

### SUPPLY WORK SHEET

Us this sheet to compile your supply order. When completed transfer only those items being ordered to the fax order form.

DESCRIPTION	TR SKU NUMBER	ORDER QTY.	WHSE PACK	DESCRIPTION	TR SKU NUMBER	ORDER QTY.	WHSE PACK
<b>FORMS / PRINTED SUPPLIES</b>				Feather Duster	974204		1/Each
Automotive Application Guide	546933		1/Each	File Folders, Letter Size - Pack of 100	974589		1/Each
CML / Refunds over \$75	947590		15/Pk	Highlighter, Blue	974563		1/Each
Employee Schedule	936404		50/Pad	Highlighter, Pink	974550		1/Each
Equipment Parts Order Form	901549		6/Pk	Highlighter, Yellow	974547		1/Each
Manual Sales Recording Form	936239		25/Pk	Ink Roll for Price Gun: Monarch model 1115	937571		1/Each
Non-Saleable Form	903110		50/Pad	Labels for Price Gun: Monarch mode 1115	953937		1500/ea
Refund Verification Logs	540735		50/Pad	Liquid Paper	974424		1/Each
Shipment Receiving Log	540751		25/Pad	Marker, Fine line, Black	974835		1/Dzn
Transfer Report	949284		50/Pk	Marker, Fine line, Blue	974851		1/Dzn
Green/White First Class Envelopes	962313		50/Pk	Marker, Fine line, Red	974848		1/Dzn
<b>HUMAN RESOURCES / TRAINING / RECRUITING / HIRING</b>				Marker: Black	974408		1/Each
Associate Interview Guide	520276		50/Pad	Paper Clips	974453		1/Pack
Code of Conduct: X5212				Paper Towels	974275		1/Roll
Employee Applications	502896		100/Pd	Pencil Sharpener	974615		1/Each
Employee Corrective Action	903385		25/Pad	Pencils	974398		1/Dzn
Employee Name Badges	980188		5/Pack	Pens, Blue, Fine	974343		1/Dzn
Employee/Customer Accident Report	901523		5/Pad	Pens, Blue, Medium	974330		1/Dzn
Field Teammate Handbook	463838		1/Each	Pens, Red, Fine	974385		1/Dzn
Loss Prevention Workbook	534000		1/Each	Pens, Red, Medium	974372		1/Dzn
Machine Maintenance Workbook	536037		1/Each	Post-It Notes	974657		1/Dzn
Now Hiring Buttons	502922		1/Each	Rubber Bands	974534		1/Pack
Personnel Action Forms (PAF)-includes I-9	903356		50/Pk	Rubbing Alcohol	974916		1/Each
Teammate Whie Personnel File folders	526940		5/Pack	Ruler, 12" Wood	974602		1/Each
Telephone Reference Check	520263		50/Pad	Scissors	974149		1/Each
<b>OFFICE SUPPLIES</b>				Sponge	974754		3/Pack
3-Hole Punch	976914		1/Each	Staple Remover	974806		1/Each
Band Aids	974699		1/Pack	Stapler	974123		1/Each
Binder, 3-Ring, 1"	974194		1/Each	Staples	974440		1/Pack
Binder, 3-Ring, 2" White	974181		1/Each	Steno Books	974877		1/Each
Bucket, Cleaning	976875		1/Each	Storage Boxes, Keys	963260		1/Each
Cleaner, Floor	974864		1/Each	Tape Dispenser	974136		1/Each
Cleaner, Glass	974288		1/Each	Tape, Packing	452836		1/Each
Cleaner, All Purpose	974291		1/Each	Tape, Scotch	974466		1/Each
Cleanser	974725		1/Each	Trash Bag Lg. (250) Clear	974903		1/Case
Clipboards, Letter Size	974178		1/Each	Trash Bag Sm. (50) Clear	974893		1/Pack
Clock: Will Return	969510		1/Each	Trash Can, Small	976710		1/Each
Cotton Swabs (Q-Tips)	974767		1/Pack	Utility Knife	974628		1/Each
Dust Pan	976817		1/Each	Wet-Wipes (80 per pack)	974644		1/Pack
Envelopes #10	974576		1/Pack	Ziploc Bags (6x6) (100 per pack)	974709		1/Pack