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ABSTRACT

This curriculum guide for the Bilingual Microcomputer Business Skills Course reflects modern office practices and technology. This volume, third of three, contains five competency-based joint lessons, the focus of which is on mastering specific tasks needed to accomplish the job of the occupational cluster of clerical worker while also learning job-related English as a second language (ESL). The language level of the lessons is designed for a trainee with high-intermediate to advanced levels of English language proficiency. Each joint lesson include these components: a cover sheet (identifying related communicative task, vocational task, performance objective, steps and technical knowledge, technical terms, language functions, language structures, tools and materials, background knowledge, safety, attitudes, learning activities and resources (vocational and job-related ESL); technical terms sheets; information sheets; operation sheets; job sheets; activity sheets; and performance evaluation sheets. The five joint lessons/tasks are: record supplies; order office supplies by phone; order office supplies using purchase order form; file in alphabetical order; and file by subject. (YLB)

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Bilingual Microcomputer  
Business Skills Course  
Vol. III Joint Lesson 15-19  
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HISPANIC  
WOMEN'S  
CENTER

*"A place to stand  
together, to meet  
and work for all  
Hispanic women."*

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These 19 joint lessons are the product of a work team  
consisting of the following individuals: Jesus Castro, Alice  
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for their feedback during the development process.

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TASK # 15  
RECORD SUPPLIES

RELATED COMMUNICATIVE TASK: Identify objects and record information

VOCATIONAL TASK: #15 Record supplies.

**PERFORMANCE OBJECTIVE** Given an inventory sheet and a supply cabinet filled with various office supplies, organize items by category, on shelves, and record quantity of items in alphabetical order, on Inventory Sheet with 100% accuracy.

STEPS AND TECHNICAL KNOWLEDGE	TECHNICAL TERMS	LANGUAGE FUNCTIONS	STRUCTURES
1. 2. 3. SEE ATTACHMENT 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	Beginning inventory Ending inventory Good flow Inventory Invoice Perpetual inventory Periodic inventory Physical inventory Requisition slip Storeroom	<u>COMMUNICATIVE SKILLS</u>  Active: writing Passive: reading  <u>FUNCTIONS</u>  Identification Categorize	Nouns: mass/count nouns and corresponding verbs
<b>TOOLS AND MATERIALS</b> Supply cabinet Inventory Sheet Scratch paper Pen/pencil	<b>LEARNING ACTIVITIES AND RESOURCES</b>		
<b>BACKGROUND KNOWLEDGE</b> Basic math processes Indexing <del>Developed organizational skills</del>	<b>VOCATIONAL J.R.ESL</b>		
<b>SAFETY</b> Arrange materials & equipment in such a manner as to prevent spillage or breakage when cabinet doors are opened.	<b>1. LEARNING STRATEGIES</b>		
<b>ATTITUDES</b> Maintain accurate recording of office supplies to facilitate the reordering process.	<b>a. Facilitator identifies equipment and materials.</b>		
	<b>b. Facilitator discusses technical terms and procedures for recording supplies.</b>		
	<b>c. Practice activities # 1,2,3</b>		
	<b>d. Hands-on practice( individual) using the Center's business office. Participants record supplies in supply cabinet.</b>		
	<b>2. EVALUATION</b>		
	Performance Test		
	<b>3. RESOURCES</b>		
	<b>a. Information, Job Activity and Operation sheets.</b>		
	<b>b. Facilitator</b>		
	<b>c. Clerical Office Procedures</b>		
	<b>d. HACER INC. office supply cabinet</b>		
	<b>1. LEARNING STRATEGIES</b>		
	<b>a. Lecture on categorizing items. How to find similarities in office supplies in order to categorize them. Activity Sheet#1</b>		
	<b>b. Practice identifying Office supplies by name. Activity Sheet#2</b>		
	<b>c. Demonstration of language functions and structures: Mass/ Count nouns. Activity Sheet # 3.</b>		
	<b>2. EVALUATION</b>		
	Performance Test		
	<b>3. RESOURCES</b>		
	<b>a. Activity Sheets</b>		
	<b>b. Facilitator</b>		

