Office Supply Order Form

Item	Unit Price	Order Qty.	Cost
Copy Paper (8½ x 11)			
1 Box (10 reams)	$25.00		
1 Ream	$2.50		
Legal Pads (12 pk)	$4.59		
#10 Security Envelopes			
Box of 50	$2.93		
Box of 500	$20.43		
#8-5/8 *Window* Security Envelopes			
Box of 500	$39.00		
Large clasp envelopes			
9” x 12” – box of 100	$4.89		
10” x 13” – box of 100	$6.25		
Manila File Folders (triple cut tabs – Letter – 100/bx)	$8.29		
Paper Clips			
Regular (100ct)	$.09		
Jumbo (100ct)	$.36		
Post-Its 5pk	$6.93		
Scotch Tape (per roll)	$.69		
White Out	$1.36		
Glue Stick	$.75		
Stapler (standard)	$8.99		
Staples (standard box)	$.56		
Bic fine point rollerball pens (12pk)	$2.60		
Sharpie pen (small-fine point)	$.56		
Highlighter (standard)	$2.64		
Marks-A-Lot Permanent Marker	$.82		
Kleenex	$1.40		
OTHER (contact Kelly x 3105 or Nathan x 3101 for cost)			
		SubTotal	
		Tax (7.6%)	
		Shipping and Handling	$5.00
		Total	

Other Available Items

Ink & Toner Cartridges / Printers / Office Furniture / Chair Mats / File Cabinets
File Folders / Calendars / Date Books / School Supplies / Binders

BOARDROOM AT CHERRY CREEK
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