

SUPPLY REQUEST FORM

[Email request forms to officeasst@leadersfurniture.com](mailto:officeasst@leadersfurniture.com)

Requests received by 12pm on Tuesday will be filled for same week's shuttle.

Store Location: _____
 Date: _____
 Name: _____

Acrylic Easel (10)	<input type="checkbox"/> Legal	<input type="checkbox"/> Letter
Bags (2 Rolls)	<input type="checkbox"/> Cushion Bag	<input type="checkbox"/> Garbage Bag
	<input type="checkbox"/> Thank You Bag	
Ballot Pads (2)	<input type="checkbox"/>	
Bank Deposit Bags	<input type="checkbox"/>	
Binder, 2" Black (1)	<input type="checkbox"/>	
Bump Ons (1 Sheet)	<input type="checkbox"/>	
Calculator (1)	<input type="checkbox"/>	
Cleaner (1)	<input type="checkbox"/> Glass Cleaner	<input type="checkbox"/> Disinfectant
	<input type="checkbox"/> Liquid Hand Soap	
Clip Board (1)	<input type="checkbox"/> Small	<input type="checkbox"/> Large
Coloring Sheets & Crayons	<input type="checkbox"/>	
Credit Card Rolls (3)	<input type="checkbox"/>	
Dennison Gun (1)	<input type="checkbox"/> Gun	<input type="checkbox"/> Needles
Dennison Strings (1 box)	<input type="checkbox"/> 1"	<input type="checkbox"/> 9" Loop/Lock
Envelopes (10)	<input type="checkbox"/> 6x9 Inch Clasp	<input type="checkbox"/> Leaders Logo
Fabric Care Card (25)	<input type="checkbox"/> Sunbrella	<input type="checkbox"/> Z-Woven
Fabric Hanging (10)	<input type="checkbox"/> Hangers	<input type="checkbox"/> Hanger Rings
	<input type="checkbox"/> Swatch Bags	
Finance Applications	<input type="checkbox"/>	
Folders (10)	<input type="checkbox"/> Manila File	<input type="checkbox"/> Hanging, Green
Glue Sticks (1)	<input type="checkbox"/>	
Hand Sanitizer (1)	<input type="checkbox"/>	
Highlighter (3)	<input type="checkbox"/> Yellow	<input type="checkbox"/> Blue
Legal Pads (3)	<input type="checkbox"/> Small	<input type="checkbox"/> Large
Light Bulbs - Lamp (1 pk)	<input type="checkbox"/>	
Manual Invoices (1 pad)	<input type="checkbox"/>	
Mouse Pad, Black (1)	<input type="checkbox"/>	
Non-Skid Pads (5)	<input type="checkbox"/>	
Page Dividers with Tabs	<input type="checkbox"/>	
Paper	<input type="checkbox"/> Copy/Fax (4 pk)	<input type="checkbox"/> Easel Paper (25)
Paper Clips (1 box)	<input type="checkbox"/> Small	<input type="checkbox"/> Large

Paper Towels (2)	<input type="checkbox"/> Brown Roll	<input type="checkbox"/> Tri-Fold, White
Penciling	<input type="checkbox"/> Pencil (6)	<input type="checkbox"/> Sharpener (1)
Pens (6)	<input type="checkbox"/> Black	<input type="checkbox"/> Blue
Post It Notes (2)	<input type="checkbox"/> Small	<input type="checkbox"/> Large
Protection Cards (25)	<input type="checkbox"/> Fabric Protection	<input type="checkbox"/> Protection Plus
Rubber Bands (1 bag)	<input type="checkbox"/> Easel	<input type="checkbox"/> Assorted
	<input type="checkbox"/> Garbage Can (1)	
Ruler (1)	<input type="checkbox"/>	
Scissors (1)	<input type="checkbox"/>	
Sharpie (4)	<input type="checkbox"/> Black	<input type="checkbox"/> Red
Sheet Protectors (1 pack)	<input type="checkbox"/> Letter	<input type="checkbox"/> Legal
Slatwall Hardware	<input type="checkbox"/> 1 1/2" Hook (5)	<input type="checkbox"/> Picture Hook (5)
	<input type="checkbox"/> 10" Hanging Arm (1)	
Slatwall Shelving	<input type="checkbox"/> Glass (4)	<input type="checkbox"/> Arm (8)
Stapling (1)	<input type="checkbox"/> Box of Staples	<input type="checkbox"/> Stapler
	<input type="checkbox"/> Staple Remover	
Storage Boxes (2)	<input type="checkbox"/>	
Tape (1 roll)	<input type="checkbox"/> Scotch	<input type="checkbox"/> Packing
	<input type="checkbox"/> Red (for damages)	
Tape Dispenser (1)	<input type="checkbox"/>	
Tape Measurer (1)	<input type="checkbox"/>	
Toilet Paper (4)	<input type="checkbox"/>	
White Out Tape (1)	<input type="checkbox"/>	

WRITE-IN REQUESTS

