

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	Total
1. File duraplus A4 clear front pocket various colours	Each	50	
2. Highlighters assorted colours	Each	10	
3. Lever Arch PVC white create a cover clear pocket 2D ring binder	Each	20	
4. Fold Back paper clips (32mm)	Box	30	
5. Fold Back paper clips (19mm)	Each	50	
6. Pop-up sign here flags 45mm x 12mm assorted colours	Each	20	
7. Punch, paper 2-hole heavy duty paper adjuster punch 72 sheets	Each	1	
8. Pen, ball-point, black	Each	20	
9. Staple Remover	Each	5	
10. Rubber Bands,89	Each	5	
11. Scissors assorted colours 170mm stainless steel Blade	Each	5	
12. Glue stick 40g	Each	5	
13. Stapler giant	box	5	
14. Stapler Office Metal S17 supreme	Each	1	
15. Stapler Giant 66/8	Each	1	
16. Stapler 26/6	Box	5	
17. Stapler remover for giant stapler	Each	4	
18. Stick notes self-adhesive 130mm x 85mm all colours	Each	20	
19. Stick notes self-adhesive 75mm x 70mm all colours	Each	20	
20. Tape, cellotape, clear colours 50mm x 48mm	Each	10	

21. Tape, cellotape, brown colours 50mm x 48mm	Each	10	
22. Tape, post IT Tape Flag Assorted colours	Each	10	
		Sub-Total	
		Vat	
		Total	