PARK RIDGE STATIONERS
Office Supply Solutions for Business
Tel: 847-298-6600
Fax: 847-298-6633

ORDERED BY:_____ PO#_____

EXPRESS ORDER FORM

DATE:_____ DEPT:_____

QTY	UM	CO	ITEM #	DESCRIPTION
				BASIC SUPPLIES
	BX	ACC	72380	SMALL PAPER CLIPS
	BX	ACC	72580	JUMBO PAPER CLIPS
	BX	ACC	72010	MINI BINDER CLIPS
	DZ	ACC	72020	SMALL BINDER CLIPS
	DZ	ACC	72050	MED. BINDER CLIPS
	EA	MMM	72100	LARGE BINDER CLIPS
	RL	MMM	C38BK	TAPE DISPENSER
	RL	MMM	8103412	MAGIC TAPE 3/4"X1296"
	RL	MMM	3750260CR	BOX SEALING TAPE,CLEAR
	RL	ACC	74701	STAPLER,METAL,BLACK
	EA	ACC	35108	STANDARD STAPLES
	BX	ACC	38101	STAPLE REMOVER
	EA	OIC	STA7	SCISSORS
	EA	PAP	06604	DRYLINE CORRECTION TAPE
	EA	AVE	00166	GLUE STICK
				BINDERS & SUPPLIES
	EA	AVE	K31110BK	ECONOMY BINDER,1",BLACK
	EA	AVE	K31110BE	ECONOMY BINDER,1",BLUE
	EA	AVE	K31120BK	ECONOMY BINDER,2",BLACK
	EA	AVE	K31120BE	ECONOMY BINDER,2",BLUE
	EA	AVE	K31125BK	ECONOMY BINDER,3",BLACK
	EA	AVE	K31125BE	ECONOMY BINDER,3",BLUE
	ST	AVE	TT2135	BINDER INDEX,5 TAB,COLOR
	ST	AVE	TT2135C	BINDER INDEX,5 TAB,B&W
	ST	AVE	TT21310	BINDER INDEX,10 TAB,COLOR
	ST	AVE	TT21310C	BINDER INDEX,10 TAB,B&W
				FILING PRODUCTS
	BX	SMD	10330	FOLDER,1/3 CUT,LETTER,MLA
	BX	SMD	15330	FOLDER,1/3 CUT,LEGAL,MLA
	BX	SMD	64055	HANG FLDR,25/BX,LTR,GRN
	BX	SMD	64155	HANG FLDR,25/BX,LGL,GRN
	BX	SMD	75500	FILE JACKET,FLAT,MLA,100/BX
	BX	SMD	75540	FILE JACKET,1.5",MANILLA,50/BX
	EA	SMD	70417	EXPANDING FILE,12"X10",A-Z,OPEN TOP

QTY	UM	CO	ITEM #	DESCRIPTION
				ENVELOPES
	BX	WEV	CO125	ENVELOPES,#10 WHITE
	BX	WEV	CO990	CLASP ENVELOPES,MLA,9X12
	BX	WEV	CO997	CLASP ENVELOPES,MLA,10X13
	BX	WEV	CO920	CATALOG ENVELOPE,SELF SEAL,9X12,WE
	BX	WEV	CO927	CATALOG ENVELOPE,SELF SEAL,10X13,BN
				LABELS
	PK	AVE	5263	SHIPPING LABELS,2"X4"
	BX	AVE	5160	LABELS,1"X25/8"
	BX	AVE	5162	LABELS,1.33"X4"
	PK	AVE	5260	LABELS,1"X25/8",750/PACK
				PAPER
	DZ	TOP	00049	RULED PAD,5X8,CANARY
	DZ	TOP	00050	RULED PAD,5X8,WHITE
	DZ	TOP	00051	RULED PAD,8.5X11,CANARY
	DZ	TOP	00052	RULED PAD,8.5X11,WHITE
	DZ	TOP	00053	RULED PAD,8.5X14,CANARY
	DZ	TOP	00054	RULED PAD,8.5X14,WHITE
	CT	VPO	851001VP	COPY PAPER,84 BRIGHT,20#
	CT	VPO	854001VP	COPY PAPER,LEGAL,20#
	CT	RSP	RP96000	PREMIUM PAPER,BRIGHT WHITE,20#
				PENS, PENCILS& MARKERS
	DZ	BIC	GSM11BE	PEN,MEDIUM,BLUE
	DZ	BIC	GSM11BK	PEN,MEDIUM,BLACK
	DZ	BIC	GSM11RD	PEN,MEDIUM,RED
	DZ	SAN	12132	PENCIL,AMERICAN,#2
	EA	VPO	00177	MARKER,PERM CHISEL TIP,BLACK
	EA	VPO	00117	PERMANENT MARKER,FINE,BLACK
	EA	VPO	00172	HILITER,FL YELLOW
				POST-IT NOTES
	PK	MMM	6539	HIGHLAND,1.5"X2"
	PK	MMM	6549	HIGHLAND,3"X3"
	PK	MMM	6559	HIGHLAND,3"X5"
	PK	MMM	6609	HIGHLAND,4"X6"
	PK	MMM	675YW	POST-IT,4"X4",RULED

ADDITIONAL ITEMS

QTY	UNIT	COMPANY	ITEM NUMBER	DESCRIPTION