



STATIONERY ORDER FORM

PERSON REQUESTING	DEPARTMENT		DATE REQUESTED		DATE COMPLETED
DESCRIPTION	SIZE/COLOUR AVAILABLE			QTY/SIZE/COLOUR	
NOTE PAD	A4		A5		
POST IT NOTES	3" X 3"		3" X 5"		
BIRO	BLACK	BLUE	RED	GREEN	
HIGHLIGHTER	YELLOW		ORANGE	PINK	
PENCIL	HB		2H		
PENTEL N50 PERMANENT MARKER	BLACK				
STAEDTLER PERMANENT MARKER	BLACK FINE		BLACK MEDIUM		
RULER	30CM				
STAPLER	BLACK				
HOLE PUNCH	BLACK				
CALCULATOR	STANDARD				
SCISSORS	STANDARD				
PENCIL SHARPENER	METAL				
STAPLES	BOX OF 5000				
ERASER	STANDARD				
PAPERCLIPS	STANDARD				
A4 PLASTIC DOCUMENT WALLET	CLEAR FOR A4 FILES				
FILE DIVIDERS	A-Z	JAN-DEC	1-30	BLANK	
A4 FILE	LEVER ARCH		RING BINDER		
A4 PLASTIC POPPER WALLETS	CLEAR		COLOURED		
C4 ENVELOPE (A4)	WITHOUT WINDOWS	WITH WINDOWS	GUSSET WITHOUT WIDNOWS		
C5 ENVELOPE (A4 FOLDED IN HALF)	WITHOUT WINDOWS		WITH WINDOWS		
DL ENVELOPE (A4 FOLDED IN 3)	WITHOUT WINDOWS		WITH WINDOWS		
A4 PHOTOCOPIER PAPER – 80 GSM	WHITE	YELLOW	PINK		
A3 PHOTOCOPIER PAPER – 100 GSM	WHITE				
DYMO LABEL 99010	28 X 98 MM				
DYMO LABELS 99017	50 X 12 MM				
DYMO LABELS 4XL	104 X 159 MM				