

REQUEST FOR STOCK

Metro Graphics, LLC

Phone (901) 417-7128

EMAIL bill@GoMetroGraphics.com or design@GoMetroGraphics.com

Department:

Date Submitted:

Account #:

Date Needed:

ORDERED BY:

DELIVER TO:

Name:

Building:

Phone:

Room #:

Email:

Add'l Info:

STOCK LOGO STATIONERY ITEMS

DESCRIPTION	U/M	QUANTITY
Campus Maps	100/pack	<input type="text"/>
#10 Envelope White with Window	500/box	<input type="text"/>
#10 Envelope White without Window	500/box	<input type="text"/>
Mailing Labels	250/pack	<input type="text"/>
Stationery Paper Ivory	500/ream	<input type="text"/>
Stationery 2nd Sheets	500/ream	<input type="text"/>
#10 Envelope Ivory	500/box	<input type="text"/>
9" x 12" Envelope Ivory	500/box	<input type="text"/>
10" x 13" Envelope Ivory	500/box	<input type="text"/>
Presentation Folders	150/pack	<input type="text"/>
Name Tags Adhesive	250/pack	<input type="text"/>
Name Tags for Plastic Holder	100/pack	<input type="text"/>

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