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TASK #15

I. INFORMATION SHEET

INTRODUCTION

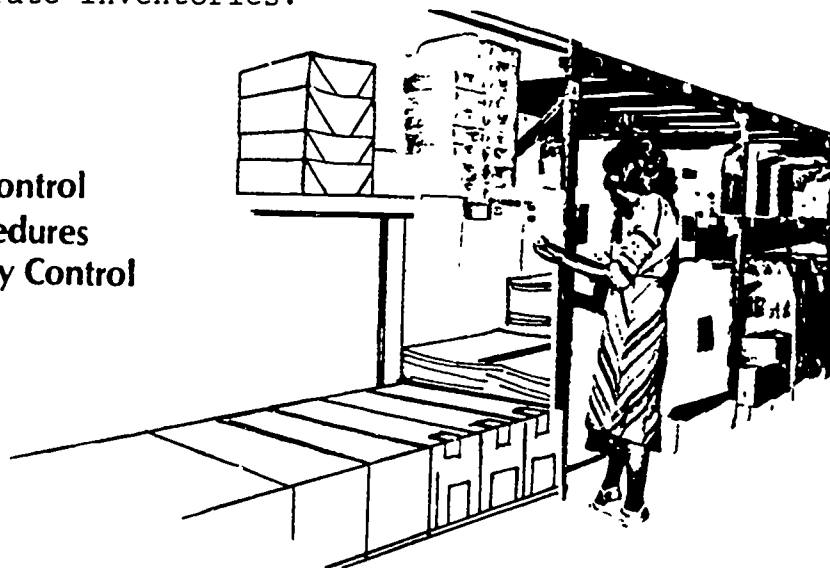
An inventory is a supply of items kept on hand by a business so that it can operate efficiently. If the supply of a necessary product is depleted, a serious delay can result. Inventories may contain large quantities of a few items or small quantities of great many items. The nature of the organization determines which type of inventory is necessary for proper operation.

The quantity of a particular item in an inventory is referred to as a stock.

Systems for keeping inventories:

Companies have developed systems for keeping records of their inventories so that they know exactly how much of each item is on hand. They also know how many items are needed at particular times during the year. Computers have aided businesses tremendously in keeping accurate inventories.

**Inventory Control  
Office Procedures  
for Inventory Control**



The profits that companies earn depend, to some extent, on how carefully they purchase the materials and products needed to carry on their business. If they have too much stock, they are spending money needlessly. Therefore, knowing the best size for inventories is important to a firm.

RESOURCE : Pasewark & Oliverio "Inventory Control",  
Clerical Office Procedures, 6th Ed., South-Western  
Publishing Co., Cincinnati, Ohio 1978 pg. 521

INFORMATION SHEET

p. 2

II. TYPES OF INVENTORY

1. PERIODIC INVENTORY SYSTEM

Periodic Inventories are done at intervals. (Example: every 2 weeks, every month, every 2 months, etc.)

2. PERPETUAL INVENTORY SYSTEM

Perpetual Inventory is ongoing, every time an item or stock leaves the supply cabinet or stock room, a record is made.

III. KINDS OF BUSINESSES THAT USE INVENTORIES

1. DISTRIBUTION OR RETAIL: Ex: Department stores, drugstores, bookstores, supermarkets, etc.

Inventory is kept to make sure there is a constant supply for the customers.

2. MANUFACTURING: Ex: Furniture, automobile, etc. Have four ongoing inventories:

1. Raw materials - Inventory of materials needed to produce a product.
2. Components - Inventory of materials obtained from another company.
3. Goods in process - keep a count of how many goods are in each stage of production.
4. Finished Goods - The finished product.

3. SERVICE BUSINESS: Schools, Insurance Company, hotels, lawyers, doctors, etc.

1. Supplies & equipment inventory - inventory of the equipment needed to run the business. (Capital equipment - computers, typewriters)
2. Supplies and equipment needed to provide the service to the customers (pens, chairs, stationary).

IV. ARRANGEMENT OF SUPPLIES

Stockroom or supply cabinets must be carefully organized. Supplies must be arranged neatly on the shelves with the labels to the front. Old stock must be placed in the front so that it is used first. This means that you should place new stock in the back of the shelf.

#### V. PURPOSE OF INVENTORIES

To determine the quantity of goods on hand.

#### HOW INVENTORIES ARE USED:

1. To determine the immediate need for more goods or supplies.
2. To determine the cost of office supplies.
3. To determine the cost of goods sold.
4. To account for losses due to spoilage, theft, fire, etc.
5. To determine the value of the goods and materials a business has.

#### VI. ADVANTAGES OF COMPUTERIZED INVENTORY

Computer systems are often advantageous for inventory accounting because some accounting techniques (last in, first out, or LIFO, for example) have sizeable tax advantages but are complex. Without the computer, many companies cannot cope with the computational requirements of the more sophisticated techniques.

Inventory control systems maintain the right quantity of parts or supplies in inventory. Inventory personnel must maintain a delicate balance. They do not want to run out of parts or supplies, but on the other hand, they do not want to have too many parts.

