

COMPATIBLE = FLEXIBLE

COMPATIBLE - WHAT DOES IT MEAN?

BESTWORKX PDF templates fit in nearly any diaries, day planner, ring binders using the above paper formats. Its fast, easy to use and compatible with all printer types and stationery already being used in your office.

BESTWORKX™ Universal Hole Punch Markings.

BESTWORKX US

Compadibly Paper Sizes:

Letter 8.5" x 11"
5.5" x 8.5" INCHES
5.3/8" x 8.5" INCHES

Franklin Covey Classic
DayRunner
At A Glance
Franklin Covey Monarch
Filofax
Time/System
3 Ring Standard Loose-Leaf Daily
Reminder Diary
Flavia
Desk Size Organizer
Mead-Cambridge
3 Ring Zipper Binder
7 Ring Zipper Binder
Day-Planner
Business Manager Systems
Coastlines
Tycoon

BESTWORKX EUROPE (UK)

Compadibly Paper Sizes:

A4 = 210 mm x 297 mm
A5 = 148 mm x 210 mm

Time/System
Idé Broeleman
Brunnen
Chronoplan
Filofax
Herlitz-Planer
Terminic
Succes-Office
MZ-Manager
Megatimer
Primo-Daten
Motiplaner
Time-Controller
ICUS-Timer
Tycoon
Sparkassen-Planer
All A4 Filer, Ring Binder,
All A5 Filer, Ring Binder,
BIND, Tempus and more ..



SYSTEM REQUIREMENTS:

WINDOWS.x / LINUX:
64 MB RAM, CD-ROM-Drive, Color Monitor
Adobe Acrobat Reader 5.0
Laser Printer / Ink Jet Printer

© BEST MEDIA S.A. & BEST WORKX Limited

Apple Macintosh:
64 MB RAM, CD-ROM-Drive, Color Monitor Laser
Printer / Ink Jet Printer
Adobe Acrobat Reader 5.0

www.BestWorkx.com - Email: bestworkx.BestWorkx.com



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www.BestWorkx.com email: bestworkx@BestWorkx.eu



BESTWORKX

THE MIRACLE OF ORGANISATION

2007



COMPACT
DISC
DATA STORAGE



BESTWORKX

PRODUCT OVERVIEW HELP / PRICELIST

99%
COMPATIBLE

Premade Calendar & Form PDF Refills for Desk Planner & Personal Organizer.

SELECT FROM OVER **30,000** PREMADE PDF TIME PLANNER REFILLS \$ **24,95**

Download all Paper Planner Refills as a "Digital Item" fast and save at <http://www.BestWorkx.com>

You can purchase these templates individually or as a whole calendar package set. You only need a PC, a printer, hole puncher and the free software Adobe Acrobat Reader.



UK **A5 / A4** AND US **8.5" X 11" / 5.5" X 8.5"** PAPER FORMATS

BESTWORKX - THE MIRACLE OF ORGANISATION.

Its fast, easy to use and compatible with all printer types and stationery already being used in your office.

We offer four styles of Loose Leaf Templates:

US & EUROPEAN PAPER SIZES:

Letter 8.5" x 11",
5.5" x 8.5" INCHES, / 5.3/8" x 8.5" INCHES

EUROPE - PAPER SIZE:

A4 210 mm x 297 mm
A5 148 mm x 210 mm

SYSTEM REQUIREMENTS:

Windows / Macintosh / Linux:

Microsoft® Windows 98 Second Edition, Windows Millennium Edition, Windows NT® 4.0 mit SP 6, Windows 2000 mit SP2, Windows XP Professional / Home, Windows XP Tablet PC Edition, 32 MB RAM, 70 MB free disc space.

Macintosh - PowerPC® G3-Prozessor, Mac OS X Version 10.2.2 - 10.3

32 MB RAM (64 M), 70 MB free disc space.

Linux - Linux 2.2-Kernel on X86-Computer, 64 MB RAM 70 MB free harddisc space.

IF YOU HAVE A QUESTION WHICH YOU COULD NOT FIND.

