

NVENTORY.XLS

Inventory as of February 2, 1998

<u>Description</u>		<u>Brand</u>	<u>Item Number</u>	<u>Price</u>	<u>Color</u>	<u>Size</u>
Binder Clips	Small	Avery	UNV-10200	\$1.98		
	Meduim		UNV-10210	\$1.98		
	Large		UNV-10220	\$1.98		
Notepads	Regular		UNV-11000			
	Narrow		UNV-41000			
Sratch Pads			AMP-21-730			
Brown Envelopes			QUA-41967			
File Folders	Letter		UNV-12113			
Glue Sticks		Avery	AVE-00-226			
Cassette Tapes		Maxwell	MAX-COM-90	\$1.58		
Print Cartridges		Hewlett Packard	HEW-51626A			
Pocket Folders		Oxford	ESS-57504		White	
Canon Toners	NP-6060	Canon	F41-7901-000			
	NP-2020		CAN-F415902			
	FX2		H11-6321-220			
Storage Boxes			PER-03340	\$4.14		
Highlighters		Boss	SWS-70/8			
Bookends			MFG-MS-10	\$2.35	Black	
Scissors			ACM-101F-6	\$5.95	Black	
Pencils		Universal	UNV-55520	\$2.55	Lead	
Tape		Universal	UNV-83436		Clear	
Staplers		Swingline	SWI-25201	\$8.15	Black	
Desk Lamps		Universal	UNV-48781		Black	
"Sign Here" Flags		Post-it	MMM-680-9			

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Return Address Labels		ML-8025			
Print-On Dividers	Avery	AVE-20-406			
Phone Wipes		TXW-TX1203			
Keyboard Wipes		TXW-TX1263			
Ink Pens	BIC	BIC-GSM11-RD		Red	
	BIC	BIC-GSM11-BE		Blue	
	BIC	BIC-GSM11-BK		Black	
Batteries	Durcell	DUR-MN2400V12			AAA
Hanging File Folders	Universal	UNV-14113		Green	
Brown Packing Tape	Universal	UNV-61001			
Binders	Universal	UNV-20743		Black	1 1/2"
	Universal	UNV-20747		Black	3"
	Universal	UNV-20744		White	11/2"
	Universal	UNV-20748		White	3"
Big Envelopes		WEV-COR59		Brown	12*15 1/2"
Snap Tabs		ESS-DD42 1/5	\$5.85		2"
Inserts		ESS-242 1/5	\$1.37		
Post-it Notes	Post-it	MMM-653-RP-YW	\$6.56	Yellow	Small
		MMM-656-RP-YW	\$0.96	Yellow	Medium
		MMM-655-RP-YW	\$1.67	Yellow	Large
Legal Pads		AMP-21-130		White	8 1/2*14
Redwells	Smead	SMD-C1536G	\$2.75		Legal
	Universal	UNV-15262			Regular
Data Tape Cartridges	Maxell	MAX-HS490S			
60 Watt Light Bulbs		GEL-41028			
Diskettes	IBM Formatted				

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Staples	Universal	UNV-00700	\$1.10		
9 Volt Batteries	Durcell	DUR-MN1604V4			
Rolodex		ROL-S310-BK	\$10.65	Black	
Refills		SB-31			
Heater		HLS-HFH-295			
Power Strips		SLW-H106			6 outlets
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Canon Staple Cartridges	Canon	F23-0603-000	\$59.99		
	B310HDS/B350HDS				
Bulletin Board		QRT-8510	\$35.50	Black	
White Out	BIC	BIC-W0SM12WE			
Dixie Rio Design Cups	Dixie	JRV-4338DR*	\$4.50/pk		8oz

Misc. Supplies