Excess parts must be paid for and the cost of carrying inventory can be very high. Consequently, computer systems are used to keep track of the quantity of parts in inventory, the rate at which they are used, and the time it takes to receive a delivery once an order is made.

One of the goals of inventory-control is to keep the amount of money invested in inventory as low as possible. This goal is critical to the success of many companies because of the high cost of carrying inventory.

Another goal of an inventory-control system is to improve customer service by avoiding stockouts or avoiding running out of supplies.

The input documents of the inventory-control application are records of items used, sold, returned, destroyed, and lost. These records include requisition slips, invoices, shipping orders, return notices, receiving reports, and adjustment slips.

The output documents are the physical inventory report, maintain inventory file, reorder report, etc. These reports should answer questions such as: What items or supplies should be reordered? What amounts should be reordered? What items have had unusual increase or decrease in demand or usage?

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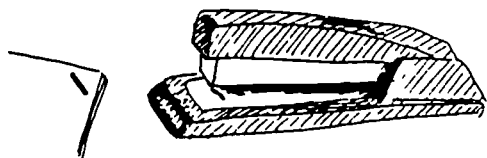
TASK # 15

INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

- \* Tools are the instruments which are used to perform various tasks in an office.
- \* Supplies are the materials which you "use up" and must replace. When supplies are depleted, people say that they have "run out of" that particular supply.

\* TOOLS:

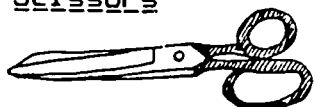
\* Stapler



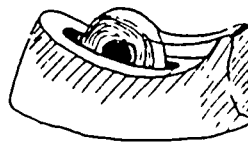
\* Staple remover



\* Scissors



\* Tape dispenser

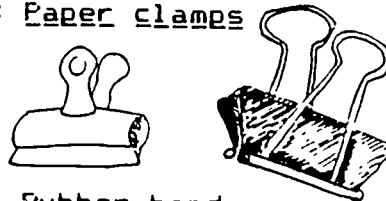


\* SUPPLIES:

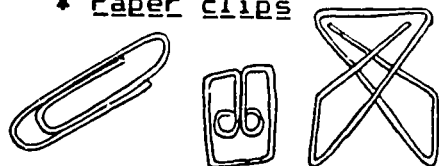
\* Staples



\* Paper clamps



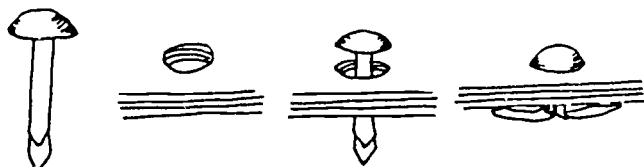
\* Paper clips



\* Rubber bands



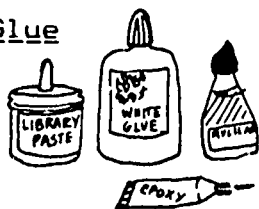
\* Brass paper fasteners



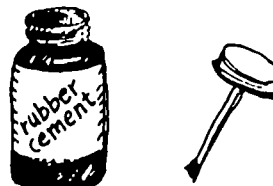
\* Rolls of Scotch tape and masking tape



\* Glue



\* Rubber cement





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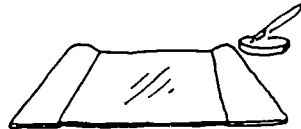
TASK # 15

INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

Page 2

DESK ACCESSORIES

- \* Some desk accessories which are commonly used on top of a desk are the following:
- \* A blotter, blotter pad, or desk pad is used to protect the surface of the desk and create a good surface for writing on.



- \* A desk organizer can hold pencils, pens, and other miscellaneous objects. There are many different styles.



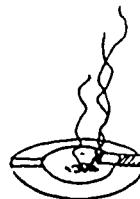
- \* Pen or pencil holders are more specific kinds of desk organizers.



- \* Letter trays, or in-and-out boxes are made to hold in-coming and out-going mail. They usually stack on top of one another.



- \* An ashtray is for cigarette ashes.



- \* A paperweight is a heavy, decorative object used to secure papers on a desk and keep them from blowing away. Many paperweights are made of glass.



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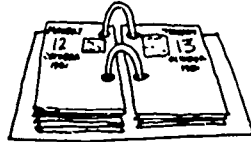
INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

Page 3

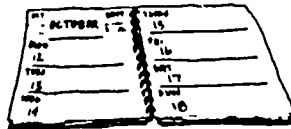
- \* A spindle is a post or spike which is used for holding papers which do not have to be preserved.