Feel free to get in contact at:

bestworkx@bestworkx.com

www.BestWorkx.com

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PRINTING BESTWORKX PDF EBOOK TEMPLATES



SETTING ADOBE PDF PRINTING PREFERENCES:

1. Do one of the following to open the dialog box: Open the Printers or Printer and Faxes window from the Start menu. Right-click the Printer, and choose Printing Preferences. Or choose Properties, and then click Printing Defaults on the Advanced tab or Printing Preferences on the General tab.
2. Choose a printer from the list at the top of the Print dialog box.
3. Make sure you selected the Layout Size to determine the size of the printed page.
4. You can print Bestworkx in following sizes:

US & EUROPEAN PAPER SIZES:

Letter 8.5" x 11",

5.5" x 8.5" INCHES,

5.3/8" x 8.5" INCHES

EUROPE - PAPER SIZE:

A4 210 mm x 297 mm

A5 148 mm x 210 mm

5. To select pages to print, select thumbnails in the Pages panel. You can Ctrl-click (Windows) or

Command-click (Mac OS) thumbnails to select non-contiguous pages, or Shift-click to select a contiguous range of pages. You can also select a contiguous page range in the Print dialog box.

6) Print a range of pages. In Windows, if the Use Logical Page Numbers option is selected in Preferences, you can enter page-position numbers in parentheses to print those pages.

FORM-REFILLS:

All forms are filled in directories:

ADR-	ADDRESS BOOKS
DAT-	DATABASE INFO
COM-	COMMUNICAION
FIN-	FINANCES
BAC-	BACKSIDE PAGES
MAG-	MANAGEMENT
SAL-	SALES
TIM-	TIME

CALENDAR-SETS

All calendar sets are filed in directories:

DAY-	DAY-PLANNER
WEE-	WEEK-PLANNER
MON-	MONTH-PLANNER
YEA-	YEAR-PLANNER
BAC-	BACKSIDE PAGES

PRINTING TEST

With these PDF test pages you can try out if your printer will be able to print all Bestworkx PDF Refills as desired.

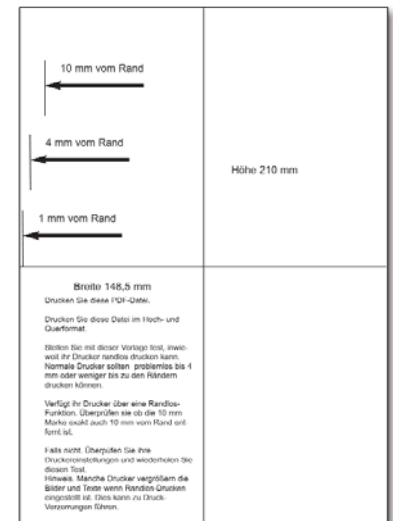
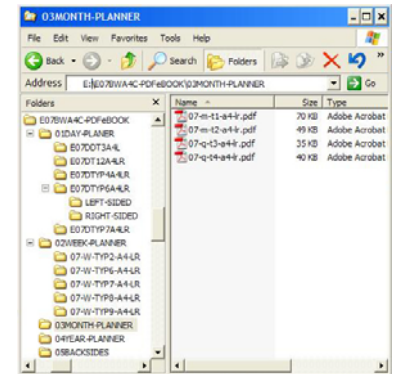
Open followiing PDF-Print-Test files:

A4: <http://www.BestWorkx.com/TestA4.pdf>

A5: <http://www.BestWorkx.com/TestA5.pdf>

Follow the instructions which are written on the pages:

With thes files you can test your printer how it will print to the egdes.



PRINTING ON BOTH SIDES:

PRINTING ON LASER OR INK JET PRINTERS:

Example: You like to print all Yearly Quartars of 2007 on both sides:

- 1) Open the the PDF File.
- 2) Select the right desk top printer.
- 3) Make shure you selected the paper size:
 - Letter or A4 (Portrait)
 - Printing 5.5x8.5" or A5 use "Landscape" paper format.
- 4) Print first and select in the Acrobat print menu all

Odd Pages Only
- 5) Take out the printed pages and turn the pages 180 degree to the right handed side. Refill the printer with these pages

- 6) Print and select in the Acrobat print menu all

Even Pages Only

Print

Printer

Name: Adobe PDF

Status: Ready

Type: Adobe PDF Converter

Properties

☐ Print to file
 ☐ Print color as black

Print Range

☒ All
 ☐ Current view
 ☐ Current page
 ☐ Pages from: 1 to: 8

Subset: Odd pages only

☐ Reverse pages

Page Handling

Copies: 1

Page Scaling: None

☒ Auto-Rotate and Center
 ☐ Choose Paper Source by PDF page size

Print What: Document

Preview

8.26

11.69

2007

JANUARY	FEBRUARY	MARCH
01	01	01
02	02	02
03	03	03
04	04	04
05	05	05
06	06	06
07	07	07
08	08	08
09	09	09
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
26	26	26
27	27	27
28	28	28
29	29	29
30	30	30
31	31	31

Units: Inches Zoom: 100%

QUESTIONS & ANSWERS ABOUT BESTWORKX PAPER REFILL TEMPLATES:



HOW DOES IT WORKX ?

