

Stationery List

Description	Unit	Quantity	Amount
Arch Lever File PVC (Blue) 75mm	Each	30	
Pop-Up Sign Here Flag 45mmx25mm	Each	12	
Post-It Flag Tape 45mmx25mm	Each	12	
Post-It Flag Tape 45mmx12mm	Each	12	
Black Pens	Box	1	
Red Pens	Each	12	
Pencil Refill Leads (0,5 mm HB)		10	
A5 Top Spiral Shorthand Pads	Each	10	
Urgent Stickers	Each	6	
Paper Clip Fold Back 19mm	Box	3	
Paper Clip Fold Back 32mm	Box	3	
Twine Cotton String 500g	Roll	2	
Quotation Folder with Pockets Red	Each	30	
Quotation Folder with Pockets Blue	Each	70	
Correction Pen White 7m	Each	4	
Frosted Sheet A4	Pack	2	
DC Fix Clear 5 metre	Roll	2	
Paper Binders 76mm	Box	4	
Writing Pad A4	Each	10	
Arch Lever File PVC (Blue) 25mm	Each	15	

