



Office Supply Order Requisition Form

For assistance on your order, please contact Customer Service at: **1-888-777-4044**

Account Number 28628240	Ship-To Address:	Requested By:	
Date:	Phone Number:	Purchase Order:	Cost Center/Department:
Fax # or E-mail Address for Order Confirmation:		Desktop Delivery Instructions:	

***** PLEASE NOTE ALL ORDERS MUST BE RECEIVED BY 4 P.M. FOR NEXT BUSINESS DAY DELIVERY *****

QTY	U/M	SKU #	SKU DESCRIPTION
BINDERS			
	EA	648478	BINDER,FLEX VIEW,3RING,1",CLR
BINDER CLIPS & PAPER CLIPS			
	BX	429266	CLIP,PAPER,#1,SMTH,OD,100BX
	BX	429175	CLIP,PAPER,SMTH,OD,JMB,100PK
	BX	909309	CLIP,BINDER,MINI,1/4IN,12BOX
	BX	429415	CLIP,BINDER,SMALL,12/BOX
CORRECTION SUPPLIES			
	EA	987172	CORRECTION,DISPOSABLE,DRYLINE
	DZ	340840	FLUID,CORRECT,MULT-PUR,WH
CLIPBOARDS			
	EA	165076	CLIPBOARD,9X12,ASTD
COMPUTER SUPPLIES			
	EA	904348	CARTRIDGE,DDS125/4MM 12/24GB
ENVELOPES			
	BX	330888	ENVELOPE,CLASP,28LB,#97,100BX
	BX	330808	ENVELOPE,CLASP,#90,9X12,BRN,100/BX
FOLDERS			
	BX	316471	FOLDER,REINF TB,LTR,100BX,MNLA
LABELS			
	BX	117371	LABEL,ADRSS,260/RL,WHT
HIGHLIGHTERS & MARKERS			
	DZ	203174	HIGHLIGHTER,MAJ ACC,YEL,DOZ
	DZ	447201	MARKER,SHARPIE,X-FINE,BLACK
	DZ	447334	MARKER,SHARPIE,X-FINE,RED
	DZ	258381	MARKER,INDUS,PERM,FINE,SHARPIE,BLAC
	DZ	203349	MARKER,SHARPIE,FINE,DZ,BLACK
NOTEBOOKS			
	PK	764426	BOOK,MEMO,TOPWIRE,3X5,CR,3PK
	EA	524405	BOOK,STENO,6X9,70CT,GREEN
PAPER			
	EA	840215	PAPER,ADD,2.25X150,WHITE
	RM	345637	PAPER,COPIER,20#,LTR,BLU,500SH
	RM	345660	PAPER,COPY,8.5X11,YEL,5M/CT
	RM	345652	PAPER,COPY,8.5X11,PINK,5M/CT
	5/CA	742309996	PAPER,COPY,8.5X11,5/CA,WH
POST-ITS			
	PK	442306	NOTE,OD,1.5"X2",12PK,YELLOW

QTY	U/M	SKU #	SKU DESCRIPTION
POST-ITS (Continued)			
	PK	420994	NOTE,OD,3" X 3",18/PK,YEL
	PK	443296	NOTE,OD,3"X5",12PK,YELLOW
PENS & PENCILS			
	DZ	107580	PENCIL,#2,OD,12/PK
	DZ	181578	PEN,BALL PT,MEDIUM,STICK,BLUE
	DZ	181594	PEN,BALL PT,MEDIUM,STICK,BLK
	DZ	181586	PEN,BALL PT,MEDIUM,STICK,RED
RUBBERBANDS			
	BG	856657	RUBBERBANDS,#64,1/4#
SCISSORS			
	EA	375667	SCISSORS,STRAIGHT,OD,8",BLACK
STAPLES			
	BX	766967	STAPLES,STANDARD,OD
TAPE (LABELING)			
	EA	239400	TAPE,LETTERING,.5",BLACK/WHITE
	EA	542068	TAPE,LETTERING,BLACK,WHITE
	EA	218412	CARTRIDGE,TAPE,BLACK ON WE
TAPE (STICKY ADHESIVE)			
	RL	910422	TAPE,HIGHLAND,MENDING,1/2IN
	PK	473576	TAPE,INVISIBLE,3/4"X1296",16/PK
TONERS, DRUMS			
	EA	782221	DRUM,DR250,BROTHER
	EA	812808	CARTRIDGE,INKJET,HP 98,BLACK
	EA	384611	CARTRIDGE,INK,#15,810C/812C
	EA	172681	CARTRIDGE,INKJET,HP #78,TRICLR
	EA	169771	CARTRIDGE,INK,BLK,51645A
	EA	776184	TONER,Q5949A,HP,BLK
	EA	444976	CARTRIDGE,PRINT,51604A,BLK
	EA	346843	TONER,LJ5000,C4129X
	EA	432892	TONER,LJ5000,C4129X, HI-YIELD
	EA	997550	TONER,MFC8300,TN460,HI YIELD
	EA	286934	TONER,ULTRA PRECISE,27X
	EA	419672	CARTRIDGE,INK,HP #56,BLACK
	EA	154605	CARTRIDGE,INK,HP#57,TRI-COLOR
	EA	727351	CARTRIDGE,PRINT SMRT,C8061X,HP
	EA	782211	CARTRIDGE,TONER,TN250,BROTHER
	EA	997541	TONER,MFC8300,TN430,STD

QTY	U/M	SKU #	SKU DESCRIPTION	PRICE



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Fax Orders To: 510-497-5200
OR E-mail To: orders@officedepot.com