



GENERAL OFFICE SUPPLY LIST

Description	Item #	Packed (ea,bx,pkg,cs)	Our Price Including Discount	Page in Catalog
AAA Batteries		4 Per Pack		
AA Batteries		4 Per Pack		
C Batteries		4 Per Pack		
D Batteries		4 Per Pack		
Binders 1" D 3 Ring -Vinyl (Color Options: White, Blue, Black, and Burgundy) 8 ½" x 11"		Each		
Backrest		Each		
Binders 2" D 3 Ring - Vinyl (Color Options: White, Blue, Black, and Burgundy) 8 ½" x 11"		Each		
Binders 2" D 3 Ring - Vinyl (Color Options: White, Blue, Black, and Burgundy) 11" x 17"		Each		
Binders 3" D 3 Ring - Vinyl (Color Options: White, Blue, Black, and Burgundy) 8 ½" x 11"		Each		
Binders 4" D 3 Ring - Vinyl (Color Options: White, Blue, Black, and Burgundy) 8 ½" x 11"		Each		
Binders 5" D 3 Ring - Vinyl (Color Options: White, Blue, Black, and Burgundy) 8 ½" x 11"		Each		



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Binder Hanging 8 ½" x 11" (Rigid Poly) (Color Options: Black, Blue) 2" Capacity		Each		
Binder Hanging 8 ½" x 11" (Rigid Poly) (Color Options: Black, Blue) 3" Capacity		Each		
Binder Hanging 8 ½" x 11" (Semi Rigid Poly) 1" Capacity Burgundy		Each		
Binder (View) 2" D - 3 Ring (Color Options: Black, Blue, and White) 8 ½" x 11"		Each		
Binder (View) 3" D - 3 Ring (Color Options: Black, Blue, and White) 8 ½" x 11"		Each		
Binder (View) 4" D - 3 Ring (Color Options: Black, Blue, and White) 8 ½" x 11"		Each		
Binder (View) 5" D - 3 Ring (Color Options: Black, Blue, and White) 8 ½" x 11"		Each		
Binder Clips - Mini		12 Per Box		
Binder Clips - Small		12 Per Box		
Binder Clips - Medium		12 Per Box		
Binder Clips - Large		12 Per Box		



Description	Item #	Packed (ea,bx,pkg,cs)	Our Price Including Discount	Page in Catalog
Binder, Business Card, 3 Ring, Letter, Black		Each		
Business Card Pages 8 ½" x 11" Page Holds 20 Business Cards - 3 Ring		10 Sheets Per Box		
Business Card Holder Blk - Plastic 4"W x 1 ⅝"D x 1 ¾"H		Each		
Card Refills 2 ¼" x 4" Petite Ruled		100 Per Pack		
Calculator Ribbon - for Sharp EL2192R		2 Per Pack		
Calculator 8-Digital; Dual Power Calculator		Each		
Calculator 12 Keys, Printing		Each		
Calculator Ribbon for Casio FR101		Each		
Thermal Calculator Tape - Adding Machine Roll White 2 ¼" x 85"		12 Per Pack		
Calendar Desk Pad for Current Year 17" x 22"		Each		
Clamps - Large Butterfly Style		12 Per Box		
Clip Boards 9" x 12 ½" Brown		Each		
CD-R Recordable CD (Speed 48x, 700mb/80 Min)		50 Per Pack		
CD-RW Rewritable CD (Speed 48x, 700mb/80 Min)		50 Per Pack		



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Cleaning Wipes - Antibacterial Box		Each		
Dictionary (American Heritage) Spanish-English (Hardcover)		Each		
Roget's II Thesaurus (Hardcover)		Each		
Diskettes 3.5" PC Format 1.44mb DS/HD		10 Per Box		
Dividers (Big Tab) 8 Tab, Clear 8 1/2" x 11" White Paper Double Gold Reinforced		36 Sets Per Box		
Dividers (Big Tab) 5 Tab, Clear 8 1/2" x 11" White Paper Double Gold Reinforced		36 Sets Per Box		
Dividers (Big Tab) 8 Tab, Multicolor 8 1/2" x 11" White Paper Double Gold Reinforced		36 Sets Per Box		
Dividers (Big Tab) 5 Tab, Multicolor 8 1/2" x 11" White Paper Double Gold Reinforced		36 Sets Per Box		
Dividers (Black Leather Tab) 8 1/2" x 11" Gold Line A-Z		12 Sets Per Box		
Dry Erase/Eraser		Each		
Dry Erase Markers (4 Colors)		Set		
Dry Erase Markers (8 Colors)		Set		
Dry Erase Spray Cleaner 8 oz.		Each		
Dust Cleaner Compressed Air 10 oz. Spray Can		Each		



