

OFFICE SUPPLY FAX ORDER FORM

PH: (210) 650-5002 FAX: (210) 650-5016



10751 Sentinel Drive
San Antonio, Texas 78217

Company:		P.O.#:		Date:	
Acct#:		Phone:		Ext:	
Dept:		Approval:			

Qty	Unit	Stock No	Description	Qty	Unit	Stock No	Description	Qty	Unit	Stock No	Description
BINDERS AND INDEXES				KITCHEN SUPPLIES				PENS PENCILS AND MARKERS			
	BX	ORC 00034	Protector, Sheet, STD, NGLR		RL	BTY 64799	Towel,Paper,2ply Bounty		DZ	ORC 520	Pencil, Wood, #2 Med Soft
	EA	SPR 03301	Binder,3-RG,Vnyl, 1"Bk		PK	NOR 1600	Tissue,Bathroom, 6/Pk		DZ	ORC 00005	Pen, Ballpt, Med, Stic, Blue
	EA	SPR 03501	Binder,3-RG,Vnyl, 2"Bk		BX	DIX 510001	Plastic Forks 500/Bx		DZ	BIC GSM11RD	Pen,Ballpt,Med,Stic,Red
	EA	SPR 03602	Binder,3-RG,Vnyl, 3"Bk		BX	DIX 510002	Plastic Knives 500/Bx		DZ	ORC 00006	Pen,Ballpt,Med,Stic,Black
	EA	SPR 05711	Binder,3-RG,Vue, 1"Wht		BX	DIX 510003	Plastic Spoons 500/Bx		EA	SAN 60101	Pen, Uniball, Fine, Black
	EA	SPR 05731	Binder,3-RG,Vue, 2"Wht		EA	PGT 25985	Coffee,Folgers,39 oz		EA	SAN 60102	Pen, Uniball, Fine, Red
	EA	SPR 05741	Binder,3-RG,Vue, 3"Wht		EA	SUG 90585	Sugar, Cannister, 20 oz		EA	SAN 60103	Pen, Uniball, Fine, Blue
	ST	SPR 21350	Index, 3-RG,11X8.5, 5 Tab,Col		EA	SUG 90780	Creamer,Non Dairy, 20 oz		EA	AVE 27158	Marker,Perm,Chisel,Black
	ST	SPR 21351	Index, 3-RG,11X8.5, 5 Tab,Clr	LABELS					EA	ORC 00117	Marker, Sharpie,Fn, Perm, Bk
	ST	SPR 21380	Index, 3-RG,11X8.5, 8 Tab,Col		BX	MCT ML3000	Labels, Laser, White, 1X25/8		BX	ORC 00172	Hiliter,ChiselTip,Yellow
	ST	SPR 21381	Index, 3-RG,11X8.5, 8 Tab,Clr		BX	MCT ML4000	Labels, Laser, Clear, 1X25/6		BX	SPR 01523	Hiliter,ChiselTip,Pink
CLIPS AND FASTENERS					PK	MCT MLFF31	Label, File,Fldr,Laser White		BX	SPR 01524	Hiliter,ChiselTip,Blue
	BX	ORC 99911	Paper Clips, #1 Small GEM		PK	MCT FFL1	Label, File,Fldr, Wht, 248/Pk		BX	SPR 01525	Hiliter,ChiselTip,Green
	BX	ORC 99914	Paper Clips, Gaint GEM		PK	MCT FFL2	Label, File,Fldr, Red, 248/PK	MISCELLANEOUS			
	DZ	ORC BC20	Clip, Binder #20 Small		PK	MCT FFL3	Label, File,Fldr, Yel, 248/Pk		RL	ORC 214ADD	2.25 Adding Machine Paper
	DZ	ORC BC50	Clip, Binder #50 Medium		PK	MCT FFL5	Label, File,Fldr, DkBlu,248/PK		EA	EVE EN91	Battery, "AA" 24/BX
	DZ	ORC BC100	Clip, Binder #100 Large	PADS					EA	EVE EN92	Battery, "AAA" 24/BX
	EA	LEO 82521	Stapler,FullSt,Transluc,Smoke		PK	MMM 6539YW	StickyNotes,1.5X2 Yel 12/PK		EA	LEO 89003	ClipBoard,Ltr,9X12.5
	BX	ORC SE1	Staples, Std, Chisel Point		PD	MMM 6569YW	StickyNotes,2X3 Yellow		EA	SPR 01539	Correction Fluid, Multi,Wht
	EA	ORC 050	Remover, Staple, Walnut		PD	MMM 6549YW	StickyNotes,3X3 Yellow		BX	ORC MF2HDPF	Diskette,3.5 DS-HD,Formatted
	BX	ORC CF2	Fastener, Comp,2.75"CC,2"C		PD	MMM 6559YW	StickyNotes,3X5 Yellow		EA	SPR 01646	File, Stor, Ltr, String/Button
	BX	ORC CF2B	Fastener, Base,2.75"CC,2"C		EA	SPR 02301	Book,Telephone Message		EA	SPR 01647	File, Stor,Lgl, String/Button
ENVELOPES					EA	ORC 153	Pad, Message Pink WYWO		EA	SPR 01570	Moistener, FingerTip 1 Oz
	BX	ORC E20	Fldr, Ltr,11 PT,Sgl, 1/3 Cut		EA	ORC 870	Steno,Book,70Ct Gregg Rld		EA	OIC 93690	Paper Clip Disp,Bk/Smk,Small
	BX	ORC E855	Fldr,Lgl,11Pt.Sgl,1/3 Cut		EA	ORC 9058	Pad, Legal,Jr.Size Canary		EA	ORC 00096	Punch,2Hole,1/4,Bk
	BX	ORC E890	Folder, Hang 1/5 Ltr 25Bx		EA	ORC 9011	Pad, Legal, 8.5X11 Canary		EA	ORC 00097	Punch,3Hole,Adj,Bk
	BX	ORC E897	Folder, Hang 1/5 Lgl 25Bx		EA	ORC 9014	Pad, Legal, 8.5X14 Canary		BX	ORC PPB	Push Pins,100, Asst
	EA	ORC E898	Frame,Hanging Folder, Letter		EA	ORC 9021	Pad, Legal, 8.5X11 White		BX	ORC PPC	Push Pins,100, Clear
FOLDERS				PAPER					BX	ORC 191/4	Rubberband, .25lb
	BX	ORC 153L	Fldr, Ltr,11 PT,Sgl, 1/3 Cut		RM	ORC ORCX11	Paper, Copy 8.5X11 10/BX		BX	OIC 331/4	Rubberband, .25lb
	BX	ORC 153C	Fldr,Lgl,11Pt.Sgl,1/3 Cut		RM	ORC ORCX14	Paper, Copy 8.5X14 10/BX		EA	ORC FCS8	Scissors, Contract 8"
	BX	ORC HF153	Folder, Hang 1/5 Ltr 25Bx		RM	ORC ORC17	Paper, Copy 11X17 5/BX		RL	ORC TP255C	Tape, Carton Sealing 2"Clr
	BX	ORC HF154	Folder, Hang 1/5 Lgl 25Bx		RM	ORC ORCX113HD	Paper, Copy 8.5X1110/BX 3HD		EA	MMM 620034	Tape,Invisible,3/4X108'
	EA	OIC 98620	Frame,Hanging Folder, Letter		BX	ORC 910LE20	Papr,Comp,9.5X11 20# 2700 Cn		EA	LEO 900BK	Tape Dispenser,Black

ADDITIONAL ITEMS			
Qty	Unit	Stock Number	Description