All calendar templates and forms have a marking at the left front paper side or at the right side.

Select from thousands of calendar and form refills . You can purchase these templates individually or as a whole calendar package set. You only need a PC, a printer, hole puncher and the free software Adobe Acrobat Reader.

Bestworkx refills are printable on almost any ink jet or laser printers. All forms have a marking at the left front paper side. These ege markings allow for the easy adjustment of the hole puncher. In a few seconds the print out will be ready to refill your time planning organizer, office filer, or ring binder etc .

I ALREADY HAVE A HOLE PUNCHER FOR MY TIME PLANNER. CAN I USE IT ?

Yes. You dont need to buy a special hole puncher.

WHAT DO I NEED TO USE AND PRINT BESTWORKX TEMPLATES?

The template collections for each paper format are based on the Acrobat Reader PDF standard of Adobe (Portable Document Format). You only need a PC or Macintosh, a printer, a hole puncher and the free software "Adobe Acrobat Reader".

SYSTEM REQUIREMENTS ?

Windows / Macintosh / Linux:

Microsoft® Windows 98 Second Edition, Windows Millennium Edition, Windows NT® 4.0 mit SP 6, Windows 2000 mit SP2, Windows XP Professional / Home, Windows XP Tablet PC Edition, 32 MB RAM (64 MB better), 70 MB free disc space.

Macintosh - PowerPC® G3-Prozessor, Mac OS X Version 10.2.2 - 10.3

32 MB RAM (64 M), 70 MB free disc space.

Linux - Linux 2.2-Kernel on X86-Computer, 64 MB RAM 70 MB free harddisc space

I WOULD LIKE TO PRINT ON BOTH PAPER SIDES. IS THAT POSSIBLE?

Yes. All BESTWORKX layouts containing a front and a back side template with individual left and right side punching adjustments.

CAN I RECORD MY DOWNLOADED ONLINE DISC ON A CDR ?

Yes. For data protection purposes (BackUp) only. But its not allowed to resell such BackUp CDs even and/or on the internet. Please read also hereinfo our copyright and license right

DO YOU OFFER A DAY PLANNER WHICH DISPLAYS A DAY OR WEEK ON 2 PAGES?

Yes. We do offering facing pages daily view layouts / templates.

WHICH HOLE PUNCHER DO YOU RECOMMEND ?

For european A 5 paper formats "Leitz Vario - 6 hole puncher " .

For US 8.5x11" standard 3 hole systems you can use almost any 3 hole pucher.

CAN I USE BESTWORKX ON DIFFERENT COMPUTERS EVEN IN NETWORK ENVIRONMENTS ?

No. If you need to use Bestworkx on several PCs, Workstations you need a special network licence. We offer floating network licences from 2 to 500 Systems:

2 to 9 PCs, 9 to 20 PCs, 21 to 50 PCs. 50 to 99 PCs, 100 to 499 PCs and 500 PCs and more.

www.BestWorkx.com/contatcs.html

QUESTIONS & ANSWERS ABOUT BESTWORKX PAPER REFILL TEMPLATES:



COMPATIBLE - WHAT DOES IT MEAN?

BESTWORKX PDF templates fit in nearly all diaries, day planner, ring binders using the above paper formats.

UNITED STATES US - PAPER SIZE:

Letter 8.5" x 11"
5.5" x 8.5" INCHES
5.3/8" x 8.5" INCHES
Franklin Covey Classic
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At A Glance
Franklin Covey Monarch
Filofax
3 Ring Standard Loose-Leaf Daily Reminder Diary
Flavia
Desk Size Organizer
Mead-Cambridge
3 Ring Zipper Binder
7 Ring Zipper Binder
Day-Planner
Business Manager Systems
Coastlines
Tycoon

EUROPE - PAPER SIZE:

A4 210 mm x 297 mm
A5 148 mm x 210 mm Time/System

Idé Broeleman
Brunnen
Chronoplan
Filofax
Herlitz-Planer
Terminic
Succes-Office
MZ-Manager
Megatimer
Primo-Daten
Motiplaner
Time-Controller
ICUS-Timer
Tycoon
Sparkassen-Planer
All A4 Filer, Ring Binder,
All A5 Filer, Ring Binder,
BIND, Tempus and more ...

WHAT IS AN ONLINE-DOWNLOAD-DISK - DIGITAL ITEM?