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Envelopes Interdepartmental - Brown Kraft, Button String 10" x 13"		100 Per Box		
Envelopes - (Business) White V-Flap Standard #10 - 4 1/8" x 9 1/2"		500 Per Box		
Envelopes - (Standard) White V-Flap Window #10 - 4 1/8" x 9 1/2"		500 Per Box		
Envelopes - Brown Kraft Clasp 9 1/2" x 12 1/2"		100 Per Box		
Envelopes - Brown Kraft Clasp 12" x 15 1/2"		100 Per Box		
Envelopes - Redi Strip, White, #10, 4 1/8" x 9 1/2"		500 Per Box		
Expanding Kraft File w/Elastic Closure - Letter (A-Z) Index 21 Pocket		Each		
Fasteners - 2 3/4" Two Piece Prong Complete Unit 2" Capacity		50 Per Box		
Facial Tissues		Box		
Fasteners - 2 3/4" Base Only 2" Capacity		100 Per Box		
Fasteners - 2 3/4" Self Adhesive 2" Capacity		100 Per Box		
Classic Hot File Stand Deskside File Stand, Letter, 7 Pocket		Each		
Stak A File, Single Wall Pocket, Letter Size, Clear		Each		



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File Folder Classification Letter/Plain Tab - 2/5 Right Self Tabs (Light Blue)		10 Per Box		
File Folder Classification Letter/Plain Tab - 2/5 Right Self Tabs (Gray)		10 Per Box		
File Folder Classification Letter/ Plain Tab - 2/5 Right Self Tabs (Green)		10 Per Box		
File Folder Classification Letter/ Plain Tab - 2/5 Right Self Tabs (Red)		10 Per Box		
File Folders Manila 1/3 Cut Assorted Letter		100 Per Box		
File Pockets (Letter Size) Manila 2"		50 Per Box		
Expanding File Pocket, Letter Size, 3 1/2", Expansion - Redrope		Each		
Pocket, File, Expandable, 3 1/2", Letter, Blue, Blue		Box		
Top Tab Fastener Folders, Letter , Blue, 1/3 Cut, One Fastener		Box		
Heavy Duty Accordion File, A-Z, Letter, 12" x 10", Brown, Without Flaps		Each		
Hanging File Folders Letter 1/5 Cut Green (2" Capacity)		25 Per Box		



Description	Item #	Packed (ea,bx,pkg,cs)	Our Price Including Discount	Page in Catalog
Hanging File Folders Legal 1/5 Cut Green (2" Capacity)		25 Per Box		
Hanging File Folder Frames - Letter		Each		
Fastener Folders, End Tab, Letter Size, Manilla, 11 Pt., Straight Cut, Two Ply Tab, One Fastener		50 Per Box		
Two Pocket Portfolios, Red		25 Per Box		
File Box , Flip Up Handle, 8-15 lbs Capacity, 10 7/8" x 13 7/8" 11 1/8"		Each		
Highlighter Flourescent Orange - Broad Point		12 Per Pack		
Highlighter Yellow - Broad Pt		12 Per Pack		
Highlighter Flourescent (Blue) Turquoise Broad Point		12 Per Pack		
Highlighter Flourescent Green Broad Point		12 Per Pack		
Highlighter Pink - Broad Point		12 Per Pack		
Black Replacement Ink Pads for Printer P40		Each		
Ink Refill (X Stamper) Black 10 ml Bottle		Each		
Ink Refill (X Stamper) Blue 10 ml Bottle		Each		
Ink Refill (X Stamper) Red 10 ml Bottle		Each		



