

HBS Diary

Please unfold the side flaps to refer to the notes

3	Meals, snacks and drinks CONSUMED AWAY FROM HOME Include canned drinks, crisps, sweets etc	Where bought or 'Internet' Please indicate if purchased outside the Republic of Ireland eg if purchased in Northern Ireland please indicate 'Northern Ireland'	Consumed on or off premises? please tick		Amount paid <i>Please indicate currency if not Euro (€) eg if item bought in Sterling please indicate '£' or 'Sterling'</i>	
			on	off	€	£
			Coffee - white			✓
Mars bar			✓		90	
Ham salad sandwich, white bread			✓	3	20	
Tayto (crisps)			✓		65	
Can of Diet coke			✓	1	00	
Meal for two:						
Lamb, roast potatoes, carrots, peas			✓	14	95	
Pizza - ham and mushroom, with green salad			✓	12	95	
2 x chocolate fudge cake with cream			✓	12	00	
2 glasses of coke (not diet)			✓	5	80	
Round of drinks: 1 pint lager, 1 pint stout (€3.95 each)			✓	7	90	
1 gin and tonic (€4.45), 1 orange juice (€2.75)			✓	7	20	

4	Clothing and footwear	Where bought or 'Internet' Please indicate if purchased outside the Republic of Ireland eg if purchased in Northern Ireland please indicate 'Northern Ireland'	Please tick		Age (only if under 16)	Amount paid <i>Please indicate currency if not Euro (€) eg if item bought in Sterling please indicate '£' or 'Sterling'</i>	
			male	female		€	£
			Shirt				
Trainers	Internet	✓				\$49	99
Shoes	Northern Ireland		✓		6	£29	99p
Jumper		✓				39	99

5	Other payments and purchases today ✓ DO remember to include purchases such as petrol, medical (eg GP, dentist), newspapers, cigarettes, stamps, leisure, spa treatments, hotel breaks, National Lottery tickets (state if for Monday, Wednesday or Saturday draw) ✓ DO include payments for services like child care, window cleaner etc	Where bought or 'Internet' Please indicate if purchased outside the Republic of Ireland eg if purchased in Northern Ireland please indicate 'Northern Ireland'	Amount paid <i>Please indicate currency if not Euro (€) eg if item bought in Sterling please indicate '£' or 'Sterling'</i>	
			€	£
			Lunch money (for Cian)	
Church donation		1	00	
Childcare		25	00	
Taxi		5	00	
Admission to cinema x 2	Internet	15	00	
Lotto tickets (Saturday) x 2		8	00	
Book		12	99	
Jury's Inn - 2 x nights		170	00	

6	WINNINGS from lottery, bingo, betting shops, football pools, raffles, etc.	Amount won	
		€	£
		Lotto	10
Betting shop (horses)	7	45	

Any of today's items to be refunded or reclaimed? → go to Section 9

Please attach till receipts whenever possible

Attaching a till receipt saves you from writing down all the items, but they may not give all the information required.

We need the weight or volume of **EVERY** item of food and drink and a full description of it (this includes items that are not usually sold by weight, eg a cucumber or chewing gum).

The 6 point guide below tells you what kind of descriptions you should write on the till receipt.

1. Bread

We need to know if bread is sliced or unsliced and whether it is white, wholemeal, softgrain etc. You may need to weigh items such as individually sold bread rolls.

2. Butter, margarine and spreads

We need to know the brand names of butter (eg Kerrygold), margarines (eg Flora) and reduced or low fat spreads (eg Kerry Low Low).

3. Meat

We need to know if meat is cooked, fresh or frozen and what it is eg lamb, pork, chicken. We also need to know if fish is filleted or not.

4. Milk

We need to know if milk is semi-skimmed, skimmed or whole milk and whether it is fresh, sterilised or UHT.

5. Fruit and vegetables

We need to know if fruit and vegetables are fresh, frozen, tinned or dried, and whether potatoes are old or new.

6. Drinks (non- alcoholic)

We need to know if soft drinks are pure fruit juice or juice drinks and whether they are concentrated (eg Kia Ora) or not concentrated and whether low calorie or not.

Orders made over the internet

If you ordered your shopping over the internet please write "internet" on the receipt clearly.

