

Office Supply Order Form

Office # _____

Date _____

DESCRIPTION	QUANTITY	# ON HAND	# NEEDED	FILLED BY
Staples	Box			
Rubber Bands	Bag			
Paper Clips	Box			
Pens	Dozen			
Scotch Tape	Rolls			
Sticky Notes	Each			
Coffee	Can			
Coffee Cups	20 Each			
Sugar	Canister			
Sweet & Low	Box			
Creamer	Canister			
Stirrers	Box			
Paper Towels	15 Each			
Toilet Paper	15 Each			
Hand Soap	Bottle			
Toilet Bowl Cleaner	Each			
Black Trash Bags (33 Gal.)	Box			
Small White Trash Bags (8 Gal.)	Box			
Med White Trash Bags (13 Gal.)	Box			
Brown Payment Envelopes	Each			
Customer Envelopes	Each			
Office Envelopes	Each			
DAS Envelopes	Each			
Special Attn Pads	Each			
On Hold Pads	Each			
Brochures	Pack			
Brochures	Pack			
Brochures	Pack			
Brochures	Pack			
Brochures	Pack			
Brochures	Pack			
Customer Data Sheet	Pad			
Copy Paper	Case			
Phone Message Pads	Box			
Swiffer Dry Wipes	Box			
Swiffer Wet Wipes	Box			
Additional Description for Unusual Items:				

Sample Office Supplies Order Guide

Charles H. Becker



Sample Office Supplies Order Guide:

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