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Description	Item #	Packed (ea,bx,pkg,cs)	Our Price Including Discount	Page in Catalog
Labels - Laser File Folder (White) 1/3 Cut 2/3" x 3-7/16"		1500 Per Pack		
Labels - Laser File Folder (Blue) 1/3 Cut 2/3" x 3-7/16"		1500 Per Pack		
Labels - Laser File Folder (Assrtd.) 1/3 Cut 2/3" x 3-7/16"		750 Per Pack		
Labels - Address (Laser) White Rectangular 1" x 2 5/8"		750 Per Pack		
Labels - Shipping (Laser) White Rectangular 2" x 4"		1000 Per Pack		
Label Making Labeling Tape, P Touch, Non Laminated, 1/2", Black/White		Each		
Identification Dot, Removable Adhesive, 4" x 6" Sheet, Laser/Inkjet, 3/4" Diameter, Assorted Colors, 1000/Pack		1000 Per Box		
Letter Opener - Plastic Cover Encases Blade		Each		
Marker - Black Chisel Tip Permanent Ink - Regular Size		12 Per Box		
Markers Flip Chart 8 Color Set Bullet Point		Set		
Message Book (Phone) 400 Message Capacity 5 3/4" x 11"		Each		



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Moistener Fingertip – Non Toxic 1.75 oz.		Each		
Moistener - Bottle Type		Each		
Monitor Cleaning Moistened Wipes 5 ½" x 7"		80 Per Pack		
Mouse Pad (Standard) 8" x 9 ½" Blue		Each		
Note Book Wire Bound 8 ½" x 11" 3 Subject		Each		
Note Book 6" x 9 ½" White Wire Bound Steno Books Ruled		Each		
Note Pad 8" x 11 ¾" Perforated Writing Pad, White, Wide Ruled		12 Per Pack		
Note Pad 8" x 11 ¾" Perforated Writing Pad, White, Wide Ruled, Lefty		12 Per Pack		
Note Pads (Adhesive) Yellow 1 ½" x 2"		12 Pads Per Pkg		
Note Pads (Adhesive) Yellow 3" x 3"		12 Pads Per Pkg		
Note Pads (Adhesive) Yellow 4" x 6"		12 Pads Per Pkg		
Organizer - Drawer Tray Black 16"W x 9"D x 1 ½"H		Each		
Organizer - Pencil Cup (3 Section) 5 ¾"H x 4 ½"D		Each		



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Description	Item #	Packed (ea,bx,pkg,cs)	Our Price Including Discount	Page in Catalog
Organizer - Inclined Desktop File Wire Rack 8 Sections (Black)		Each		
Organizer Desk Wire Formed Tray Letter Size Black		Each		
Organizer Desk Plastic Tray - Stackable/Side Load - Letter (Black)		Each		
Paper (Copy) White - 20 lb Letter Size 96 Brightness		10 Reams Per Case		
Paper (Copy) White - 20 lb Legal Size 96 Brightness		10 Reams Per Case		
Paper (Color Copy) Letter Size 20 lb (Color Options: Ivory, Blue, Pink, Cream, Green, Canary)		Per Ream		
Paper Color Brights/ Assorted Ultras Letter Size 24 lb (Color Options: Orange, Pink, Blue, Lime)		Per Pack		
Resume Paper, 100% Ctn, 24#, WE		Per Ream		
Paper Clip Magnetic Dispenser Black/Clear		Each		
Paper Clips Jumbo (Regular)		100 Per Box		
Paper Clips Small (Regular)		100 Per Box		
Pen Holder Chain Riter Security Pen (Color Options: Black, Blue)		Each		



Description	Item #	Packed (ea,bx,pkg,cs)	Our Price Including Discount	Page in Catalog
Pen Chain Riter Security Replacement Pen (Color Options: Black, Blue)		Each		
Pen Round Stic with Comfort Grip Medium Black Ink		12 Per Box (dz)		
Pen Round Stic with Comfort Grip Medium Blue Ink		12 Per Box (dz)		
Pen Round Stic Medium - Red Ink		12 Per Box (dz)		
Pen Ball Point Medium - Black Ink		12 Per Box (dz)		
Pen Ball Point Medium - Blue Ink		12 Per Box (dz)		
Pencil #2 Wood Case		12 Per Box (dz)		
Pencil Arrowhead Cap Erasers		144 Per Box		
Pencils 3 ½" Golf		144 Per Box		
Pencil Leads - Super Hi-Polymer 0.7mm HB/Black		12 Per Tube		
Pencil Leads - Super Hi-Polymer 0.5mm HB/Black		12 Per Tube		
Pencil Mechanical (Soft Click Automatic) Refill Size 0.5 mm Black Barrel w/Comfortable Grip		12 Per Box (dz)		
Pencil Sharpener Electric 3" x 5" x 4"		Each		
Pencil Sharpener Screw Down Model Standard Size Pencils Only		Each		