A digital item is a computer file (like ZIP) that you can access online or have delivered electronically. For example, you might buy:

"3000+ Bestworkx 2007 Calendar Templates - Download Disc for WIN / MAC / LINUX"

and download it to your computer. So you will get the whole physical CD ROM as a digital item.

Before you commit to buy Bestworkx Online Disk, read the discription of our products carefully to determine whether the item is right for you. For example, read the "File type and requirements" of "Bestworkx Online Disc" to make sure that you can use the item on your computer system and software.

Purchasing a digital item: Once you decide to buy Bestworkx as a digital item, click the "Buy It" button in the listing. You'll be directed and required to pay immediately using your Bank Account, Credit Card or PayPal, which enables you to send payments quickly and securely online using a credit card or bank account.

HOW LONG DOES IT TAKE TO DOWNLOAD BEST-WORKX?

Free Online-Transfer-Time:
DSL / ADSL / SDSL: 2 to 6 Minutes (depending on your speed / traffic / day time)

ISDN: 7 to 20 Minutes (depending on your speed / traffic / day time)

56 K Modem 26 bis 100 Minutes (depending on your speed / traffic / day time)

CAN I RECORD MY DOWNLOADED ONLINE DISC ON A CDR ?

Yes. For data protection purposes (BackUp) only. But its not allowed to resell such BackUp CDs even and/or on the internet. Please read also hereinfo our copy-right and license rights.

WHAT IS THE DIFFERENCE BETWEEN A "DOWNLOAD DISK" AND A "DOWNLOAD SET"?

Both are "Digital Items". An online downloadable DISC contains the same content like the offered CD ROMS. It contains several Day Planners, Week Planners, Month Planners, Year Planners and backside forms (lined forms, notices, activities ..). So you have the choice to select which template design best fits your needs.

An online downloadable SET contains only one Day Planner, one Week Planner, four Month Planner, four Year Planner and a backside form. The design of these set templates having the same design identity.

IF YOU HAVE A QUESTION WHICH YOU COULD NOT FIND. Get in contact at: bestworkx@bestworkx.com

PRINT IT - PUNCH IT - GET ORGANIZED !

BESTWORKX - MIRACLE OF ORGANISATION.

HOLISTIC - ITS EVERYTHING IN ONE:

Schedule System, Management Assistance, Directories, Form System.

FAST ONLINE DOWNLOAD WITH EDS! Using an Electronic Delivery Service (EDS) delivery of your digital items is fast and safe.

FAVORABLY AND PROFESSIONAL! Who can offer to you over 3000+ Calendar and Form Templates for \$ 24.95 ?

SIMPLE TO USE: All Bestworkx PDF Templates use a unique, simple hole punch marking system that is compatible with all popular brand planner.

INDIVIDUALLY: Arrange for yourself your own individual Schedule and Management System.

FAST AND FLEXIBLE! At any time you can print, photo-copy new/fresh diary templates or forms. And there is no limit. Print as much as you like.

COST SAVING: Its fast, easy to use and compatible with all printer types and stationery already being used in your office.

SAVING YOU TIME AND MONEY: Print or copy as many templates as you need. Buying a complete form or calendar package means: Once you buy you can use it as many times as you like. Which means in the event of loss or damage of your pages just reprint.

WINDOWS, LINUX OR MACINTOSH ?

Independently. Whether Linux, Windows or Macintosh? BEST-WORKX works. PDF files can be used on almost all computer systems.

CHANGING THE PLANNER SYSTEM ? Even if you should change your organisation system, you can still use BEST-WORKX Refill Forms for years to come. It does not insist an obligation on a certain punching system.

HIGH MOBILITY!. EASY TO USE. Nearly each PC system has a pre installed Acrobat Reader. So you can use all calendars and form templates directly and independently everywhere even in an internet cafe or on notebooks during your business trip. Sie überall von einem Notebook und einem Drucker alle Formulare direkt und unabhängig ausdrucken.

HOW DOES IT WORKX ? Select from thousands of calendar and form refills .

You can purchase these templates individually or as a whole calendar package set. You only need a PC, a printer, hole puncher and the free software Adobe Acrobat Reader.

PRINT IT - PUNCH IT - GET ORGANIZED !

Bestworkx refills are printable on almost any ink jet or laser printers. All forms have a marking at the left front paper side. These edge markings allow for the easy adjustment of the hole puncher. In a few seconds the print out will be ready to refill your time planning organizer, office filer, or ring binder etc.

