

## STATIONERY LIST CORPORATE SERVICES

ITEM	QUANTITY
Pritt (43g)	30
Heavy duty staplers	9
Staplers packs	22
Permanent marker black packs	5
Staplers 12.7mmX6mm	18
Giant clips packs	65
Puncher small	11
Black mounted pens box	2
Scissors	7
Brown government files pack 10	10
Arch liver files	78
Pens : black ; blue; red (11 boxes of each colour)	33
Big Eraser	14
Pocket books	20
Black Hardcover book 384pg	32
Exam pads 160pg	32
Sticky notes boxes	8
Rulers	7
Diary	7
Giant gem clips packs	25
Envelopes – C3 (Golden Brown)	5 Boxes
Envelopes – Size 1034 (406 x 305mm) (Golden Brown/White)	8 Boxes
Envelopes – C4 (Golden Brown)	8 Boxes
Pocket File (50)	10

Filing Pockets (100)	5
Polypropylene Indexes (12 Tab Numbered)	50
Binding Covers – Clear (100)	5
Counter Book (3 Quire – 288 Pages)	10
Scribbling Book (A4) Unruled – 72 Pages	1 Box
Adhesive Tape (48mmx50mm) – Clear	2
Self-Adhesive Roll – Clear DC Fix (450mmX10m)	5
Correction Pen (18ml Fluid)	10
Energel Rollerball 0.7 – Black	2 Boxes
Energel Roller Pen Refill 0.7 – Black	4 Boxes
Crystal Ballpoint Pen (Black)	5 Boxes
Crystal Ballpoint Pen (Red)	1 Box
Foldback Clips 32mm length x 13mm capacity	50 Boxes
Foldback Clips 41mm length x 19mm capacity	30 Boxes
Foldback Clips 51mm length x 54mm capacity	30 Boxes
Bolldog Clip 75mm length x 54mm capacity	5 Boxes