

STATIONERY LIST

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	AMOUNT
1. A4 Grey Solid Plastic Filling Containers	each	10x	
2. Black ballpoint Pens	each	3x	
3. A4 Hard cover books	each	20x	
4. A4 Hard cover page white, red, blue	each	3x	
5. Arch File	each	10x	
6. Blue permanent Markers	each	10x	
7. Black Permanent Markers	each	30x	
8. Scisor	each	5x	
9. Stapler (26/6)	each	5x	
10. Giant Stapler	each	1x	
11. Pritt	each	10x	
12. Blue Duraplus files	each	15x	
13. Hole Puncture	each	2x	
14. Post it flags, each box different colour	each	3x	
15. Sign it here stickers/flags	each	3x	
16. MM Black Foldback clips	each	5x	
17. Paper clip 33mm	each	5x	
		Subtotal	
		Vat 15%	
		Total	