Account Number

_____

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

Office _____ Tel. No. _____ Date _____

Room No. _____

Requested By _____
Signature

Original - To Office Supply Service

ITEM	ITEM NUMBER	QUANTITY	REMARKS
CLIPS:			
Binder Clips—(box of 12)			
Small ☐ Medium ☐ Large ☐			
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 × 5 Cotton *Deliver to Architect* ☐			
3 × 5 Nylon *Deliver to Architect* ☐			
4 × 6 Nylon *Deliver to Architect* ☐			
5 × 8 Cotton *Deliver to Architect* ☐			
5 × 8 Nylon *Deliver to Architect* ☐			
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″ × 2″ (pkg. of 12)			
3″ × 3″ (pkg. of 12)			
3″ × 5″ (pkg. of 12)			
4″ × 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

☆ U.S. G.P.O.: 1996-24-910