RECORDS

300 x Buff Folders

100 x Pink Folders

100 x Blue Folders

50 x Boxes Staedler Metal File Fasteners for Folders

10 x 100ml Ponal Wood Glue

10 x Large Glue Stick

1 Box x A4 Photo Copy Paper Blue

1 Box x A4 Photo Copy Paper Pink

1 Box x A4 Photo Copy Paper Yellow

1 Box x A4 Photo Copy Paper Green

4 x HP Officejet K7103 cartridges -black

2 x boxes A5 Envelopes-brown

1 x Box A4 Envelopes- brown

10 Boxes Staples-standard 26/6

5 x Highlighters various colours

10 x Magic Tape Large- to it in selotape dispenser

10 x M3 Tape Clear

50x black Pens/20x Red pens/10x Pencils

1 Box (100) Blank Writable CD’s with cover

10 A4 (384 pages) 4 Quire Hardcover note books Section sewn for extra strength

5 x A4 3 Quire Hardcover note books

10 x A5 Hardcover note books

500 x A4 Archive Storage Boxes- **CODE: W74C**

HR OFFICE

50 x boxes white A4 paper

2 x boxes Brown C4 Envelopes (size bigger than A4)

2 x boxes Brown A4 Envelopes

2 x Boxes Lever Arch Files

10 x boxes Metal File Fasteners for folders

1000 x Plastic sleeves

1 x set of 5 Highlighters