

PUBLIC LIBRARIES OF SAGINAW

OFFICE SUPPLY ORDER FORM

BRANCH _____

DATE _____

QUANTITY	ITEM NAME
	BOOK - CLEANER
	BOOK - ADHESIVE (NORBOND)
	QUART _____ 8 OZ _____
	BATTERIES:
	AA _____ AAA _____ 9V _____
	CASH REGISTER RIBBON
	COPY PAPER
	ADDING MACHINE TAPE
	CLIP BOARDS
	DATE STAMP
	ENVELOPES:
	INTEROFFICE ENVELOPES
	9X12 CRAFT MANILA (100/BOX)
	11X14 CRAFT MANILA (100/BOX)
	6X9 CRAFT MANILA (100/BOX)
	# 10 PLAIN WHITE- 9.5X4 (500/BOX)
	# 6 PLAIN WHITE -6.5X5 (500/BOX)
	FILE FOLDERS:
	LETTER SIZE MANILA (100/BOX)
	LEGAL SIZE MANILA (100/BOX)
	HANGING LETTER (25/BOX)
	HANGING LEGAL (25/BOX)
	GLUE STICKS
	HAND SANITIZER
	INDEX CARDS - PLAIN WHITE
	LINED
	INDEX DIVIDERS - NOT LABELED
	LABELED

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	JIFFY BAGS (MAILING BAGS):
	# 2 (9.5 X 12.5)
	# 4 (9.5 X 14.5)
	# 5 (10.5 X 16)
	# 6 (12.5 X 19)
	REINFORCED BAGS:
	8.5 X 12
	10.5 X 16
	LABELS - PLAIN WHITE:
	# 341 (SPINE LABELS)
	# 348 (LONG THIN)
	# 541 (SPINE LABELS) CLOTH
	S1648 - 1 X 3
	S4848 - 3 X 3
	MAGAZINE YEAR LABELS
	MONTHLY LABELS (BOX)
	MAGAZINE MONTHLY LABELS
	AVERY DOTS 3/4" ROUND RED
	ROUND LABELS 3/4 ORANGE - BLUE
	FOR REFERENCE LABELS
	DYMO SHIPPING LABELS 2 5/16 X 4
	DEMCO ROUND BLUE (NEW) LABELS
	LASER LABELS
	1 X 1 5/8 AVE-5160
	3 1/2 X 4 AVE-5164
	3 1/3 X 4 AVERY 6464 REMOVABLE LABELS
	LEGAL PADS:
	5 X 8
	8.5 X 11
	8.5 X 14
	MARKERS (SPECIFY COLOR):
	FINE TIP: RED ___ BLACK ___ BLUE ___
	BROAD TIP: RED ___ BLACK ___ BLUE ___

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	HIGH LIGHTERS:
	YELLOW ___ PINK ___ BLUE ___
	NAME TAGS
	PAPER CLIPS:
	REGULAR
	JUMBO
	PENCILS # 2 WITH ERASERS (12/BOX)
	- GOLF
	PENS:
	BLACK ___ RED ___ BLUE ___ GREEN ___
	PETTY CASH PADS
	POST IT NOTES:
	1.5 X 2
	3 X 3
	3 X 5
	RECEIPT BOOKS (TRIPILICATE)
	REINFORCEMENTS FOR LOOSE LEAF:
	WHITE
	CLEAR
	RUBBER BANDS:
	# 33 _____ #64 _____
	H_STYLE RUBBERBANDS
	SCISSORS (LARGE)
	SHEET PROTECTORS - HEAVYWEIGHT
	SIGN HOLDERS HORZ. _____ VERT. _____
	SORT KWIK 3/8oz

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	STAMP PADS:
	BLACK
	BLUE
	RED
	UNCOLORED
	INK ROLLERS FOR STAMP PAD
	RED _____ BLUE _____ GREEN _____ BLACK _____
	STAPLER REMOVERS
	STAPLERS
	STAPLES:
	REGULAR _____ HEAVY DUTY _____
	TAPE:
	MAGAZINE TAPE
	MASKING TAPE
	SCOTCH TAPE
	REMOVABLE SCOTCH BRAND TAPE
	DISPENSERS: HAND _____ DESK _____
	TIME CARDS - TOPS 1256
	CORRECTION FLUID:
	WHITE _____
	BUFF _____
	SUPPLY ITEMS NOT LISTED THAT YOU WANT TO KEEP IN STOCK
	1
	2