

**Chief Administrative Officer
OFFICE SUPPLY SERVICE
B-217 L.H.O.B.
DELIVERY REQUEST**

Account Number _____

Office _____ Tel. No. _____ Date _____

Room No. _____

**Original - To Office Supply
Service**

Requested By _____
Signature

ITEM	ITEM NUMBER	QUANTITY	REMARKS
CLIPS:			
Binder Clips—(box of 12)			
Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/>			
Paper Clips—(10 boxes per pkg.)			
FILE FOLDERS:			
Manila—Letter (box of 100; 5 boxes to case)			
Legal (" " " " " " ")			
Open Top—Letter (ea.)			
Legal (")			
FLAGS:			
3 x 5 Cotton <i>Deliver to Architect</i> <input type="checkbox"/>			
3 x 5 Nylon <i>Deliver to Architect</i> <input type="checkbox"/>			
4 x 6 Nylon <i>Deliver to Architect</i> <input type="checkbox"/>			
5 x 8 Cotton <i>Deliver to Architect</i> <input type="checkbox"/>			
5 x 8 Nylon <i>Deliver to Architect</i> <input type="checkbox"/>			
PADS:			
Telephone Message—While-You-Were-Out pads			
While-You-Were-Out books			
Yellow Legal Lined—(pkg. of 12; 6 pkgs. to case)			
White Letter Lined—(pkg. of 12; 6 pkgs. to case)			
Post-It Notes—1½" x 2" (pkg. of 12)			
3" x 3" (pkg. of 12)			
3" x 5" (pkg. of 12)			
4" x 6" (ea.)			
PAPER:			
Copier—Recycled—Letter (10 rms. to case)			
Xerox—Letter (" " " ")			
Legal (" " " ")			
Facsimile—DEX			
Recycled Seal Bond—Letter (10 rms. to case)			
Mimeo—Letter (10 rms. to case)			
Legal (" " " ")			
STAPLES: Standard			
TAPE:			
Magic Tape—(12 rolls per pkg.)			
Filament Tape—1" (ea.)			
Masking Tape—2" (ea.)			
TONER/CARTRIDGES:			
Hewlett-Packard—#			
Xerox—#			

Other Items: Please Print or Type Above