

No. 099/25

19<sup>th</sup> May 2025

## TO: ALL BRANCHES

Dear Colleagues,

### CWU 2026 Diary

The deadline for personalised diaries has been extended and we continue to offer to branches at no extra cost. Please find attached diary order form.

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 19<sup>th</sup> September.

### Personalised branch diary orders only

Branch personalised diary orders must be returned by no later than Friday 30<sup>th</sup> 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 to [mmurray@cwu.org](mailto:mmurray@cwu.org)

Diaries will be dispatched from w/c Monday 22<sup>nd</sup> 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