Murphys Store, Letterkenny	
Tel No 012 234 456 78 VAT No 123456789	
14-02-2009 12.29	TRANS: 0231 CASHIER: Jene
TILL: 002 STORE: 003	
	SW MED 800g (sliced, standard white bread) 1.49
	WMEAL LOAF 800g (unsliced wholemeal) 0.95
	4 ROLLS @ 23c each (white bread) 0.92
4oz each	WEETABIX x24 1.89
450g	KERRY LOW LOW (low-fat spread) 2.50
500g	KERRYGOLD BTR (butter) 0.99
250g	CHK BRST x4 (chicken - uncooked, fresh) 3.99
116	SMALL CHICKEN (frozen, uncooked) 5.49
450g	SWEET 'n' SOUR PORK (chilled, cooked) 1.99
1/2lb	HAM (cooked, sliced) 1.26
1/2lb	DENNYS SAUSAGES (pork, fresh) 2.25
7oz	SALMON (filleted, frozen) 3.29
28g	MONSTER MUNCH (crisps) 0.60
	WHISKAS (cat food) 0.99
	6 EGGS FREE RANG E 2.25
450g	CDR CHEESE (cheddar) 1.99
	MILK 2LTR (own brand, full-fat) 1.65
	MILK 2 LTR (low-fat) 2.25
	HELLO! (magazine) 4.75
	FAIRY WSH-UP LQD 2.29
	TOILET TISSUE 4 PCK 3.25
	POTATOES (10 kps, fresh, new) 4.99
	BEANS 400g (baked, tinned) 0.75
	BROCCOLI 1kg (fresh) 3.49
	SD TOMS 100g (dried tomatoes) 1.49
680g	APPLES x5 (fresh) 2.00
178g	LEMONS 1 @ 0.25c each (fresh) 0.25
	ORG CARROTS 1.3kg (fresh) 3.37
410g	LUSTRE PCH (tinned peaches) 0.99
316 1oz	CUCUMBER (fresh) 1.29
	SQUEEZ OJ 1ltr (pure orange juice) 2.63
350g	ORANGE JUICE 1ltr (concentrated) 1.65
330g	RIBENA (low calorie, not concentrated) 1.75
30g	6x COKE (diet) 1.99
125g	CHEWING GUM 0.50
	BISCUITS (chocolate) 0.99
BALANCE DUE	
AMOUNT TENDERED	
CHANGE DUE	
Thank you for shopping with us. Please retain for a refund.	

Usual purchases

**INTERVIEWER: ASK MAIN SHOPPER OR OTHER ADULT.
RECORD ANSWERS IN ONE DIARY ONLY FOR HOUSEHOLD.**

To illustrate the level of detail we would like you to record in the diary, I'm going to ask you about some of the products your household usually buys.

What types of bread does your household usually buy?

Bread	White:	<input type="checkbox"/>	Sliced <i>or</i>		<i>Not usual purchase/ not purchased</i>
		<input type="checkbox"/>	Un-sliced		<input type="checkbox"/>
	Brown:	<input type="checkbox"/>			<input type="checkbox"/>
	Wholemeal:	<input type="checkbox"/>			<input type="checkbox"/>

Milk	Fresh:	<input type="checkbox"/>	Whole <i>or</i>		<input type="checkbox"/>
		<input type="checkbox"/>	Semi-Skimmed <i>or</i>		
		<input type="checkbox"/>	Skimmed		
	Condensed:	<input type="checkbox"/>	Whole <i>or</i>		<input type="checkbox"/>
		<input type="checkbox"/>	Semi-Skimmed <i>or</i>		
		<input type="checkbox"/>	Skimmed		

Fruit drinks	<input type="checkbox"/> Pure juice <i>or</i>	<input type="checkbox"/>	Concentrated <i>or</i>		<input type="checkbox"/>
	<input type="checkbox"/> Juice drink	<input type="checkbox"/>	Not concentrated		
Carbonated drinks		<input type="checkbox"/>	Low calorie/diet <i>or</i>		<input type="checkbox"/>
		<input type="checkbox"/>	Not low calorie/diet		
Squash & cordial		<input type="checkbox"/>	Low calorie/diet <i>or</i>		<input type="checkbox"/>
		<input type="checkbox"/>	Not low calorie/diet		

Cheese	Write in name/type:	<input style="width: 95%;" type="text"/>		<input type="checkbox"/>
Butter	Write in brand name:	<input style="width: 95%;" type="text"/>		<input type="checkbox"/>
Margarine/ spread	Write in brand name:	<input style="width: 95%;" type="text"/>		<input type="checkbox"/>
	<input type="checkbox"/> Full fat	<input type="checkbox"/> Reduced fat <i>or</i>	<input type="checkbox"/> low fat	
Sausages	<input type="checkbox"/> Pork <i>or</i>			<input type="checkbox"/>
	<input type="checkbox"/> Beef <i>or</i>			
	<input type="checkbox"/> Other (describe)	<input style="width: 95%;" type="text"/>		

