

Quotation and Tender Planner



Plain Lab

This book

Quotation and Tender Planner

FORMAT	148 x 210 mm	RULING	lined
PAGES	80	BINDING	20-page signatures

IF FOUND, PLEASE RETURN TO

NAME _____

PHONE _____

EMAIL _____

ADDRESS _____

REWARD OFFERED _____

IN AN EMERGENCY, CONTACT

NAME _____

RELATIONSHIP _____

PHONE _____

SECOND CONTACT _____

THEIR PHONE _____

THIS BOOK COVERS

FROM _____

TO _____

VOLUME _____

NOTES FOR A FINDER

My details

WHO I AM

NAME _____

DATE OF BIRTH _____

HOME ADDRESS _____ LANGUAGES I SPEAK _____

MEDICAL, FOR WHOEVER FINDS ME

BLOOD TYPE _____ MEDICATION AND DOSE _____

ALLERGIES _____ ORGAN DONOR _____

CONDITIONS _____ LAST TETANUS _____

WHO TO CALL

NEXT OF KIN _____ NEXT OF KIN ABROAD _____

THEIR PHONE _____ THEIR PHONE _____

DOCTOR _____ DOCTOR PHONE _____

PAPERS AND COVER

PASSPORT NO. _____ EMBASSY _____

EXPIRES _____ STAYING AT _____

INSURER _____ POLICY NO. _____

IF MY THINGS ARE LOST OR STOLEN

BANK TO CALL _____ PHONE IMEI _____

CARD ENDING _____ VEHICLE OR PLATE _____

ANYTHING ELSE THEY SHOULD KNOW

Emergency

INDONESIA
112
NATIONAL EMERGENCY LINE

IF YOU CANNOT SPEAK THE LANGUAGE, SAY THESE IN ORDER

1. Where you are. Street, town, any sign you can see.
2. What happened.
3. How many people are hurt.
4. Stay on the line. Do not hang up first.

Australia	000 106 112	Bangladesh	999
Brazil	188 190 192 193	Brunei	991 993 995
Cambodia	117 118 119	Canada	911
Colombia	123	Czech Republic	112 150 155 156
Denmark	112	Egypt	122 123 180
France	112 114 15 17	Germany	110 112
Greece	100 112 166 199	Hong Kong	999
Italy	112 113 115 118	Japan	110 118 119
Kenya	112 999	Laos	190 191 195
Malaysia	999	Mexico	911
Morocco	112 15 177 19	Myanmar	191 192 199
Nepal	100 101 102	New Zealand	111
Norway	110 112 113	Pakistan	1122 15 16
People's Republic of China	110 119 120	Qatar	112 999
Singapore	995 999	South Africa	112
Spain	061 091 112	Sri Lanka	110 119
Sweden	112	Switzerland	112 117 118 140
Thailand	1669 191 199	Timor-Leste	112
United Kingdom	112 999	United States	911
Vietnam	113 114 115		

Verify locally on arrival. Numbers change and a book does not. Every number below is listed by TWO independent sources: Wikidata P2852 (CC0); en.wikipedia List of emergency telephone numbers. 14 countries where the two disagreed are deliberately omitted rather than printed uncertain.

Point at this

POINT AT THE PICTURE. ENGLISH ABOVE, INDONESIAN BELOW.

 Help <i>Tolong</i>	 Doctor <i>Dokter</i>	 Hospital <i>Rumah sakit</i>
 Police <i>Polisi</i>	 Pharmacy <i>Apotek</i>	 Water <i>Air</i>
 Food <i>Makanan</i>	 Toilet <i>Toilet</i>	 Money <i>Uang</i>
 Phone <i>Telepon</i>	 Bus <i>Bus</i>	 Train <i>Kereta</i>
 Airport <i>Bandara</i>	 Hotel <i>Penginapan</i>	 Fuel <i>Bensin</i>
 Mechanic <i>Bengkel</i>	 I am lost <i>Saya tersesat</i>	 I do not speak this <i>Saya tidak bisa bahasa ini</i>

World



Bold line: equator. Dashed: tropics (23.44°). Figures along the foot: nominal UTC offset for that meridian. Political time zones deviate from it.

WHERE I AM

WHERE I AM GOING

WHO KNOWS WHERE I AM

For orientation and for pointing at. Not a navigation chart. Source: Natural Earth 110m land (ne_110m_land). PUBLIC DOMAIN. Projection: equirectangular (plate carree).