HUGE SELECTION: Select from over 30.000 PDF calendar sheets and refills for almost all time planner diary systems, office files and calendar systems.

ENVIRONMENTAL PROTECTION? Select the kind of paper, environmentally friendly, color and strength by your self.



ALMOST EVERY PERSONAL TIME PLAN SYSTEM-FITS IN
99% COMPATIBLE

3.000+ Calendar-Refills Executive Day Planner: CD ROM / Digital Download Item

EXECUTIVE - 2007 Calendar Time Planning Templates. 3000+PDF Diary Refill Pages:

Papersize: 8.5"x 11" (US) - or A4 210 x 297mm (Europe)

Executive Desk Planner Refills. Fully compatible to Franklin Covey, At-A-Glance, Time-System, Filofax, DayRunner ring binder organizer. Printable monthly, yearly, weekly and daily calendar templates.

5x Daily Planner 2007

Double Daily Planner 1 day on 2 pages - GT3 - double page (1 year) - 2x 365 PDF printable Refill Templates (two kinds with left and right side markings). 365 days - Planner. 1 day on 2 pages. 16 hour overview. 2- Columns. todo list, symbols for emails, telephone, post, dates. Ideally for lawyers, physician, user with many dates. With numbered calendar weeks and days.

Daily Planner - 365 days - DT1 - (1 year) - 2x 365 PDF printable Refill Templates (two kinds with left and right side markings). 365 days overview. 1 day per page 14 hours. 2- Columns with todo list for finances, email, telephone, special dates. With numbered calendar weeks and days.

Daily Planner - 365 days with monthly calendar DT6 - (1 year) - 2x 365 PDF printable Refill Templates (two kinds with left and right side markings). 365 days overview. 1 day per page 14 hours. 2- Columns with priority list, todo list for finances, email, telephone, special dates. With numbered calendar weeks and days.

Daily Planner - 365 days - DT8 - (1 year) - 2x 365 PDF printable Refill Templates (two kinds with left and right side markings). 365 days overview. 1 day per page 12 hours. 3- Columns with priority list, todo list for finances, email, telephone, special dates. With numbered calendar weeks and days.

Double Daily Planner - 1 day on 2 pages - with half yearly calendar - GT2 - (1 year) - 2x 365 PDF printable Refill Templates (two kinds with left and right side markings). 365 days - Planner. 1 day on 2 pages. 12 hour overview. todo list, symbols for emails, telephone, post, dates. Ideally for, selling, call center, lawyers, physician, user with many notes/dates per hour. With numbered calendar weeks and days.

5x Week Planner 2007

Yearly Week Planner - with half yearly calendar - WT2 Weekly review - 2x 53 PDF printable Refill Templates (two kinds with left and right side markings). Integrated half yearly calendar. One Week on a page distributes - 2-Columns. todo list. With numbered calendar weeks and days.

Yearly Week Planner - WT1 - Weekly review - 2x 53 PDF printable Refill Templates (two kinds with left and right side markings). One Week on a page distributes - 2-Columns. todo list, symbols for emails, finances, post, dates, important schedules. With numbered calendar weeks and days.

Double Week Planner - with quarter calendar - WT5 Weekly review on two pages distributes - 2x 53 PDF printable Refill Templates (two kinds with left and right side markings). Integrated quarter calendar. 2-Columns. todo list, symbols for emails, post, dates, important. With numbered calendar weeks and days.

Yearly Week Planner - WT6 Weekly review - 2x 53 PDF printable Refill Templates (two kinds with left and right side markings). One Week on a page distributes - 2-Columns. Priority list. todo list, symbols for emails, finances, post, dates. With numbered calendar weeks and days.

Double Week Planner - ZT8 Weekly review - 2x 53 PDF printable Refill Templates (two kinds with left and right side markings). One Week on two pages. 3-Columns. Priority list. todo list, symbols for emails, finances, post, dates. Ideally for users with many notes. With numbered calendar weeks and days. V

4x MONTHLY Planner 2007

Monthly Planner - MT1 12 monthly overview list representation - 1 month per page - 2x 12 PDF printable Refill Templates (two kinds with left and right side markings). One month on a page. With work, vacation and holiday.

Monthly Planner - MT2 12 monthly overview list representation - 1 month per page - 2x 12 PDF printable Refill Templates (two kinds with left and right side markings). One month on a page distributes.

Quarter monthly Planner - QT3 quarter monthly overview. 3 months per page - 2x 4 PDF printable Refill Templates (two kinds with left and right side markings).

Quarter monthly Planner - QT4 quarter monthly overview. 3 months per page - 2x 4 PDF printable Refill Templates (two kinds with left and right side markings).

