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STATIONERY REQUEST LIST

20 October 2026

DESCRIPTION	QUANTITY
1. Polypropylene Arc lever Files	135 files
2. A4 white paper	48 Boxes
3. A4 Colour paper Different Colours	4 Box
4. Cartridges	• Canon 737 X2 • Canon 067 X2 • Canon (i-Sensys-MF445dw) X3 • Canon (i-Sensys-MF630C 045)Black X3 • Canon (i-Sensys-MF630C 045)Yellow X3 • Canon (i-Sensys-MF630C 045)Cyan X3 • Canon (i-Sensys-MF630C 045)Magenta X3 • Canon (i-Sensys-MF635CX 045)Black X5 • Canon (i-Sensys-MF635CX045)Yellow X5 • Canon (i-Sensys-MF635CX 045)Cyan X5 • Canon (i-Sensys-MF635C x 045)Magenta X5 • HP laser (MPF 137fnw) X5 • HP Laser 117A Black X5 • Yellow X2 • Cyan X2 • Magenta X 2
5. Pens Try Flow 1.0M	7x boxes-10 inside a box (Black) 4x Red Lose ones 4x Bue Lose ones 4x Clutch 0.7 pencils Marking pens 1 box
6. File dividers A4 (colours)	200 packs
7. Sticky Notes colour	4 boxes
8. Inner Files	6 Boxes
9. File Fasteners	6 boxes

10. Suspension Files	3 Boxes
11. Tippex	5
12. Heavy Duty Stapler	1 Giant Stapler 7 boxes- Staples for heavy duty 1 Large staple remover 12 Small staple remover
13. Giant two holes Puncher	1
14. Transparent Sellotape	1
15. Memory stick 32gb	4
16. Sign here stickers	12 packs
17. Pritt glue	5 Big ones
18. A4 Envelopes	1 Box
19. Offsite storage box 255mm x 330mm x 433mm	25 boxes

Regards,
SCM Unit