Northern Ireland	Do you ever make purchases in Northern Ireland?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
	If Yes what type of goods do you purchase? Please also indicate how frequently you would cross the border to make these purchases?		
	<input style="width: 95%; height: 30px;" type="text"/>		

Internet	Do you ever order goods or services over the internet?	Yes	<input type="checkbox"/>
	If so, what sort of things do you buy?	No	<input type="checkbox"/>
	<input style="width: 95%; height: 30px;" type="text"/>		



Please unfold the side flaps to refer to the notes

1	Food and drink BROUGHT HOME except take-away food (see next section) ✓ DO make sure all items and amounts are listed individually in the diary or on the till receipt ✗ DO NOT just enter totals for whole amount spent	Where bought or 'Internet' Please indicate if purchased outside the Republic of Ireland eg if purchased in Northern Ireland please indicate 'Northern Ireland'	Weight/Volume eg oz, lbs, gms, kilos, pints, litres	Amount paid Please indicate currency if not Euro (€) eg if item bought in sterling please indicate '£' or 'Sterling'	
				€	£

Please attach till receipt(s) here

2	Take-away meals and snacks EATEN AT HOME ✓ DO include meals delivered to home eg pizza and meals on wheels	Size of portion eg small, medium, large	Amount paid	
			€	£

3 Meals, snacks and drinks CONSUMED AWAY FROM HOME Include canned drinks, crisps, sweets etc	Where bought or 'Internet' Please indicate if purchased outside the Republic of Ireland eg if purchased in Northern Ireland please indicate 'Northern Ireland'	Consumed on or off premises? please tick		Amount paid <small>Please indicate currency if not Euro (€) eg if item bought in Sterling please indicate '£' or 'Sterling'</small>	
		on	off	€	£

4 Clothing and footwear	Where bought or 'Internet' Please indicate if purchased outside the Republic of Ireland eg if purchased in Northern Ireland please indicate 'Northern Ireland'	Please tick		Age (only if under 16)	Amount paid <small>Please indicate currency if not Euro (€) eg if item bought in Sterling please indicate '£' or 'Sterling'</small>	
		male	female		€	£

5 Other payments and purchases today ✓ DO remember to include purchases such as petrol, medical (eg GP, dentist), newspapers, cigarettes, stamps, leisure, spa treatments, hotel breaks, National Lottery tickets (state if for Monday, Wednesday or Saturday draw) ✓ DO include payments for services like child care, window cleaner etc	Where bought or 'Internet' Please indicate if purchased outside the Republic of Ireland eg if purchased in Northern Ireland please indicate 'Northern Ireland'	Amount paid <small>Please indicate currency if not Euro (€) eg if item bought in Sterling please indicate '£' or 'Sterling'</small>	
		€	£

6 WINNINGS from lottery, bingo, betting shops, football pools, raffles, etc.	Amount won	
	€	£

7

Home-grown and wild food

We want you to record any home-grown or wild food which you bring into your home in the two weeks. Include things which you bring in even if not eaten during the diary keeping (eg that you freeze or store).

Examples of home-grown and wild food:

- Home-grown vegetables and fruit - from your garden or allotment, or from a friend's or relative's garden or allotment
- Wild food picked or caught - eg berries, mushrooms, fish, game
- Eggs, milk or meat from your own animals

Please weigh items before preparation (eg before trimming, peeling, cooking, etc)

Day number <i>ie 1-14</i>	Description of food or drink	Weight or volume <i>eg oz, lbs, gms, kg, pints, litres</i>	Source <i>eg garden, farm, friend, relative, employer</i>
6	Broad beans - fresh EXAMPLE	8oz	our garden

8 Holidays, short breaks and day trips outside the Republic of Ireland (abroad, including Northern Ireland)

If you go on any trip abroad during the 2 weeks, please fill in this section.

If you go on holiday **IN THE REPUBLIC OF IRELAND** - keep your diary as if you were at home.

If you go on a day trip abroad, eg UK including Northern Ireland, record the amount you spend abroad below (include spending on the ferry, plane etc). Any spending in the Republic of Ireland on that day should be entered in Sections 1-6. Any daily expenditure abroad should also be included in Sections 1-6 along with the currency.