4x YEARLY Planner 2007

Yearly Planner - YT1 yearly monthly statement. 12 months per page - 2x PDF printable Refill Templates (two kinds with left and right side markings). 12 months on a page. .

Yearly Planner - YT2 yearly monthly statement. 12 months per page - 2x PDF printable Refill Templates (two kinds with left and

right side markings).

Yearly Planner - YT3 yearly monthly statement. 12 months per page - 2x PDF printable Refill Templates (two kinds with left and right side markings).

Half Yearly Planner - YT3 yearly monthly statement. 6 months per page - 4x PDF printable Refill Templates (two kinds with left and right side markings).

10x of BACK SHEETS

Backside Form - with half yearly calendar - BT1 . 2x PDF printable Refill Templates (two kinds with left and right side markings). Daily back with notes, settles, telephone numbers, post, email, todo list and half yearly overview.

Backside Form - with half yearly calendar - BT2 . 2x PDF printable Refill Templates (two kinds with left and right side markings). Daily back with settles, telephone numbers, post, email, and half yearly overview.

Backside Form - BT3 . 2x PDF printable Refill Templates (two kinds with left and right side markings). Daily back with discussion notes, settles, telephone numbers, post and email.

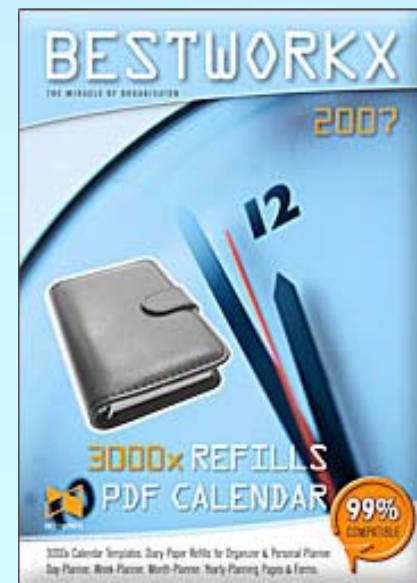
Backside Form - with half yearly calendar - BT4 . 2x PDF printable Refill Templates (two kinds with left and right side markings). Daily back with settles, telephone numbers, post, email, dates, organization list and half yearly overview per page.

Backside Form - BT5 . 2x PDF printable Refill Templates (two kinds with left and right side markings). Ideally for users with many projects or notes. 2-Columns.

Backside Form for notes - zwei Columns, lined - BT6 Backside Form - 2x PDF printable Refill Templates (two kinds with left and right side markings). 2-Columns. With notes and symbols for, telephone numbers, E-Mail, finances.

Backside Form for notes - one- Column., lined - BT7 . 2x PDF printable Refill Templates (two kinds with left and right side markings). Ideally for users with many projects or notes. One-Column.

Backside Form Notepaper Quadrille Square Grid - BT8 . 2x PDF printable Refill Templates (two kinds with left and right side markings). Grid. Ideally for craftsman, architect, project planning, designs, mathematics. View all refill templates > Karo-Raster. Ideal für Handwerker, Architekten, Projektplanung, Zeichnungen, Mathematik.



3.000+ Calendar-Refills Delphin Day Planner: CD ROM / Digital Download Item

DELPHIN - 2007 Calendar Time Planning Templates.
3000+ PDF Diary Refill Pages:

Papersize: 5.5"x 8.5" (US) - or A5 148 x 210 mm (Europe)

Executive Desk Planner Refills. Fully compatible to Franklin Covey, At-A-Glance, Time-System, Filofax, DayRunner ring binder organizer. Printable monthly, yearly, weekly and daily calendar templates.

5x Daily Planner 2007

Double Daily Planner 1 day on 2 pages - GT3 - double page (1 year) - 2x 365 PDF printable Refill Templates (two kinds with left and right side markings). 365 days - Planner. 1 day on 2 pages. 16 hour overview. 2- Columns. todo list, symbols for emails, telephone, post, dates. Ideally for lawyers, physician, user with many dates. With numbered calendar weeks and days.

Daily Planner - 365 days - DT1 - (1 year) - 2x 365 PDF printable Refill Templates (two kinds with left and right side markings). 365 days overview. 1 day per page 14 hours. 2- Columns with todo list for finances, email, telephone, special dates. With numbered calendar weeks and days.

Daily Planner - 365 days with monthly calendar DT6 - (1 year) - 2x 365 PDF printable Refill Templates (two kinds with left and right side markings). 365 days overview. 1 day per page 14 hours. 2- Columns with priority list, todo list for finances, email, telephone, special dates. With numbered calendar weeks and days.

