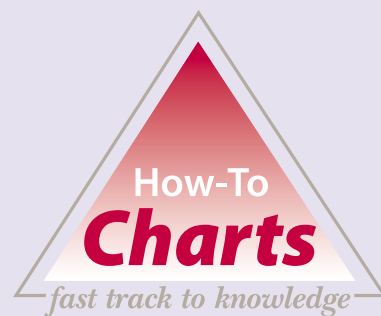


# Customer Order Form

DATE:		
<b>COMPANY DETAILS</b>		
Name:		
Tel:	Fax:	Email:
Contact name :		
PURCHASE ORDER NUMBER:		
Name of Person who placed order:		
<b>INVOICE TO:</b>		<b>DELIVER TO</b>
Name:		Name:
Address:		Address:
Town:		Postcode:
County:		County:
<b>NOTES/INSTRUCTIONS</b>		

ORDER SUMMARY	
Format	Order Qty
Panel Charts (1-panel)	
Panel Charts (2-panel)	
Panel Charts (3-panel)	
Pocket Charts (4"X6")	
Poster Charts (24"X36")	
Perma Packs (bundled charts)	



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Rothley, Leicestershire LE7 7SF  
Tel: 0116 2301236 Fax: 0116 2301237  
Email: enquiries@how-to-charts.co.uk**

# Full Title List *Computing / Professional Development*

ISBN	TITLE	PANEL	CATEGORY	SUB-CATEGORY	QTY
<b>COMPUTERS</b>					
1-55080-590-8	Powerpoint XP for Windows	2-Panel	Computers	Desktop Publishing	
1-55080-940-7	Office 97-XP	2-Panel	Computers	Desktop Publishing	
1-55080-705-6	Paint Shop Pro 7	2-Panel	Computers	Desktop Publishing	
1-55080-697-1	Photoshop 7	2-Panel	Computers	Desktop Publishing	
1-55080-696-3	Photoshop Elements	2-Panel	Computers	Desktop Publishing	
1-55080-575-4	PowerPoint 2000	2-Panel	Computers	Desktop Publishing	
1-55080-898-2	PowerPoint 2003	2-Panel	Computers	Desktop Publishing	
1-55080-899-0	Publisher 2003	2-Panel	Computers	Desktop Publishing	
1-55080-637-8	Publisher XP for Windows	2-Panel	Computers	Desktop Publishing	
1-55080-700-5	Visio 2000	2-Panel	Computers	Desktop Publishing	
1-55080-701-3	Visio 2002	2-Panel	Computers	Desktop Publishing	
1-55080-584-3	Word 2000 for Windows	2-Panel	Computers	Desktop Publishing	
1-55080-589-4	Word 2002 for Windows	2-Panel	Computers	Desktop Publishing	
1-55080-901-6	Word 2003 for Windows	2-Panel	Computers	Desktop Publishing	
1-55080-913-X	Digital Media	2-Panel	Computers	General	
1-55080-576-2	Groupwise 5.5	2-Panel	Computers	General	
1-55080-695-5	Lotus Notes 5	2-Panel	Computers	General	
1-55080-844-3	MCSE	2-Panel	Computers	General	
1-55080-915-6	Quicken 2004 Premier	2-Panel	Computers	General	
1-55080-703-X	Dreamweaver MX	2-Panel	Computers	Internet	
1-55080-583-5	Dreamweaver 4	2-Panel	Computers	Internet	
1-55080-580-0	Flash 5	2-Panel	Computers	Internet	
1-55080-698-X	Flash MX	2-Panel	Computers	Internet	
1-55080-606-8	FrontPage 2000 for Windows	2-Panel	Computers	Internet	
1-55080-900-8	Frontpage 2003 for Windows	2-Panel	Computers	Internet	
1-55080-607-6	Frontpage XP for Windows	2-Panel	Computers	Internet	
1-55080-601-7	HTML 4	2-Panel	Computers	Internet	
1-55080-572-X	Internet Basics	2-Panel	Computers	Internet	
1-55080-579-7	Internet Explorer 5.5	2-Panel	Computers	Internet	
1-55080-702-1	Internet Explorer 6	2-Panel	Computers	Internet	
1-55080-699-8	Java 2	2-Panel	Computers	Internet	
1-55080-574-6	Outlook 2000 for Windows	2-Panel	Computers	Internet	
1-55080-591-6	Outlook 2002 for Windows	2-Panel	Computers	Internet	
1-55080-902-4	Outlook 2003 for Windows	2-Panel	Computers	Internet	
1-55080-912-1	Wireless Networks at Home	2-Panel	Computers	Internet	
1-55080-704-8	XHTML	2-Panel	Computers	Internet	
1-55080-531-2	Computer Basics (Tutorial)	2-Panel	Computers	Introductory Tutorials	
1-55080-633-5	UNIX	2-Panel	Computers	Operating Systems	
1-55080-560-6	Windows 2000	2-Panel	Computers	Operating Systems	
1-55080-561-4	Windows 98	2-Panel	Computers	Operating Systems	
1-55080-536-3	Windows for Pocket PCs	2-Panel	Computers	Operating Systems	
1-55080-535-5	Windows ME	2-Panel	Computers	Operating Systems	
1-55080-629-7	Windows XP Home Edition	2-Panel	Computers	Operating Systems	
1-55080-630-0	Windows XP Professional Edition	2-Panel	Computers	Operating Systems	
1-55080-594-0	C++	2-Panel	Computers	Programming Languages	
1-55080-954-7	C Language	2-Panel	Computers	Programming Languages	
1-55080-566-5	Visual Basic 6	2-Panel	Computers	Programming Languages	
1-55080-636-X	Visual C++6	2-Panel	Computers	Programming Languages	
1-55080-604-1	Access 2000 for Windows	2-Panel	Computers	Spreadsheets and Databases	
1-55080-899-6	Access 2003 for Windows	2-Panel	Computers	Spreadsheets and Databases	
1-55080-593-2	Access XP for Windows	2-Panel	Computers	Spreadsheets and Databases	
1-55080-562-2	Excel 2000 for Windows	2-Panel	Computers	Spreadsheets and Databases	

