# OFFICE SUPPLY FAX ORDER FORM

## PH: (210) 650-5002 FAX: (210) 650-5016

office resource center
ORC

10751 Sentinel Drive

San Antonio, Texas 78217

| Company: | P.O.#: | Date: |
|---|---|---|
| Acct#: | Phone: | Ext: |
| Dept: | Approval: | |

| Qty | Unit | Stock No | Description |
|---|---|---|---|
| | | BINDERS AND INDEXES | |
| | BX | ORC 00034 | Protector, Sheet, STD, NGLR |
| | EA | SPR 03301 | Binder,3-RG,Vnyl, 1"Blk |
| | EA | SPR 03501 | Binder,3-RG,Vnyl, 2"Blk |
| | EA | SPR 03602 | Binder,3-RG,Vnyl, 3"Blk |
| | EA | SPR 05711 | Binder,3-RG,Vue, 1"Wht |
| | EA | SPR 05731 | Binder,3-RG,Vue, 2"Wht |
| | EA | SPR 05741 | Binder,3-RG,Vue, 3"Wht |
| | ST | SPR 21350 | Index, 3-RG,11X8.5, 5 Tab,Col |
| | ST | SPR 21351 | Index, 3-RG,11X8.5, 5 Tab,Clr |
| | ST | SPR 21380 | Index, 3-RG,11X8.5, 8 Tab,Col |
| | ST | SPR 21381 | Index, 3-RG,11X8.5, 8 Tab,Clr |
| | | CLIPS AND FASTENERS | |
| | BX | ORC 99911 | Paper Clips, #1 Small GEM |
| | BX | ORC 99914 | Paper Clips, Gaint GEM |
| | DZ | ORC BC20 | Clip, Binder #20 Small |
| | DZ | ORC BC50 | Clip, Binder #50 Medium |
| | DZ | ORC BC100 | Clip, Binder #100 Large |
| | EA | LEO 82521 | Stapler,FullSt,Transluc,Smoke |
| | BX | ORC SE1 | Staples, Std, Chisel Point |
| | EA | ORC 050 | Remover, Staple, Walnut |
| | BX | ORC CF2 | Fastener, Comp,2.75"CC,2"C |
| | BX | ORC CF2B | Fastener, Base,2.75"CC,2"C |
| | | ENVELOPES | |
| | BX | ORC E20 | Fldr, Ltr,11 PT,Sgl, 1/3 Cut |
| | BX | ORC E855 | Fldr,Lgl,11Pt.Sgl,1/3 Cut |
| | BX | ORC E890 | Folder, Hang 1/5 Ltr 25Bx |
| | BX | ORC E897 | Folder, Hang 1/5 Lgl 25Bx |
| | EA | ORC E898 | Frame,Hanging Folder, Letter |
| | | FOLDERS | |
| | BX | ORC 153L | Fldr, Ltr,11 PT,Sgl, 1/3 Cut |
| | BX | ORC 153C | Fldr,Lgl,11Pt.Sgl,1/3 Cut |
| | BX | ORC HF153 | Folder, Hang 1/5 Ltr 25Bx |
| | BX | ORC HF154 | Folder, Hang 1/5 Lgl 25Bx |
| | EA | OIC 98620 | Frame,Hanging Folder, Letter |