Daily Planner - 365 days - DT8 - (1 year) - 2x 365 PDF printable Refill Templates (two kinds with left and right side markings). 365 days overview. 1 day per page 12 hours. 3- Columns with priority list, todo list for finances, email, telephone, special dates. With numbered calendar weeks and days.

Double Daily Planner - 1 day on 2 pages - with half yearly calendar - GT2 - (1 year) - 2x 365 PDF printable Refill Templates (two kinds with left and right side markings). 365 days - Planner. 1 day on 2 pages. 12 hour overview. todo list, symbols for emails, telephone, post, dates. Ideally for, selling, call center, lawyers, physician, user with many notes/dates per hour. With numbered calendar weeks and days.

5x Week Planner 2007

Yearly Week Planner - with half yearly calendar - WT2 Weekly review - 2x 53 PDF printable Refill Templates (two kinds with left and right side markings). Integrated half yearly calendar. One Week on a page distributes - 2-Columns. todo list. With numbered calendar weeks and days.

Yearly Week Planner - WT1 - Weekly review - 2x 53 PDF printable Refill Templates (two kinds with left and right side markings). One Week on a page distributes - 2-Columns. todo list, symbols for emails, finances, post, dates, important schedules. With numbered calendar weeks and days.

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Double Week Planner - ZT8 Weekly review - 2x 53 PDF printable Refill Templates (two kinds with left and right side markings). One Week on two pages. 3-Columns. Priority list. todo list, symbols for emails, finances, post, dates. Ideally for users with many notes. With numbered calendar weeks and days. V

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Monthly Planner - MT1 12 monthly overview list representation - 1 month per page - 2x 12 PDF printable Refill Templates (two kinds with left and right side markings). One month on a page. With work, vacation and holiday.

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4x YEARLY Planner 2007

Yearly Planner - YT1 yearly monthly statement. 12 months per page - 2x PDF printable Refill Templates (two kinds with left and right side markings). 12 months on a page. .

Yearly Planner - YT2 yearly monthly statement. 12 months per page - 2x PDF printable Refill Templates (two kinds with left and

right side markings).

Yearly Planner - YT3 yearly monthly statement. 12 months per page - 2x PDF printable Refill Templates (two kinds with left and right side markings).

Half Yearly Planner - YT3 yearly monthly statement. 6 months per page - 4x PDF printable Refill Templates (two kinds with left and right side markings).

10x of BACK SHEETS

Backside Form - with half yearly calendar - BT1 - 2x PDF printable Refill Templates (two kinds with left and right side markings). Daily back with notes, settles, telephone numbers, post, email, todo list and half yearly overview.

Backside Form - with half yearly calendar - BT2 - 2x PDF printable Refill Templates (two kinds with left and right side markings). Daily back with settles, telephone numbers, post, email, and half yearly overview.

Backside Form - BT3 - 2x PDF printable Refill Templates (two kinds with left and right side markings). Daily back with discussion notes, settles, telephone numbers, post and email.

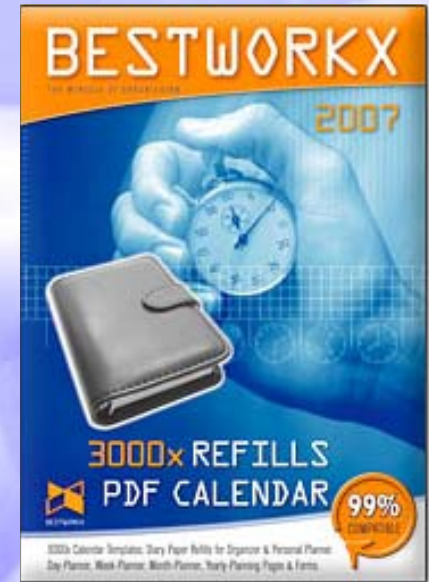
Backside Form - with half yearly calendar - BT4 - 2x PDF printable Refill Templates (two kinds with left and right side markings). Daily back with settles, telephone numbers, post, email, dates, organization list and half yearly overview per page.

Backside Form - BT5 - 2x PDF printable Refill Templates (two kinds with left and right side markings). Ideally for users with many projects or notes. 2-Columns.

Backside Form for notes - zwei Columns, lined - BT6 Backside Form - 2x PDF printable Refill Templates (two kinds with left and right side markings). 2-Columns. With notes and symbols for, telephone numbers, E-Mail, finances.