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Post It Flags (Small) w/ Dispenser Standard Assorted Colors		140 ea Per Pack		
Post It Printed Message Flags Sign Here		50 ea Per Pack		
Push Pins Clear 3/8" Ground Steel Points and 1/2" Heads		Box		
Reinforcement Rings White 1/4"		200 Per Box		
Reinforced Report Covers 3" Capacity 8 1/2" x 11"- Dark Green		Each		
Rolodex Black A- Z Guides - Card Size 2 1/4" x 4"		Each		
Rubber Bands 7" x 1/8" x 1/16"		250 Per Box		
Rubber Bands , Size 19, 1/16" x 3 1/2" , 1 lb Box		Per Box		
Ruler 12" Wood		Each		
Rubber Fingertips 5/8" Diameter		12 Per Box		
Rubber Fingertips 9/16" Diameter		12 Per Box		
Scissors 8" Suitable for Right or Left Handed Use - Black		Each		
Sheet Protectors Semi Clear 8 1/2" x 11" Economy Weight (Top Loading)		100 Per Box		
Stamp "Date/Received" (Self Inking)		Each		



Description	Item #	Packed (ea,bx,pkg,cs)	Our Price Including Discount	Page in Catalog
Stamp One Color Title Impression Size 1/2" x 1 5/8" (Several Options)		Each		
Stapler (Desktop) Black Standard		Each		
Staple Remover Black (Steel Jaws)		Each		
Staplers Standard Chisel Point for All Standard Staplers		Box		
Storage Boxes Letter (Fastfold) Inside 12" x 24" x 10 1/4" - String Button Closure		Case		
Storage Boxes Legal (Fastfold) Inside 15" x 24" x 10 1/4" String Button Closure		Case		
Tape Correction White 1 Line		Each		
Tape Dispenser Black Standard 1" Core Desktop		Each		
Tape Invisible 1" Core - 3/4" x 1296"		12 Per Pkg		
Tape (Packaging) Clear 3" Core		6 Per Pkg		
Letra Tag Labeling Tape, Plastic, Adhesive, 1/2"W x 13"L, Black On Pearl White		Each		
Three Hole Puncher (Adjustable) 20 Sheet Capacity		Each		
Tripod Easel, Adjustable Height (Range 38" - 60")		Each		
Easel Pads (for Easel Bid)		Pad		



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Two Hole Puncher (Adjustable) 20 Sheet Capacity		Each		
Toner for HP1022 – Laser - HP Only		Each		
Toner for HP1022 – Laser - Other		Each		
Toner for HP1100 – Laser - HP Only		Each		
Toner for HP1100 – Laser - Other		Each		
Toner for HP1200 – Laser - HP Only		Each		
Toner for HP1200 – Laser - Other		Each		
Toner for HP4100 – Laser - HP Only		Each		
Toner for HP4100 – Laser - Other		Each		
Toner for HP4600 Black – Laser HP Only		Each		
Toner for HP4600 Black - Other		Each		
Toner for HP4600 Cyan - Laser HP Only		Each		
Toner for HP4600 Cyan - Laser Other		Each		
Toner for HP4600 Yellow - Laser - HP Only		Each		



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Toner for HP4600 Yellow - Laser - Other		Each		
Toner for HP4600 Magenta - Laser HP Only		Each		
Toner for HP4600 Magenta - Laser Other		Each		
Toner for HP9000 – Laser - HP Only		Each		
Toner for HP9000 – Laser - Other		Each		
Toner for Lexmark 13T0101 Black Laser Cartridge		Each		
Toner for Brother TN250 Black		Each		
Toner for Brother TN430 Black Laser Cartridge		Each		
Toner for Brother TN460 Black Laser Cartridges		Each		
Drum for Brother BRTDR400		Each		
Toner for MFC-5440CN - Black		Each		
Toner for MFC-5440CN - Magenta		Each		
Toner for MFC-5440CN - Cyan		Each		
Toner for MFC-5440CN - Yellow		Each		