# Full Title List Computers / Professional Development

1-55080-897-4	Excel 2003 for Windows	2-Panel	Computers	Spreadsheets and Databases	
1-55080-563-0	Excel 97 for Windows	2-Panel	Computers	Spreadsheets and Databases	
1-55080-592-4	Excel XP for Windows	2-Panel	Computers	Spreadsheets and Databases	
1-55080-533-9	Exchange 2000	2-Panel	Computers	Spreadsheets and Databases	
1-55080-706-4	Paradox 10	2-Panel	Computers	Spreadsheets and Databases	
<b>PROFESSIONAL DEVELOPMENT</b>					
1-55080-521-5	Effective Coaching	2-Panel	Professional Development	Business Development skills	
1-55080-519-3	Interviewing Skills	3-Panel	Professional Development	Business Development Skills	
1-55080-523-1	Managing a Project Team	3-Panel	Professional Development	Business Development skills	
1-55080-522-3	Mentoring	2-Panel	Professional Development	Business Development skills	
1-55080-525-8	Motivation	2-Panel	Professional Development	Business Development Skills	
1-55080-730-7	Negotiation Skills	2-Panel	Professional Development	Business Development skills	
1-55080-526-6	Presentation Skills	2-Panel	Professional Development	Business Development skills	
1-55080-506-1	Problem Solving	2-Panel	Professional Development	Business Development Skills	
1-55080-507-X	Project Management	2-Panel	Professional Development	Business Development skills	
1-55080-577-0	Stress Management	2-Panel	Professional Development	Business Development Skills	
1-55080-501-0	Time Management	2-Panel	Professional Development	Business Development Skills	
1-55080-524-X	Effective Business Writing	3-Panel	Professional Development	Communication	
1-55080-499-5	Effective Communication	2-Panel	Professional Development	Communication	
1-55080-505-3	Effective Listening	2-Panel	Professional Development	Communication	
1-55080-504-5	Customer Service	2-Panel	Professional Development	Customer Service	
1-55080-520-7	Dealing with Difficult Customers	2-Panel	Professional Development	Customer Service	
1-55080-502-9	Telephone Etiquette	2-Panel	Professional Development	Customer Service	
<b>PERMAPACKS</b>					
1-55080-868-0	Computer Basics	PermaPacks	PermaPacks	Computers	
1-55080-748-X	Office 2003	PermaPacks	PermaPacks	Computers	
1-55080-665-3	Windows 2000	PermaPacks	PermaPacks	Computers	
1-55080-664-5	Windows XP	PermaPacks	PermaPacks	Computers	
1-55080-668-8	Internet Website Bulder	PermaPacks	PermaPacks	Internet	