

No. 073/25

11th April 2025

TO: ALL BRANCHES

Dear Colleagues,

CWU 2026 Diary

We are now taking orders for CWU 2026 diary. Please find attached diary order form.

We continue to offer branches personalised diaries at no extra 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 £2.00 and the A5 desk diary is priced at £4.00. We continue to offer branches bulk discount on non personalised pocket diaries on orders of 1,000 or more for £1.50 per diary.

Please note bulk discount does not apply to personalised orders.

Branches ordering unaltered diaries should return their completed order form by no later than Friday 19th September.

Personalised branch diary orders only

Branch personalised diary orders must be returned by no later than Friday 16th 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 information.

Complete your template(s) as soon as possible and note the return deadline is Friday 6th June. Due to strict deadlines any orders or proofs received after the dates provided may not be processed.

If you would like to use the content from your 2025 diary template(s) and there are no changes, please let me know.

Orders will be based on the following:

Minimum order to personalise front cover: 250 units

Minimum order to insert page: 500 units

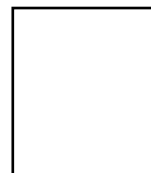
Minimum order to personalise front cover and insert page: 500 units

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

Diaries will be dispatched from w/c Monday 22nd September 2025.

Kind regards,

Marcia Murray
Communications Department



CWU DIARY ORDER FORM

It is important that you complete all sections below otherwise your order may be delayed.
you **MUST** also send the correct payment or your order will not be processed. Please use **BLOCK CAPITALS**

Branch name and reference number _____

Secretary/Financial Secretary name _____

Full address and postcode (*your diaries will be sent here*) _____

Postcode: _____

Phone: _____ Date: _____

Method of payment (please tick): Cheque/postal order ☐ To be deducted from branch rebate ☐

Personalised orders only:

- ☐ Branch personalisation on front cover (*minimum order 250 units*)
- ☐ Branch personalisation to insert page (*minimum order 500 units*)
- ☐ Branch personalisation on front cover & insert page (*minimum order 500 units*)
- ☐ Email address _____

	Price per diary	Quantity required	Amount £ . p
Pocket Diary	£2.00		£
A5 Desk Diary	£4.00		£
Bulk discount orders of 1,000 or more (unaltered diaries only)	£1.50		
		Total £ . p	£

Return copy with your cheque/postal order to:

Marcia Murray
Communications Department
150 The Broadway
Wimbledon
London
SW19 1RX

All orders by cheque/postal order **must** be made payable to CWU Diaries