

**OHIO WESLEYAN UNIVERSITY  
OFFICE SUPPLY ORDER FORM**

Department: \_\_\_\_\_ Account No.: \_\_\_\_\_ Date: \_\_\_\_\_

Deliver to: \_\_\_\_\_ Auth. Signature: \_\_\_\_\_

Qty	Description	Price
<b>LETTERHEAD</b>		
_____	White Letterhead with OWU, no office	_____
<b>ENVELOPES</b>		
_____	White Envelopes with OWU, no office	_____
_____	White Business Reply Envelopes	_____
_____	Airborne Overnight Envelope	_____
_____	10 x 13 Clasp Envelopes	_____
_____	9 x 12 Clasp Envelopes	_____
_____	7 1/2 x 10 1/2 Clasp Envelope	_____
_____	6 x 9 Clasp Envelope	_____
<b>PADS</b>		
_____	8 1/2 X 11 White Letter Pads	_____
_____	8 1/2 x 11 Canary Letter Pads	_____
_____	8 1/2 x 11 Ivory Letter Pads	_____
_____	8 1/2 x 11 Gray Letter Pads	_____
_____	8 1/2 x 11 Orchid Letter Pads	_____
_____	8 1/2 x 11 Blue Letter Pads	_____
_____	8 1/2 x 11 Green Letter Pads	_____
_____	8 1/2 x 14 White Legal Pads	_____
_____	8 1/2 x 14 Canary Legal Pads	_____
_____	Steno Pads (Green Tint) 6 x 9	_____
_____	While you were out pads - pink	_____
<b>POST - IT NOTES</b>		
_____	1 1/2" x 2" canary	_____
_____	3" x 3" Canary	_____
_____	3" x 5" Canary	_____
<b>LABELS</b>		
_____	Laser Labels, 1" x 4" (2,000/box)	_____
_____	Laser Labels, 1" x 2 5/8" (3,000/box)	_____
_____	Copier Labels, 1" x 2-13/16" (3300/box)	_____
<b>TRANSPARENCIES</b>		
_____	Transparencied for plain paper copiers	_____
_____	Laser	_____
_____	Inkjet	_____
<b>TAPE</b>		
_____	Scotch Tape	_____
_____	Sealing Tape - Clear - 2"	_____
_____	Adding Machine Tape 2 1/4"	_____
_____	Tape Dispenser	_____
<b>FOLDERS</b>		
_____	Red File Folders - 3rd cut - 100/box	_____
_____	Blue File Folders - 3rd cut - 100/box	_____
_____	Green File Folders - 3rd cut - 100/box	_____
_____	Orange File Folders - 3rd cut - 100/box	_____
_____	Yellow File Folders - 3rd cut - 100/box	_____
_____	Manila File Folders - 3rd cut - 100/box	_____
_____	Hanging File Folders - 25/box	_____
_____	3" Expanding Pocket Folders	_____
<b>MARKERS</b>		
_____	Permanent Markers - Black	_____
_____	Permanent Markers - Red	_____
_____	Yellow Highlighters (thin/bold)	_____

Qty	Description	Price
<b>PENS/PENCILS</b>		
_____	Uni-Ball Pens - Black	_____
_____	Uni-Ball Pens - Blue	_____
_____	Uni-Ball Pens - Red	_____
_____	Bic Medium Pens - Black	_____
_____	Bic Medium Pens - Blue	_____
_____	Bic Medium Pens - Red	_____
_____	Bic Fine Pens - Black	_____
_____	Bic Fine Pens - Blue	_____
_____	Bic Fine Pens - Red	_____
_____	Flair Pens - Black	_____
_____	Flair Pens - Blue	_____
_____	Flair Pens - Red	_____
_____	Pencils #2	_____
<b>CLIPS</b>		
_____	Paperclips, Regular	_____
_____	Paperclips, Jumbo	_____
_____	Binder Clips, Mini	_____
_____	Binder Clips, Small	_____
_____	Binder Clips, Med	_____
_____	Binder Clips, Large	_____
<b>INJET CARTRIDGES</b>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>COMPUTER SUPPLIES</b>		
_____	Zip Disk - 100mb	_____
_____	Zip Disk - 100mb - tower	_____
_____	Zip Disk - 250mb	_____
_____	CD-RW with Jewel case	_____
_____	Memorex DVD & RW w/jewel case	_____
<b>MISC. SUPPLIES</b>		
_____	Campus Maps	_____
_____	Name Tags, OWU	_____
_____	Glue Stick	_____
_____	Wite Out	_____
_____	Correction Tape	_____
_____	Push Pins	_____
_____	Stapler, Black	_____
_____	Stapler Remover	_____
_____	Staples, SF4, Swingline	_____
_____	Scissors	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL \$** \_\_\_\_\_