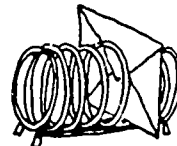
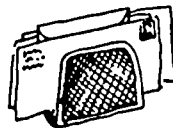
- \* Many people used a desk calendar of this style on their desk instead of or in addition to a wall calendar. Stationery stores sell refills for this kind of calendar.



- \* Other people use other kinds of appointment books, planners, or "reminders" to record and schedule their appointments, meetings, deadlines, and so on.



- \* Letter holders, or message racks sit on a desk and keep messages, letters, and notes separate and organized.



- \* Very often desk accessories come in sets that match.

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TASK # 15

INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

Page 4

PAPER

1. Loose paper

- \* Paper is made of wood pulp or cotton or a mixture of both. The amount of cotton in the paper is described as a percentage, and is called the "rag content". The higher the rag content, the better and more durable the paper. 100% rag is the best, but offices don't usually use this high a quality paper. 25% rag is commonly used for important letters and documents.
- \* One piece of paper is called a sheet.
- \* The most common kinds of loose, blank (unprinted or plain) papers used in an office are the following:
  1. Typewriter or typing paper: The best quality of typewriter paper is called bond paper. It usually has a watermark in it. This is a name or a symbol which shows up in the paper when you hold it up to the light. Reading the watermark can show you which is the right side of the paper to use. Erasable bond typing paper is typewriter paper which has been specially treated so that it can be erased with a simple pencil eraser. It is not recommended for permanence or work that will be handled often.
  2. Duplicator/Mimeograph/Xerographic paper: This usually a cheaper, more lightweight (thinner) paper which is used in copy machines of various kinds.
  3. Second sheet paper: This is the paper used for making carbon copies. It is extremely thin and lightweight, and it is commonly called onionskin because of its weight and transparency.
  4. Carbon paper: This is the black or blue coated sheet which produces the carbon copy.
- \* The most commonly used sizes of paper used in an office are letter-size or standard-size paper which measures 8 1/2 inches by 11 inches, and legal-size paper which measures 8 1/2 inches by 14 inches.

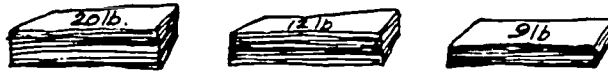
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TASK # 15

INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

Page 5

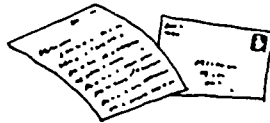
- \* Large quantities of loose paper are sold in reams. One ream = 500 sheets of paper.
- \* Paper is also described in terms of weight. Good typing paper is usually "20lb" paper. This means that one ream of this paper weighs twenty pounds. Onionskin or second sheet papers are usually 9lb. papers. Other office papers generally fall within this range. (9lb.-20lb.)



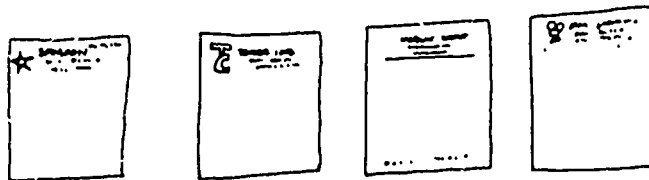
Papers are also described by the number of pounds one ream (500 sheets) weighs.

## 2. Stationery

- \* Stationery means the paper and envelopes used for writing both formal and informal letters.



- \* Letterhead stationery, sometimes just called "letterhead", is the name for stationery which has been printed with a company's letterhead. The letterhead is printed across the top of the page and contains the company's name, address, phone number, and usually a logo or symbol which the company uses as a kind of a trademark.



## 3. Pads of paper

- \* Besides loose paper, offices use pads of paper. These may be bound at one side with an adhesive strip, or they may be "spiral-bound" with wire. They also may be plain (blank), lined (sometimes called ruled), or printed with special forms.



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TASK # 15

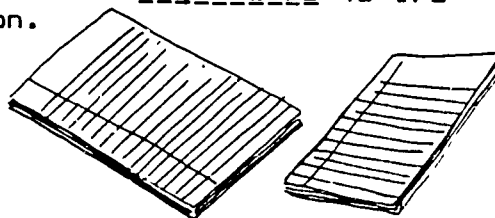
INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

Page 6

- \* Scratch pads are pads of unlined or lined paper used for any kind of figuring or informal writing. People often doodle on scratch paper.

