ORDER FORM

NEWTOWN OFFICE SUPPLY SOLUTIONS™
IN THE OFFICE | FOR THE OFFICE | AT HOME
31 Friends Lane | Newtown, PA 18940
Ph 215-860-1717 | 800-218-3545
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www.newtownofficesupply.com

Whatever it takes... and then some!

ACCOUNT #:	COMPANY NAME:	ADDRESS/CITY/ST/ZIP	
PURCHASE ORDER #	REQUESTED BY	DATE:	TELEPHONE #:

Clips

Qty	Item #	UM	Page	Description
	UNV-72210	PK	654	UNIVERSAL #1 Paper Clips 1000/pk
	UNV-72220	PK	654	UNIVERSAL Jumbo Paper Clips 1000/pk
	UNV-10200	DZ	655	UNIVERSAL Binder Clips, Small
	UNV-10210	DZ	655	UNIVERSAL Binder Clips Med
	UNV-10220	DZ	655	UNIVERSAL Binder Clips Large
	UNV-10199	DZ	655	UNIVERSAL Binder Clips Mini

Notes & Pads

Qty	Item #	UM	Page	Description
	UNV-35662	PK	1159	UNIVERSAL Notes 1 1/2X 2
	UNV-35668	PK	1159	UNIVERSAL Notes 3x3 Yellow
	UNV-35672	PK	1159	UNIVERSAL Notes 3x5 Yellow
	UNV-46200	DZ	1139	UNIVERSAL Pads, Canary Perf 5x8
	UNV-46300	DZ	1139	UNIVERSAL Pads, White Perf 5x8
	UNV-10630	DZ	1139	UNIVERSAL Pads, Canary Perf Letter
	UNV-20630	DZ	1139	UNIVERSAL Pads, White Perf Letter
	UNV-48023	DZ	953	UNIVERSAL Important Message Pads

Paper & Envelopes & Filing Supplies

Qty	Item #	UM	Page	Description
	UNV-95200	CT	1169	Copy Paper Letter White 98 BR
	UNV-95400	CT	1169	Copy Paper Legal White 98 BR
	HAM-162008	CT	1171	HAMMERMILL Tidal DP 8-1/2x11 92 BR
	UNV-35264	BX	822	UNIVERSAL Clasp Envelope 9 x12
	UNV-35210	BX	814	UNIVERSAL #10 Envelope, Regular
	UNV-14115	BX	840	UNIVERSAL Hg Folders, ltr 1/5
	UNV-14215	BX	840	UNIVERSAL Hg Folders, lgl 1/5
	UNV-12113	BX	855	UNIVERSAL File Folders, ltr 1/3
	UNV-15113	BX	855	UNIVERSAL File Folders, lgl 1/3

Staplers

Qty	Item #	UM	Page	Description
	UNV-00700	EA	1482	UNIVERSAL Staple Remover
	UNV-79000	BX	1483	UNIVERSAL Staples,standard
	SWI-35450	BX	1483	SWINGLINE Staples, standard

Janitorial & Breakroom Supplies

Qty	Item #	UM	Page	Description
	WNS-101	CT	641	WINSOFT C Fold Towels White 2400/cn
	WNS-122085RL	RL	645	WINSOFT Paper Towels
	WNS-2360	CT	647	WINSOFT 2-Ply Facial Tissue
	MRC-6079	CT	639	WINSOFT Toilet Tissue 2 ply 48/CT

Imaging & Computer Supplies

Qty	Item #	UM	Page	Description
	IVR-51501	EA	672	INNOVERA Cleaner Duster

Writing Instruments & Correction Supplies

Qty	Item #	UM	Page	Description
	PAP-3311131	DZ	1247	PAPERMATE Stick Pens, Blue
	PAP-3331131	DZ	1247	PAPERMATE Stick Pens, Black
	UNV-55400	DZ	1213	UNIVERSAL Pencil #2
	SAN-30001	DZ	1266	SHARPIE Marker, black
	SAN-25005	DZ	1258	SANFORD Major Accent Highlighter Yw
	UNV-75602	PK	734	UNIVERSAL Correction Tape White 2/pk
	PAP-5640115	DZ	737	PAPERMATE Liquid Paper White
	PAP-3030131	DZ	1207	PAPERMATE 'Pencil, Auto,SHARPWRITR,#2

Tape

Qty	Item #	UM	Page	Description
	UNV-83436	RL	1504	UNIVERSAL Tape 3/4 x 1296
	MMM-810341296	RL	1503	SCOTCH Tape 3/4 x 1296

Catalog Items

Qty	Item #	UM	Description

Qty	Item #	UM	Description