

# **RECORDS SECTION STATIONARY**

1. **Rexel heavy duty Staplers (250 sheet) x 2 with staples x 10**
2. **Rexel Giant Stapler x1 with staples x 10**
3. **Rexel desktop stapler x6 with staples x 20**
4. **Rexel heavy duty 2 holes puncher (250 sheet) x2**
5. **Rexel desktop punchers x6**
6. **Permanent markers black x 2 boxes**
7. **Staple remover heavy duty (300 sheet remover) x2**
8. **Staple remover desktop x 10**
9. **Arch lever files x20**
10. **Alphabetical Sorter Alpha & Numeric Filling System x2**
11. **Scissors x 6**
12. **Big Black Pens x 1 Box**
13. **Colored Pens x1 Box**
14. **Highlighters x1 Box**
15. **Tippex corrector correction Pen x1 box**
16. **Finger rubber fingers tip pads grips money counting x1box**
17. **Blue box A4 economy filing pockets 100's x 3**
18. **Office Multicolored Sticky note pad sheets x3 boxes**
19. **Rectangular Sticky notes divider for taking notes x 10 boxes**
20. **Erasers x1 box**
21. **A4 rainbow color File dividers pack of 100 x 3**
22. **Packaging clear sellotape size 12x 50mm**
23. **Pritt Prestik 100g x5**
24. **Erasers x 1 box**
25. **Punched hole reinforcers stickers x 5 boxes**
26. **Black wood diamond pencil x2 boxes**
27. **Red pens x1 box**
28. **Desktop sorter x 5**
29. **A4 Laminator machine**
30. **A4 Lamination pockets**