| Qty | Unit | Stock No | Description |
|---|---|---|---|
| | | KITCHEN SUPPLIES | |
| | RL | BTY 64799 | Towel,Paper,2ply Bounty |
| | PK | NOR 1600 | Tissue,Bathroom, 6/Pk |
| | BX | DIX 510001 | Plastic Forks 500/Bx |
| | BX | DIX 510002 | Plastic Knives 500/Bx |
| | BX | DIX 510003 | Plastic Spoons 500/Bx |
| | EA | PGT 25985 | Coffee,Folgers,39 oz |
| | EA | SUG 90585 | Sugar, Cannister, 20 oz |
| | EA | SUG 90780 | Creamer,Non Dairy, 20 oz |
| | | LABELS | |
| | BX | MCT ML3000 | Labels, Laser, White, 1X25/8 |
| | BX | MCT ML4000 | Labels, Laser, Clear, 1X25/6 |
| | PK | MCT MLFF31 | Label, File, Fldr,Laser White |
| | PK | MCT FFL1 | Label, File, Fldr, Wht, 248/Pk |
| | PK | MCT FFL2 | Label, File, Fldr, Red, 248/Pk |
| | PK | MCT FFL3 | Label, File, Fldr, Yel, 248/Pk |
| | PK | MCT FFL5 | Label, File, Fldr, DkBlu,248/Pk |
| | | PADS | |
| | PK | MMM 6539YW | StickyNotes,1.5X2 Yel 12/PK |
| | PD | MMM 6569YW | StickyNotes,2X3 Yellow |
| | PD | MMM 6549YW | StickyNotes,3X3 Yellow |
| | PD | MMM 6559YW | StickyNotes,3X5 Yellow |
| | EA | SPR 02301 | Book,Telephone Message |
| | EA | ORC 153 | Pad, Message Pink WYWO |
| | EA | ORC 870 | Steno,Book,70Ct Gregg Rld |
| | EA | ORC 9058 | Pad, Legal,Jr.Size Canary |
| | EA | ORC 9011 | Pad, Legal, 8.5X11 Canary |
| | EA | ORC 9014 | Pad, Legal, 8.5X14 Canary |
| | EA | ORC 9021 | Pad, Legal, 8.5X11 White |
| | | PAPER | |
| | RM | ORC ORCX11 | Paper, Copy 8.5X11 10/BX |
| | RM | ORC ORCX14 | Paper, Copy 8.5X14 10/BX |
| | RM | ORC ORC17 | Paper, Copy 11X17 5/BX |
| | RM | ORC ORCX113HD | Paper, Copy 8.5X1110/BX 3HD |
| | BX | ORC 910LE20 | Papr,Comp,9.5X11 20# 2700 Cn |

| Qty | Unit | Stock No | Description |
|---|---|---|---|
| | | PENS PENCILS AND MARKERS | |
| | DZ | ORC 520 | Pencil, Wood, #2 Med Soft |
| | DZ | ORC 00005 | Pen, Ballpt, Med, Stic, Blue |
| | DZ | BIC GSM11RD | Pen,Ballpt,Med,Stic,Red |
| | DZ | ORC 00006 | Pen,Ballpt,Med,Stic,Black |
| | EA | SAN 60101 | Pen, Uniball, Fine, Black |
| | EA | SAN 60102 | Pen, Uniball, Fine, Red |
| | EA | SAN 60103 | Pen, Uniball, Fine, Blue |
| | EA | AVE 27158 | Marker,Perm,Chisel,Black |
| | EA | ORC 00117 | Marker, Sharpie,Fn, Perm, Blk |
| | BX | ORC 00172 | Hiliter,ChiselTip,Yellow |
| | BX | SPR 01523 | Hiliter,ChiselTip,Pink |
| | BX | SPR 01524 | Hiliter,ChiselTip,Blue |
| | BX | SPR 01525 | Hiliter,ChiselTip,Green |
| | | MISCELLANEOUS | |
| | RL | ORC 214ADD | 2.25 Adding Machine Paper |
| | EA | EVE EN91 | Battery, "AA" 24/BX |
| | EA | EVE EN92 | Battery, "AAA" 24/BX |
| | EA | LEO 89003 | ClipBoard,Ltr,9X12.5 |
| | EA | SPR 01539 | Correction Fluid, Multi,Wht |
| | BX | ORC MF2HDPF | Diskette,3.5 DS-HD,Formated |
| | EA | SPR 01646 | File, Stor, Ltr, String/Button |
| | EA | SPR 01647 | File, Stor,Lgl, String/Button |
| | EA | SPR 01570 | Moistener, FingerTip 1 Oz |
| | EA | OIC 93690 | Paper Clip Disp,Bk/Smk,Small |
| | EA | ORC 00096 | Punch,2Hole,1/4,Blk |
| | EA | ORC 00097 | Punch,3Hole,Adj,Blk |
| | BX | ORC PPB | Push Pins,100, Asst |
| | BX | ORC PPC | Push Pins,100, Clear |
| | BX | OIC 191/4 | Rubberband, .25lb |
| | BX | OIC 331/4 | Rubberband, .25lb |
| | EA | ORC FCS8 | Scissors, Contract 8" |
| | RL | ORC TP255C | Tape, Carton Sealing 2"Clr |
| | EA | MMM 620034 | Tape,Invisible,3/4X108' |
| | EA | LEO 900BK | Tape Dispenser,Black |

ADDITIONAL ITEMS

| Qty | Unit | Stock Number | Description |
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