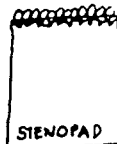
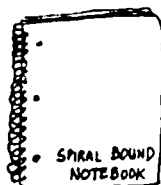


- \* Yellow lined or ruled pads are often used for writing rough drafts. They come in all sizes, but letter-size (8 1/2" x 11") and legal-size (8 1/2" x 14") are the most common.

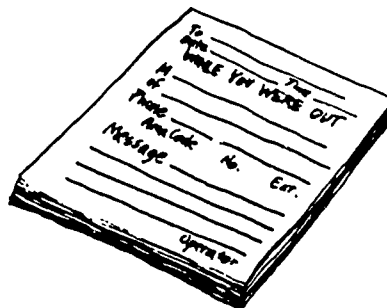


- \* Spiral-bound or wire-bound pads are also sometimes called notebooks. They have a circular wire binding, and they come in all different sizes and shapes. Some styles have the binding along one side of the pad and some of them have it across the top.

- \* Spiral-bound steno pads or stenographer's notebooks are smaller than letter-size paper. They are made with the binding across the top so that a secretary can stand the notebook up and transcribe easily from notes.



- \* Offices use many other pads of paper which are pre-printed. Each pre-printed sheet is called a form or slip. What kind of printing they have on them depends on the kind of business. Some common ones are: sales slips, application forms, order forms, credit forms, shipping and delivery forms, inventory forms, payroll forms, debit slips, etc.



TASK # 15

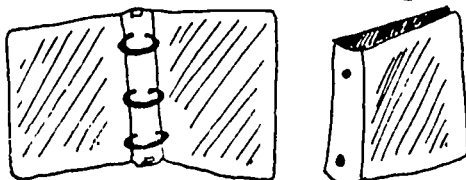
INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

Page 7

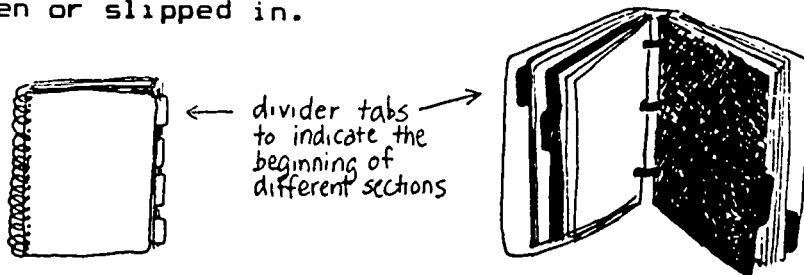
- \* Almost every company uses pads of memo (or phone message) forms. There are many different styles. Some have a carbonless copy sheet behind the message sheet so that a record is automatically made of the message.

4. Notebooks

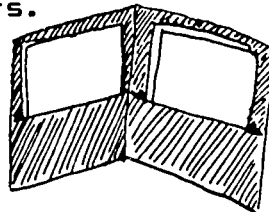
- \* "Pad" and "notebook" are often used interchangeably -- especially with spiral-bound ones.
- \* Binders are also sometimes called "loose-leaf notebooks", because they bind up loose paper. Three-ring binders are standard-sized notebooks with three metal rings to hold punched pages.



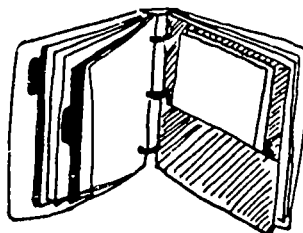
- \* Notebooks usually have dividers. These are made of heavy paper and often colored. They divide the material into sections. They usually have a tab on the edge where a label for the section can be written or slipped in.



- \* Colored folders are made of heavy paper and have pockets which can hold papers.



- \* Pockets are also sold to fit inside loose-leaf binders.



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TASK # 15

INFORMATION SHEET: MISCELLANEOUS OFFICE TOOLS AND SUPPLIES

Page 8

- \* Report covers are paper or plastic covers which cover and protect a typed or printed report. There are many, many different styles.

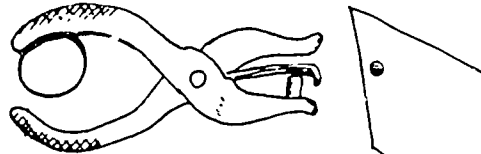


- \* Sheet protectors are clear sheets of plastic or acetate which fit over one or two sheets of paper to protect them from "wear and tear". Sheets which are worn and frayed on the corners are often called "dog-eared".

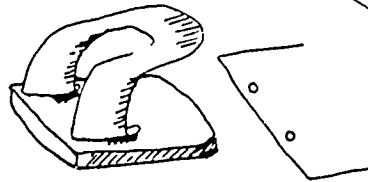


- \* To make holes in papers so that they will fit in binders, you use a tool called a paper punch.

