

ACCOUNT #

Date: \_\_\_\_\_ Company: \_\_\_\_\_ Tel#: \_\_\_\_\_

(Ship To) Attn: \_\_\_\_\_ Dept: \_\_\_\_\_

ITEM #	DESCRIPTION	QTY	UM
<b>ACCESSORIES</b>			
IVR51501	AIR DUSTER, 10 OZ.		EA
UNV74323	2-3 HOLE PUNCH, BLACK		EA
UNV92009	8" OFFICE SCISSORS, STRAIGHT		EA
<b>BINDERS &amp; REPORT COVERS</b>			
AVE05710	1" VIEW BINDER, BLACK		EA
AVE05730	2" VIEW BINDER, BLACK		EA
AVE05740	3" VIEW BINDER, BLACK		EA
AVE03301	1" RING BINDER, 11X8.5, BLACK		EA
AVE03501	2" RING BINDER, 11X8.5, BLACK		EA
AVE03602	3" RING BINDER W/LBL, 11X8.5, BLK		EA
<b>COMPUTER &amp; PAPER SUPPLIES</b>			
MAX648200	CDR, 700MB, 80MIN, 100		PK
MAX648250	CDR, 700MB, 80MIN, 50		PK
OPSLETTER	COPY PAPER, LTR, 20#, 92 BR, WE		CT
OPSLEGALRM	COPY PAPER, LGL, 20#, WHITE		RM
HAM162008	HAMMERMILL COPY PPR, LTR, WE		CT
HAM162016	HAMMERMILL COPY PPR, LGL, WE		RM
HAM162032	COPY PAPER, 3 HOLE PUNCH		CT
HAM103341	COLORED COPY PPR, LTR, CANARY		RM
<b>FASTENING SUPPLIES</b>			
SWI54501	FULL STRIP DESK STAPLER, BLK		EA
UNV79000	STAPLES		BX
UNV00700	STAPLE REMOVER		EA
UNV10199	BINDER CLIPS, MINI		BX
UNV10200	BINDER CLIPS, SMALL		BX
UNV10210	BINDER CLIPS, MEDIUM		BX
UNV10220	BINDER CLIPS, LARGE		BX
UNV72210	PAPER CLIPS, #1 GEM, 1M/PK		PK
UNV72220	PAPER CLIPS, GIANT, 1M/PK		PK
LOP13370	CLIP DISPENSER		EA
UNV31310	PUSHPINS, ASSORTED		PK
<b>FILING SUPPLIES</b>			
UNV10506	COLORED, FILE FLDR, 1/3, LTR, AST		BX
UNV12113	MANILA FILE FOLDER, 1/3, LTR		BX
UNV15113	MANILA FILE FOLDER, 1/3, LGL		BX
UNV14115	HANG FOLDER, 1/5, LTR, GREEN		BX

ITEM #	DESCRIPTION	QTY	UM
UNV14215	HANG FOLDER, 1/5, LGL, GREEN		BX
UNV14121	HANG FOLDER, 1/5, LTR, ASST		BX
UNV95224	STORAGE FILE, LETTER/LEGAL		CT
<b>MAILING SUPPLIES</b>			
VPO00084	9" LETTER OPENER, BENT		EA
UNV36320	PLAIN ENVELOPE, #10, WHITE		BX
UNV63568	INTER-DEPT ENVELOPE, 10X13, BRN		BX
UNV35260	CLASP ENVELOPE, 6X9		BX
UNV35264	CLASP ENVELOPE, 9X12, BRN, 28#		BX
UNV35267	CLASP ENVELOPE, 10X13, BRN, 28#		BX
UNV35270	CLASP ENVELOPE, 12X15.5, BRN		BX
<b>PADS &amp; POST-ITS</b>			
UNV46200	PERF PAD, 5X8, RULED, CANARY		PK
UNV10630	PERF LTR PAD, RULED, CANARY		PK
UNV40000	PERF LGL PAD, RULED, CANARY		PK
UNV46300	PERF PAD, 5X8, RULED, WHITE		PK
UNV20630	PERF LTR PAD, RULED, WHITE		PK
UNV45000	PERF LGL PAD, RULED, WHITE		PK
UNV35662	POST-IT NOTE, 1.5X2, YELLOW		PK
UNV35668	POST-IT NOTE, 3X3, YELLOW		PK
UNV35672	POST-IT NOTE, 3X5, YELLOW		PK
<b>TAPE &amp; GLUE</b>			
MMM37106	2" BOX SEAL TAPE, TRANSPARENT		RL
UNV83436	SCOTCH TAPE, 3/4X1296		RL
UNV15001	DESK TAPE DISPENSER, BLACK		EA
VPO00078	GLUE STICK, .74 OZ		EA
<b>WRITING SUPPLIES</b>			
PAP2841178	CORRECTION FLUID, WHITE		EA
UNV75602	CORRECTION TAPE, WHITE,2/PK		PK
AVE08888EA	LARGE PERMANENT MARKER, BLK		EA
SAN30001	SHARPIE MARKER, BLACK		EA
AVE24000EA	HIGHLIGHTER, YELLOW		EA
UNV27410	MED BALLPOINT PEN, BLACK		DZ
UNV27411	MED BALLPOINT PEN, BLUE		DZ
UNV27412	MED BALLPOINT PEN, RED		DZ
UNV55400	#2 PENCILS		DZ

THIS FORM IS TO BE USED FOR OFFICE SUPPLIES ONLY. ITEMS NOT LISTED ABOVE MAY BE REQUESTED IN THE SPACE BELOW.  
EA- EACH, DZ- DOZEN, PK- PACKAGE, HD- 100, M- 1,000, BX- BOX, RL- ROLL, RM- REAM, CN- CARTON, GR GROSS, PD- PAD

PAGE NO.	STOCK NO.	QTY	UM	DESCRIBE FULLY