Backside Form for notes - one- Column., lined - BT7 - 2x PDF printable Refill Templates (two kinds with left and right side markings). Ideally for users with many projects or notes. One-Column.

Backside Form Notepaper Quadrille Square Grid - BT8 - 2x PDF printable Refill Templates (two kinds with left and right side markings). Grid. Ideally for craftsman, architect, projekt planning, designs, mathematics. View all refill templates > Karo-Raster. Ideal für Handwerker, Architekten, Prokjetplanung, Zeichnungen, Mathematik.



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Sales Offer Pursuit Monitor with Active Deals and Challenges.
Customer Contact Manager with Buyer Profile,
Exposition Contact Sheet with Sales Leads,
Offer Comparison (ABC Offer Analysis),
Competitor Analysis. Up to 3 Competitors.
Product Price Calculation Form.

MANAGEMENT & PROJECT PLANNING FORMS:

Idea Check List,
Todo Activities Lis
Brainmap
Project Plan,
Project Detailed Plan
Project Check List
Organization of Meetings
Meeting Protokol
Running Effective Meetings
Negotiation Protokol
Project Grids
Prepare Meetings
Goals and Thoug
Undated Yearly Project Plans
Undated blank Charts. XY axle. Undated Weekly, Monthly, Yearly
Grids.

FINANCES - ACCOUNTIG - FORMS Travel Expenses Account,

Motor Vehicle Expens Log
Sales, Money & Rent Receipt Form
Price Calculation,
Delivery Note,
Credit/Debit Overview
Financial Analysis, Activa - Passiva
Stock & Bond Charts (in blank Charts) XY axle. Undated Weekly,
Monthly, Yearly Grids.
Product List.
General Expence Log

ADDRESS LISTING & PRIVATE DATA REGISTERS

10x Adresse and Phone Directories A- Z in different Design
Variants. With Name, Adresse, Website, Adresse Business,
Email, Phone Home, Phone Office, Mobile Cellular

DATA BANK & PRIVATE DATA DIRECTORIES

My Private Data Directory
Important data (Office, SSN, TAX, Lawyer,),
House & Home (Rent/Bills),
Internet & Email Adresse Directory,
Purchase Shopping List,
Financial Data Directory (Bank Account, Debit & Credit Cards,
Online Banking, Pin Codes, with Hotline Phone Numbers),
Travel Organisation. Flight, Bus, Ship, Schedules, Dep-Arrivals,
Birthday Calendar List.
Login, Pin Code Directory for Web Accounts, Celluar Phones.

TIME SCHEDULES FORMS: Undated Time Table

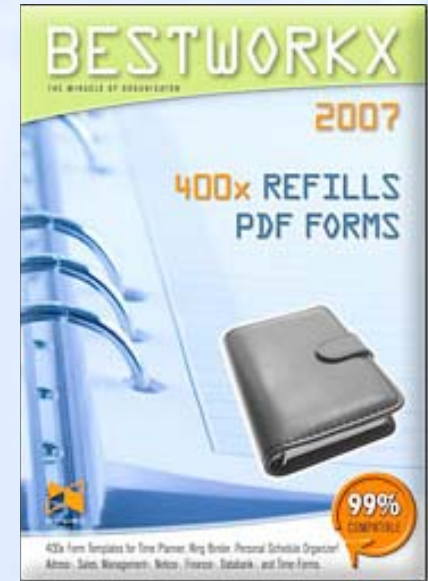
Undated Day Plan
Undated Week Plan
Undated Monthly Plan
Week account, Working Hour Account.
Undated blank Charts. XY axle. Undated Weekly, Monthly, Yearly
Grids. (XY matrix).

COMMUNICATON FROMS: Discussion Notes,

Urgent Fax Form,
While You Were Out
Meeting Notices
Voice Message Log
Witness Testemony Form

UNDATED FORMS - DRAWING GRIDS - LINED PAGES -

NOTICES Lined and cross-hatched Forms
Notices with half yearly calendar on each page
Notepaper Quadrille Square Grid
Undated Day Planners - with Half Yearly 2007 Calendar on each
page
Undated To Do List
Undated Appointment Schedules
Lined pages 1x Column
Lined pages 2x Column
Notices Lined Page



ALMOST EVERY PERSONAL TIME PLAN SYSTEM - FITS IN
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House & Home (Rent/Bills),
Internet & Email Adresse Directory,
Purchase Shopping List,
Financial Data Directory (Bank Account, Debit & Credit Cards,
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Lined pages 2x Column
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