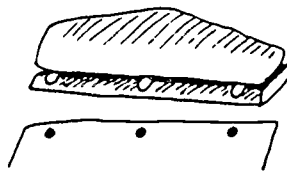
- \* A regular paper punch makes a single hole.



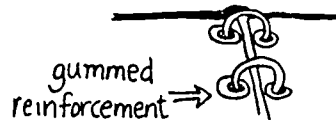
- \* A double punch makes two holes at the same time.



- \* A triple punch makes three holes at once.



- \* Gummed reinforcements are used to keep the holes from wearing out or tearing.



- \* Clipboards consist of a firm backing which can be used as a writing surface and a large clip to hold the papers in place.



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TASK #15

TECHNICAL TERMS

ATTACHMENT

- BEGINNING INVENTORY:** A count taken to find out how much materials and supplies an office has. This is usually done at the beginning of the year.
- ENDING INVENTORY:** A count taken at the end of the year to find out how much materials and supplies are on hand. This is used to analyse the flow of supplies.
- GOODS FLOW:** The flow of goods refers to the supplies and materials which are sold or used up by a company. Inventories keep track of which goods are sold and which supplies are used the most.
- INVENTORY:** A supply of items kept on hand by a business so that it can operate efficiently.
- INVOICE:** An invoice is a sales slip. A record which contains the delivery date, address, supplier, amount and cost of an item.
- PERPETUAL INVENTORY:** A continuous count kept of items at hand. Each time an item is brought in or taken out a it is recorded in a special count sheet.
- PHYSICAL INVENTORY:** A physical count taken of items, supplies and equipment in an office.
- REQUISITION SLIP:** A permit form used to request items from a stock room or to order supplies.
- STOREROOM:** A room set aside to keep supplies.
- SUPPLY:** An amount of items available for use or for sale in an office.
- SUPPLY CABINET:** A cabinet used to store(put away) office supplies.
- ITEMS:** Articles, units. Item is used to describe a separate thing. For example, Pens, Paper are separate items.



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BILINGUAL VOCATIONAL TRAINING

TASK # 15

TECHNICAL TERMS

ATTACHMENT

Page 2

- QUANTITY: An amount, a number. A number expressing the amount. How much paper do we have ?  
We have twenty sheets. Twenty is the quantity.
- STOCK NUMBER: A number assigned to a certain supply in an office.
- FORMS: Are printed or typed documents with blanks to be filled in.  
Examples: Attendance sheets, telephone message pads.
- INVENTORY SHEET: A form used to take a count and keep a record of the amount of supplies in an office.

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #1: J.R.ESL

COMMUNICATIVE TASK: Categorization.

DIRECTIONS: Imagine you must organize the contents of the supply cabinet in your office, and place the items on the cabinet's shelves. Label each item with the letter of the shelf you would place it on. Several items may appear to belong on two shelves; however, your job is to select the most appropriate shelf.

SUPPLY CABINET

- Shelf A: Writing Supplies  
Shelf B: Office Forms  
Shelf C: Paper Supplies  
Shelf D: Computer & Typewriter Supplies  
Shelf E: General Office Supplies

\*\*\*\*\*

- |                      |       |                       |       |
|----------------------|-------|-----------------------|-------|
| 1. Computer paper    | _____ | 10. Inventory forms   | _____ |
| 2. Pencils           | _____ | 11. Requisition forms | _____ |
| 3. Message pads      | _____ | 12. Bond paper        | _____ |
| 4. Rolodex cards     | _____ | 13. Correction fluid  | _____ |
| 5. Scotch tape       | _____ | 14. Letterhead paper  | _____ |
| 6. Copier toner      | _____ | 15. Envelopes         | _____ |
| 7. Glue              | _____ | 16. Copier paper      | _____ |
| 8. Hanging folders   | _____ | 17. Markers           | _____ |
| 9. Cartridge ribbons | _____ | 18. Address labels    | _____ |
|                      |       | 19. Manila folders    | _____ |
|                      |       | 20. Floppy disks      | _____ |
|                      |       | 21. Post-it note pads | _____ |
|                      |       | 22. Pens              | _____ |
|                      |       | 23. Carbon paper      | _____ |
|                      |       | 24. Memo forms        | _____ |
|                      |       | 25. Onion skin paper  | _____ |
|                      |       | 26. Erasers           | _____ |
|                      |       | 27. Correction paper  | _____ |

DATE

0 19

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY: SHEET #1 J.R.ESL

COMMUNICATIVE TASK: Categorization.

