Date: **Department Name:**

Contact Name: **Email:**

Fund Number:

Please indicate the quantity needed next to items you wish to order:

8 ½ X 11 paper

- [ ] Case
- [ ] Ream

Specifications:

8 ½ X 14 paper

- [ ] Case
- [ ] Ream

Specifications:

11 X 17 paper

- [ ] Case
- [ ] Ream

Specifications:

Notepad Paper (12/pk)

- [ ] Small (5 X 8)
- [ ] Letter Size (8 ½ X 11)
- [ ] Legal Size (8 ½ X 14)

Specifications:

Message Pads

- [ ] 5 ½ X 4 ¼ (single)
- [ ] 5 ¼ X 11 (spiral book)

Specifications:

Steno Notepads (12/pk)

- [ ] White
- [ ] Yellow

Specifications:

Post-It Notes (12/pk)

- [ ] 3 X 3
- [ ] 3 X 3, pop-up
- [ ] 3 X 5
- [ ] 1 ½ X 2

Specifications:

Envelopes (100/box)

- [ ] 4 1/8 X 9 ½, Plain
- [ ] 4 1/8 X 9 ½, Window
- [ ] 9 X 12
- [ ] 6 X 9

Specifications:

Expanding Folder (3 ½ exp,25/box)

- [ ] Letter Size (8 ½ X 11)
- [ ] Legal Size (8 ½ X 14)

Specifications:

1/3 Cut File Folders (100/box)

- [ ] Letter Size (8 ½ X 11)
- [ ] Legal Size (8 ½ X 14)

Specifications:

Fastener File Cover (25/box)

- [ ] Letter Size (8 ½ X 11)
- [ ] Legal Size (8 ½ X 14)

Specifications:

Hanging File Folders(25/box)

- [ ] Letter Size (8 ½ X 11)
- [ ] Legal Size (8 ½ X 14)

Specifications:

3 Ring Binder (ea)

- [ ] 1”
- [ ] 2”
- [ ] 3”

Specifications:

Binder Clips

- [ ] Small (40/pk)
- [ ] Medium (24/pk)
- [ ] Large (12/pk)
- [ ] X-tra Large

Specifications:

Disc(s) & Accessories

- [ ] CD-R (50/pk)
- [ ] CD-RW (50/pk)
- [ ] DVD-R (50/pk)
- [ ] Jewel Case (50/pk)
- [ ] CD/DVD Envelopes (50/pk)

Specifications:

Pens/Pencils

- [ ] Stick Pen (12/pk)
- [ ] Gel Pen (12/pk)
- [ ] Roller Ball Pen (12/pk)
- [ ] #2 Pencil (12/pk)
- [ ] Mechanical Pencil (12/pk)
- [ ] Mechanical Pencil Lead

Specifications:

Sharpies

- [ ] Ultra Fine Point (12/pk)
- [ ] Fine Point (12/pk)
- [ ] Dual Tip (12/pk)
- [ ] King Size (12/pk)

Specifications:

Misc Office Supplies

- [ ] Stndrd, Paper Clips (1000/pk)
- [ ] Jumbo, Paper Clips (1000/pk)
- [ ] Invisible Tape Refill (12/pk)
- [ ] Staples, Standard (5000/bx)
- [ ] Correction Tape (4/pk)
- [ ] Rubber Bands (1lb bag)
- [ ] Canned Air/Duster (ea)

Specifications:

City of Terre Haute Office Supply Order Form

Items Not Listed Above (*Please provide as much detail as possible, such as item number and where you found it*):

When you've completed your order, please SAVE YOUR ORDER as
"[DEPT NAME] Office Order [DATE]"
You will then have to EMAIL your order directly to Lennie Snyder.