) per month.	each	R 53.00		
	Daily	Only for use where daily completion is required. (One per year per teacher.)	each	R 239.00		
Summary Register by Grade		For internal use / records. One per year for the school.	each	R 69.00		
Admission Register		Record of learner admissions. Accommodates approximately 1500 admissions.	each	R 281.00		
Learner Profile	Eng	One per learner for entire school career with protective PVC jacket .	each	R 61.00		
	Afr	Een per leerder vir hele skoolloopbaan met PVC beskermende omslag .	each	R 61.00		

SUBTOTAL A

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; 14 days to view .	each	R 384.00		
	Non-teaching Staff Register of Time and Attendance	One per year for non-teaching staff; week to view .	each	R 123.00		
	Educators' Register of Time and Attendance	One per year for teaching staff; week to view .	each	R 123.00		
	Staff Late Arrival and Early Departure Register	Register of late arrivals and early departures by individual staff members.	each	R 200.00		
	Register of Staff Leave Applications	Register of applications for leave by individual staff members.	each	R 200.00		
	Staff Leave Register	Record of actual leave taken by individual members of staff.	each	R 78.00		
	Principal's Communication with Staff	Record of Principal's communications with staff, combined with acknowledgement of receipt.	each	R 200.00		
DBE / District Office Interaction	Official Visits to the School	Details of official visits to the school.	each	R 314.00		
	Submissions to District Office	Details and acknowledgement of receipt of items submitted to District Office.	each	R 198.00		
General Administration	School Incident Register	Record of safety-related and other noteworthy incidents occurring at school.	each	R 414.00		
	Visitors' Gate Access Logbook	Ongoing record of visitors entering the school premises.	each	R 112.00		
	Learner Gate Pass-out Slips	Gate pass-out slips, authorising mainly learners to leave premises during school hours. Duplicate book. School logo and numbering included in price.	each	R 563.00		
	Visitors' Access & Exit Control Slips	Details of visitor entering premises, with EXIT slip signed by host. Duplicate book. School logo and numbering included in price.	each	R 563.00		
	School Maintenance Logbook	Keeping track of ongoing maintenance at the school.	each	R 98.00		
	Travel Record Logbook	Details of travels with school vehicle / on school business. Duplicate book. School logo included in price.	each	R 590.00		
Educators' / Classroom Logbooks	Educator's Disciplinary Logbook	Educator's record of discipline-related occurrences in class.	each	R 98.00		
	Educator's Classroom Journal	Educator's record of general classroom events / matters worth recording.	each	R 98.00		
	Learner Late Arrival Logbook	Register of late arrivals and early departures by learners.	each	R 118.00		

SUBTOTAL B

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	<i>Duplicate book. School logo and numbering included in price. Triplicate and Quadruplicate options available on request.</i>	each	R 592.00		
	3-up (landscape) per A4 sheet		each	R 573.00		
	8-up per A4 sheet		each	R 635.00		
					SUBTOTAL C	
					SUBTOTAL A + B + C	
					Delivery cost (anywhere in South Africa).	R 200.00
					GRAND TOTAL	

BANK DETAILS

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

IMPORTANT! CUSTOMER DETAILS BELOW MUST BE COMPLETED.		
<input type="checkbox"/> I require more information, please contact me	<input type="checkbox"/> Herewith my order	Date: _____
Customer name: _____		Order No: _____
Tel. no: _____	E-mail: _____	
Contact person: _____		
Postal address: _____		Code: _____
Delivery address: _____		
N.B. Please tick your province and place your school stamp on the right.		
<input type="checkbox"/> Gauteng	<input type="checkbox"/> Limpopo	<input type="checkbox"/> Mpumalanga
<input type="checkbox"/> Northern Cape	<input type="checkbox"/> Western Cape	<input type="checkbox"/> Eastern Cape
<input type="checkbox"/> Free State	<input type="checkbox"/> KwaZulu-Natal	<input type="checkbox"/> 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:			
Phone	Phone 0861 282 000 for assistance and speak to a sales consultant.	WhatsApp	Send us a message on 073 833 2168 for assistance.
E-mail	Attach copies of order pages and payment to eduline@edgeprint.co.za	Facebook	Visit our facebook page at edulineSA to see our products; and special offers.

EDULINE PRINT ON DEMAND	
The educational market is where we have the most experience. As such, we understand that running a school and educating learners is about much more than just administration. It involves event planning, fundraising, marketing, communication, and so much more. We offer a specialised print on demand solution for schools, so you can leave the printing to someone you trust.	
Range Be it programmes and tickets, banners and posters, report cards and certificates, folders and files, invitations and complimentary slips, receipt books, as well as a host of other printed materials needed to run a successful school, we can help.	Variable Data Printing Would you prefer the results pre-printed for each learner on their report card? Prefer certificates pre-populated to each individual learner's name and achievements? Want invitations personalised with each attendee's name? We can assist with our experience in data management and print-merge capabilities.
Reach We ship all orders nationally, at a fixed fee, no matter the size or the distance.	Guarantee As with everything we do, if a fault arises on our side, we will fix it – fast, and free of charge.

Constance Place,
62 Koedoe Avenue,
Birchleigh, Kempton Park



Tel: 0861 282 000
WhatsApp: 073 833 2168
www.eduline.co.za

Reg: 2016/074936/07
VAT: 4080273065