DIRECTIONS: Imagine you must organize the contents of the supply cabinet in your office, and place the items on the cabinet's shelves. Label each item with the letter of the shelf you would place it on. Several items may appear to belong on two shelves; however, your job is to select the most appropriate shelf.

SUPPLY CABINET

- Shelf A: Writing Supplies  
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Shelf D: Computer & Typewriter Supplies  
Shelf E: General Office Supplies

\*\*\*\*\*

- |                           |                 |                       |                |
|---------------------------|-----------------|-----------------------|----------------|
| 1. Computer paper         | <u>(C),(D)</u>  | 10. Inventory forms   | <u>(B)</u>     |
| 2. Pencils                | <u>(A)</u>      | 11. Requisition forms | <u>(B)</u>     |
| 3. Message pads           | <u>(B),(E)</u>  | 12. Bond paper        | <u>(C)</u>     |
| 4. Rolodex cards          | <u>(E)</u>      | 13. Correction fluid  | <u>(D),(E)</u> |
| 5. Scotch tape            | <u>(E)</u>      | 14. Letterhead paper  | <u>(C)</u>     |
| 6. Copier toner           | <u>(C)</u>      | 15. Envelopes         | <u>(C)</u>     |
| 7. Glue                   | <u>(E)</u>      | 16. Copier paper      | <u>(C)</u>     |
| 8. Hanging folders        | <u>(E)</u>      | 17. Markers           | <u>(A)</u>     |
| 9. Cartridge ribbons      | <u>(D)</u>      | 18. Address labels    | <u>(C)(E)</u>  |
| 19. Manila folders        | <u>(E)</u>      |                       |                |
| 20. Floppy disks          | <u>(D)</u>      |                       |                |
| 21. Post-it note pads     | <u>(E)</u>      |                       |                |
| 22. Pens                  | <u>(A)</u>      |                       |                |
| 23. Carbon paper          | <u>(C)(D)</u>   |                       |                |
| 24. Memo forms            | <u>(B)</u>      |                       |                |
| 25. Onion skin paper      | <u>(C)</u>      |                       |                |
| 26. Erasers               | <u>(E), (A)</u> |                       |                |
| DATE 27. Correction paper | <u>(D)</u>      |                       |                |

DATE

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BILINGUAL VOCATIONAL TRAINING

TASK #15

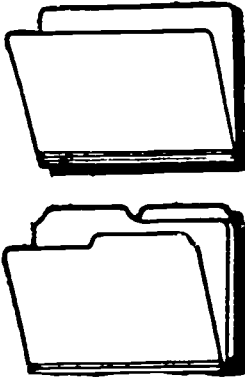
ACTIVITY SHEET #2: J.R.E.S.L.

COMMUNICATIVE TASK: Identify objects by name

DIRECTIONS: For each of the following pictures:

1. Identify the object(s) and write what it is.
2. Write at least one verb that can be used with that object.
3. Write a sentence using the name of the object(s) and the verb, or explain what the object(s) is used for.

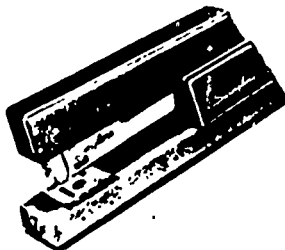
Example:



1. Folders (name of object(s))
2. file (verb)
3. Please file the letters in those folders.  
(sentence)



1. \_\_\_\_\_ (name of object(s))
2. \_\_\_\_\_ (verb)
3. \_\_\_\_\_  
(sentence)



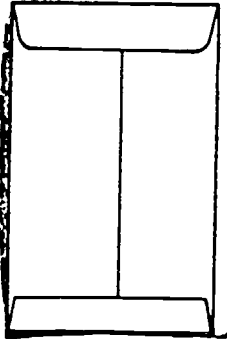
1. \_\_\_\_\_ (name of object(s))
2. \_\_\_\_\_ (verb)
3. \_\_\_\_\_  
(sentence)

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BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #2 :J.R.ESL

