



MANAGEMENT
POCKETBOOKS

Make **your** mark with

Branded Pocketbooks



A pocketbook with your name, logo and corporate colours on the cover carries a powerful message. Branded pocketbooks – and there are more than 80 titles to choose from – will:



Add impact to your training events
(impressive handouts!)



Make worthwhile staff incentives or rewards



Offer eye-catching and enduring corporate gifts

1 How much branding?

For our standard prices (see next page) you can:

- Add your name and logo to the cover – front cover or back cover, or both
- Change the colour scheme (spine, wording and black background) to match your corporate colour scheme
- Change the title and/or cover text (subject to our approval)

2 Alternatively, you can completely redesign the cover by providing us (at your cost) with finished artwork.

If your requirements fall outside of the above guidelines, please get in touch to discuss options and prices.

For prices and a full list of titles available, please read on...



**MANAGEMENT
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TITLES AVAILABLE

360 Degree Feedback
Absence Management
Appraisals
Assertiveness
Balance Sheet
Business Planning
Business Writing
Call Centre Customer Care
Career Transition
Coaching
Communicator's
Competencies
Creative Manager's
C.R.M.
Cross-cultural Business
Customer Service
Decision-making
Delegation
Developing People
Discipline
Diversity
Emotional Intelligence
Employment Law
Empowerment
Energy & Well-being
Facilitator's
Flexible Workplace
Handling Complaints
Icebreakers
Impact & Presence
Improving Efficiency
Improving Profitability
Induction
Influencing
International Trade
Interviewer's
I.T. Trainer's
Key Account Manager's
Leadership
Learner's
Manager's
Managing Budgets
Managing Cashflow
Managing Change
Managing Customer Service
Managing Difficult Participants
Managing Recruitment
Managing Upwards
Managing Your Appraisal
Marketing
Meetings
Mentoring
Motivation
Negotiator's
Networking
NLP
Openers & Closers
People Manager's
Performance Management
Personal Success
Positive Mental Attitude
Presentations
Problem Behaviour
Problem Solving
Project Management
Psychometric Testing
Resolving Conflict
Reward
Sales Excellence
Salesperson's
Self-managed Development
Starting In Management
Strategy
Stress
Succeeding at Interviews
Talent Management
Teambuilding Activities
Teamworking
Telephone Skills
Telesales
Thinker's
Time Management
Trainer Standards
Trainer's
Training Evaluation
Training Needs Analysis
Virtual Teams
Vocal Skills
Workplace Politics

Printing and print quantities

By printing our books digitally we can supply relatively small quantities of books at realistic prices. However, you should be aware that digital printing, though good, does not quite match the extremely high standards of offset litho printing, the method we adopt for our non-branded pocketbooks.

For guidance, we have shown here a range of prices, from 50 up to 1000 copies. However, if you would like to order a quantity not illustrated, or wish to discuss litho printing, then please get in touch.

Timing

Once we receive your order and instructions, we will make the cover alterations and send to you by email a PDF proof. When you have checked and approved this, we can then go to print. From your approval of the proof, you can expect delivery of the books 3 – 4 weeks later. A faster turn-round may be possible, subject to agreement.

How much will it cost?

Quantity to be printed (per individual pocketbook)	Total cost of order (£s)	Cost per book (£s)
50	1052.00	21.04
100	1316.00	13.16
200	1834.00	9.17
300	2436.00	8.12
400	2896.00	7.24
500	3376.00	6.75
600	3816.00	6.36
1000	5582.00	5.58

Prices include cover amendments from your text and logo supplied. If after seeing a proof you then revise your original design brief, we reserve the right to charge for the additional time incurred in making such revisions.

As indicated, the above prices are per individual pocketbook title. If you order two or more different titles and we print these together, a small discount will apply (prices on application).

Delivery to one UK address is included within the price. Deliveries outside the UK are subject to an additional charge. VAT is not chargeable.

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