Conversions

MASS

1 lb = 0.45359237 kg, exact

KG	LB	G	OZ
1	2.2	10	0.35
2	4.41	20	0.71
3	6.61	30	1.06
5	11.02	50	1.76
10	22.05	100	3.53
20	44.09	200	7.05
25	55.12	250	8.82
50	110.23	500	17.64
75	165.35	750	26.46
100	220.46	1000	35.27

VOLUME

US and imperial gallons are different units

L	US GAL	IMP GAL	FT ³
1	0.264	0.22	0.035
2	0.528	0.44	0.071
5	1.321	1.1	0.177
10	2.642	2.2	0.353
20	5.283	4.399	0.706
25	6.604	5.499	0.883
50	13.209	10.998	1.766
100	26.417	21.997	3.531
200	52.834	43.994	7.063
500	132.086	109.985	17.657
1000	264.172	219.969	35.315

LENGTH

1 in = 25.4 mm, exact

MM	IN	FRACTION IN	MM
1	0.039	1/16	1.59
2	0.079	2/16	3.17
3	0.118	4/16	6.35
5	0.197	6/16	9.52
10	0.394	8/16	12.7
20	0.787	10/16	15.88
25	0.984	12/16	19.05
50	1.969	14/16	22.22
100	3.937	16/16	25.4
150	5.906		
200	7.874		
250	9.843		
300	11.811		
500	19.685		
1,000	39.37		

Conversions

AREA

1 ft = 0.3048 m, exact

M ²	FT ²	HA	ACRE
1	10.8	0.0001	0.0002
5	53.8	0.0005	0.0012
10	107.6	0.001	0.0025
25	269.1	0.0025	0.0062
50	538.2	0.005	0.0124
100	1,076.4	0.01	0.0247
250	2,691	0.025	0.0618
500	5,382	0.05	0.1236
1000	10,763.9	0.1	0.2471
5000	53,819.6	0.5	1.2355
10000	107,639.1	1	2.4711

How to use

WHAT IS IN IT, AND WHERE

Quotations	10
Quotation	11
Register	51
Ledger	52
Review	60
Reviews	61
Notes	67
Pen test	78

THIS BOOK

Ruling	lined
Bound in	signatures of 20 pages

THE FRONT OF THE BOOK

Your details, who to call, the signs to point at when you have no shared language, and the map. They sit at the front because the moment you need them is not the moment to be flicking through. Fill them in tonight.

BEFORE YOU START

- ☐ Put your name and phone on page 2.
- ☐ Fill in the medical block, even the parts you think are obvious.
- ☐ Write down who knows where you are going.

QUOTATIONS



40 PAGES, 11 TO 50

Quotation

ENQUIRY REF _____

CLIENT _____

DUE _____

SCOPE, IN THEIR WORDS

COST BUILD-UP

ITEM	QTY	RATE	AMOUNT

COST _____

MARGIN _____

QUOTED _____

SUBMITTED _____

RESULT, AND WHY

Quotation

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RESULT, AND WHY

REGISTER

8 PAGES, 52 TO 59

Day book

Day book

Day book

Day book

Day book

Day book

Day book

Day book

REVIEW

6 PAGES, 61 TO 66

Review

WHAT GOT DONE

WHAT WENT WELL

WHAT WENT WRONG

THE FIX

NEXT STEP

Review

WHAT GOT DONE

WHAT WENT WELL

WHAT WENT WRONG

THE FIX

NEXT STEP

Review

WHAT GOT DONE

WHAT WENT WELL

WHAT WENT WRONG

THE FIX

NEXT STEP

Review

WHAT GOT DONE

WHAT WENT WELL

WHAT WENT WRONG

THE FIX

NEXT STEP

Review

WHAT GOT DONE

WHAT WENT WELL

WHAT WENT WRONG

THE FIX

NEXT STEP

Review

WHAT GOT DONE

WHAT WENT WELL

WHAT WENT WRONG

THE FIX

NEXT STEP

NOTES

11 PAGES, 68 TO 78

Pen test

Try a nib here before you trust it to a page you care about.

PEN	INK	SWATCH

RULING	lined, 9.2 mm	ROWS PER PAGE	18
COLUMNS	1		

HIBRKRAFT'S PLAIN LAB

Quotation and Tender Planner

Eight day-book pages ruled Ref, Client, Scope, Quoted, plus twelve notes pages and six for looking back at what won and what didn't.

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