

STATIONERY LIST

13/09/2021

No	EQUIPMENTS	QUANTITY
1	Office Shredder	4 Medium
2	Desktop Calculator	25
3	Scientific Calculator	6
4	Stapler Table Small	25
5	Stapler heavy duty	2
6	Staplets heavy duty	4 boxes
7	2 Quire Note book Hard Cover	25
8	Paper Clips small 33mm 10x100pcs	6 packs
9	Paper Clips big	4
10	Prestik	6
11	Highlighter 70/8	15
12	Envelopes brown	1 box a4
13	Permanent marker fine	10 boxes
14	Notes Sticks	6 packs
15	Sign Here Stickers	6 packs
16	Executive Diary	33
17	Pencil pack of 20	2 boxes
18	Pencil shapner	4
19	Correction Pen tipex pen	1 boxes
20	Staplets Small 5000pcs 26/6	5 boxes
21	Pen Red Rollerball	5 boxes staedtler
22	Pen Black Roller ball	5 boxes staedtler
23	Pen Blue Roller Ball	5 boxes staedtler

24	Envelopes White	1 boxes a4
25	USB FLASH	10 64gig
26	Scissor Small 4 Big Scissor 4	8
27	Table Pen Holder	10
28	Green Files	10
29	Ring Binder	5
30	Packet Plastic Multipunched a4 pocket 100 PCS	5 Packs
31	Clip Board	42 pack
32	Pritt Glue	1 Box 20g
33	File fastner 50 Sets	2 boxes
34	Paper Notes	5 memo cubesrefills
35	File Dividers 31 Printed Dividers	2 packs
36	white board maker assorted colours	5 Packs