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Toner for Panasonic KX-FA136 (Fax)		Each		
Toner for Xerox XER106R365 (Fax)		Each		
Drum for Xerox XER101R203 (Fax)		Each		
Toner HP 4550 Series Printer Black Cartridge - HP Only		Each		
Toner HP 4550 Series Printer Black Cartridge - Other		Each		
Toner HP 4550 Series Printer Cyan Cartridge - HP Only		Each		
Toner HP 4550 Series Printer Cyan Cartridge - Other		Each		
Toner HP 4550 Series Printer Magenta Cartridge - HP Only		Each		
Toner HP 4550 Series Printer Magenta Cartridge - Other		Each		
Toner HP 4550 Series Printer Yellow Cartridge - HP Only		Each		
Toner HP 4550 Series Printer Yellow Cartridge - Other		Each		
Toner HP 4350 Series Printer Laser - HP Only		Each		
Toner HP 4350 Series Printer Laser - Other		Each		
Drum Kit for 4550 Series Laserjet Printer		Each		



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Transparency Sleeves		50 Per Box		
Transparency Film 8 ½" x 11" w/ Removable Sensing Strips - Clear for Plain Paper Copiers		100 Per Box		
Transparency Film 8 ½" x 11" Black on Clear for Laser Printers		50 Per Box		
Wall File Pockets (3 Pocket) Letter (Stack A File) Smoke		3 Per Pack		
USB Flash Drive, 1gb		Each		
Weekly Appointment Books 6 7/8" x 8 3/4" - Black		Each		
White Out - Correction Tape Dry Line		Each		
White Out - Liquid 0.7 fl. oz. (Quick Dry Formula)		Each		
Wrist Rest (Gel) Pad (Color Options Blue, Black, or Gray)		Each		
Standard Bathroom Tissue 2-ply (Soft White Biodegradable)		96 Rolls Per Case		
White Multifold Hand Towels 9 ½" x 9 ¼" Sheet Size		16 Packs Per Case		
Liners (Industrial Strength) Trash Bags 12 - 16 Gallon		500 Per Box		
Liners (Industrial Strength) Trash Bags 30 - 33 Gallon		250 Per Box		



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Liners (Industrial Strength) Trash Bags 60 Gallon		200 Per Box		
Liquid Antibacterial Moisturizing Hand Soap (Gallon)		4 Per Case		
Anti-Bacterial Foam-Hand Soap (Liter)		8 Liters Per Case		
Kraft Waxed Paper Receptacle Liners 7 ½"W x 3 ½"D x 10 ¼"H		500 Liners Per Case		
Disposable Medium Latex Gloves		100 Per Box		
Disposable Large Latex Gloves		100 Per Box		
Standard Mop with Handle		1 Each		
Standard Broom		1 Each		
Trash Can with Lid (12-16 Gallon)		1 Each		
Dishwashing Liquid (Gallon)		4 Per Case		
Trash Can with Lid (30-33 Gallon)		1 Each		
Trash Can with Lid (60 Gallon)		1 Each		
Glass Cleaner (Gallon)		4 Per Case		
Standard Toilet Plunger		1 Each		
Furniture Polish Aerosol (18 oz.)		12 Per Case		
Cleaner Degreaser/ Disinfectant (Gallon)		4 Per Case		



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Disinfectant Deodorant Aerosol (19 oz. Can)		12 Per Case		
Air Freshener Aerosol (13 oz. Can)		12 Per Case		
Standard Metered Aerosol Air Freshener Refills		12 Per Case		
Sprayer Bottles with Sprayer (6-12 oz.)		3 Per Pack		
Scrub sponges 3"W x 5/14"D x 3 1/4"H (3/pk)		8 Packs Per Case		
Disposable Dust Wipers/Rags (4 packs per case)		4 Packs Per Case		
Wall soap dispenser able to hold at least 800 ml of soap		1 Each		
GRAND TOTAL				