8a

Country visited

Date you leave Republic of Ireland

DAY		MONTH		YEAR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	0

Date you return

DAY		MONTH		YEAR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	0

Is this date before the end of the 2 week diary?

Yes - answer 8b and 8c

No - answer 8d

8b

How much spending money did you take abroad? (to the nearest euro - €)

- in euro? €

- in travellers cheques? €

- in foreign currency?
(please give the amount in euro) €

How much did you spend abroad using credit or debit card? €

How much did you withdraw from ATMs/Cashpoints while abroad? €

8c

How much spending money did you bring back?

- in euro? €

- in travellers cheques? €

- in foreign currency?
(please convert this to euro - give an estimate if necessary) €

8d

IF YOU DO NOT RETURN BEFORE THE END OF THE DIARY PERIOD

How much did you think you will spend while you are away?

Include spending in foreign currency and by credit card.
Please give an estimate if necessary.

**Business refunds**

Any item of business expenditure which has been bought within the two weeks and has been or will be refunded should be entered below (eg a petrol refund for business travel).
 If you have already recorded the item in Section 1-6, please cross it out there before recording it below.

Day number to 1-14	Business item description	Amount paid		Amount refunded	
		<small>Please indicate currency if not Euro (€) eg if item bought in Sterling please indicate '£' or 'Sterling'</small>	<small>Please indicate currency if not Euro (€) eg if item bought in Sterling please indicate '£' or 'Sterling'</small>	<small>Please indicate currency if not Euro (€) eg if item bought in Sterling please indicate '£' or 'Sterling'</small>	<small>Please indicate currency if not Euro (€) eg if item bought in Sterling please indicate '£' or 'Sterling'</small>
		€	£	€	£
5	Petrol EXAMPLE	40	00	40	00

10

Special circumstances

Were there any special circumstances, such as visitors staying with you or temporary absences of members of your household during the past two weeks?

Please tick

No

Yes If yes, please make a note here about these special circumstances

What to do with.....

Till receipts from supermarkets

If you have a receipt, attach it to the relevant day in the diary. This will save you writing out all the items.

- If it does not describe individual items you will need to write out the items instead.
- If it does not include weight/volume or whether the item is fresh/frozen, chilled, tinned or dried, write the missing information on the till receipt or on the blank diary page with an arrow pointing to the relevant item.
- If there are any items of clothing on the receipt please cross them out and record them at Section 4 'Clothing and footwear'.

Money off vouchers, coupons or loyalty and reward cards

- Check they are shown on the till receipt.
- If they are not, write them on the diary page together with how much they are worth eg '10c off Fairy Liquid' or '200 points = €2'.

Gift tokens and vouchers

These should be treated as if you were paying by cash.

Purchases over the internet

Don't forget to record anything you order over the internet, such as groceries, flights, books or CDs.

- Record any items ordered during the diary period even if you do not pay for them until later.
- Include orders made where the internet was accessed using a computer, digital TV, WAP phone or games console.
- In the 'Where bought' column please write 'internet', not the name of the seller eg groceries bought from Tesco.ie should be recorded as from the 'internet' not 'Tesco'. If you attach a receipt, please write 'internet' on it clearly.

Money you give to someone

- If the money is a present or pocket money, enter the amount at Section 5 and note whether it is for someone in your household.
- If it is for a specific purpose (eg school dinners or travel fares), also enter the amount at Section 5 and note what it was used for and who it was given to.
- If it was given to someone else to buy something for yourself, it should be entered in your diary as if you spent it.

Gifts and presents bought by you

You need to give a description of the gift or present in the diary. 'Present for Mum' is not sufficient.

Refunds and Exchanges

- If you get a full refund from a shop, friend or relative on something that you have written in your diary, cross out the item and note 'refunded' beside it.
- If less than the full amount is refunded, reduce the amount paid by the amount of the refund.
- If an item is exchanged, cross out the old item and write in the new one.
- If you get or will get a refund from an employer for business expenses incurred in the diary period, enter the details in Section 9 on page 36.

Budget accounts and mail order clubs

- If you make regular payments write 'Payment into budget account' or 'Payment into mail order club' and the amount you pay. Do not record each item you obtain.
- If you pay for something outright by order, record each item and its cost as normal

Hire purchase or credit sale

Note the item and the amount of your payment, and record that it is an HP or credit payment and also whether it was a deposit or instalment.