****

**Stationery Request Form (Strathfield)**

To ensure that your request for stationery order is dealt with promptly, please ***complete and*** ***attach this document to your Servicedesk request and send to*** servicedesk@acu.edu.au.

|  |  |
| --- | --- |
| **Contact Name:**  |  |
|  |
|  |
| **Contact number:** |  |  **Cost centre /Project code:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Unit of Issue** | **Price** |
|  | Envelope ACU A4 324x229mm | Each | $0.25 |
|  | Envelope ACU A4 324x229mm Non-window | Box 250 | $55.00 |
|  | Envelope ACU A4 324x229mm Window Face | Box 250 | $60.00 |
|  | Envelope ACU DL 120x235mm | Each | $0.09 |
|  | Envelope ACU DL 120x235mm Non- window | Box 500 | $40.00 |
|  | Envelope ACU DL 120x235mm Window Face | Box 500 | $42.00 |
|  | ACU Letterhead Colour | Ream | $65.00 |
|  | A3 Paper Plain | Ream | $12.20 |
|  | A4 Paper Plain | Ream | $4.50 |
|  | 3kg Express Satchel | Each | $12.55 |
|  | Express B4 | Each | $6.60 |
|  | Express C5 | Each | $5.50 |