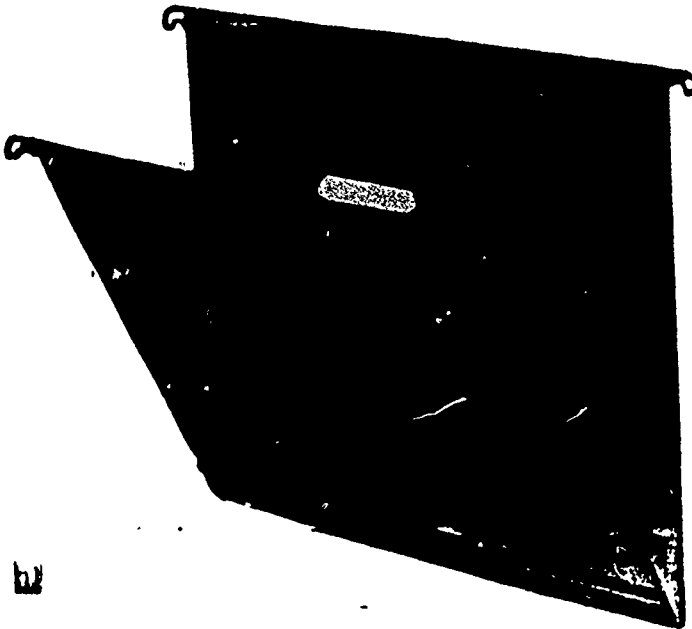
p. 2



1. \_\_\_\_\_ (name of object(s))
2. \_\_\_\_\_ (verb)
3. \_\_\_\_\_  
(sentence)



1. \_\_\_\_\_ (name of object(s))
2. \_\_\_\_\_ (verb)
3. \_\_\_\_\_  
(sentence)



1. \_\_\_\_\_ (name of object(s))
2. \_\_\_\_\_ (verb)
3. \_\_\_\_\_  
(sentence)

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #2: J.R. ESL

p. 3



1. \_\_\_\_\_ (name of object(s))

2. \_\_\_\_\_ (verb)

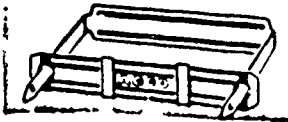
3. \_\_\_\_\_  
(sentence)



1. \_\_\_\_\_ (name of object(s))

2. \_\_\_\_\_ (verb)

3. \_\_\_\_\_  
(sentence)



1. \_\_\_\_\_ (name of object(s))

2. \_\_\_\_\_ (verb)

3. \_\_\_\_\_  
(sentence)



1. \_\_\_\_\_ (name of object(s))

2. \_\_\_\_\_ (verb)

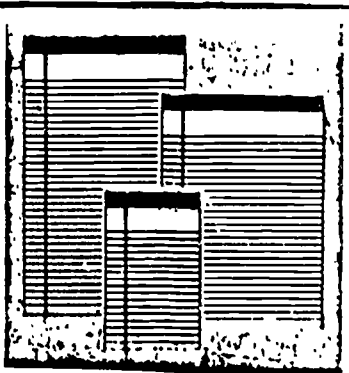
3. \_\_\_\_\_  
(sentence)

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BILINGUAL VOCATIONAL TRAINING

TASK # 15

ACTIVITY SHEET # 2 : J.R.ESL

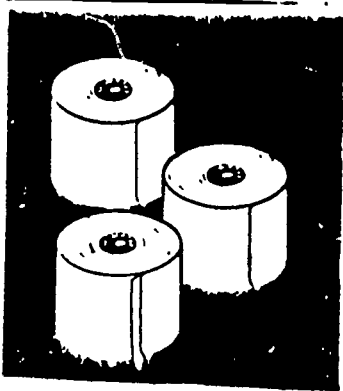
p. 4



1. \_\_\_\_\_ (name of object(s))

2. \_\_\_\_\_ (verb)

3. \_\_\_\_\_  
(sentence)



1. \_\_\_\_\_ (name of object(s))

2. \_\_\_\_\_ (verb)

3. \_\_\_\_\_  
(sentence)



1. \_\_\_\_\_ (name of object(s))

2. \_\_\_\_\_ (verb)

3. \_\_\_\_\_  
(sentence)

\_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

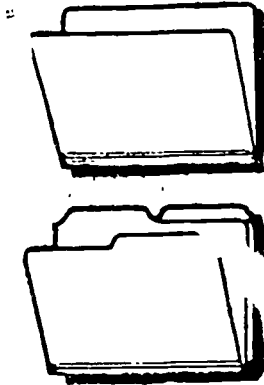
ACTIVITY SHEET #2 : J. RESL

COMMUNICATIVE TASK: Identify objects by name.

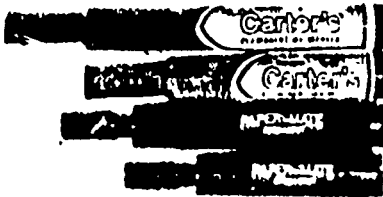
DIRECTIONS: For each of the following pictures:

1. Identify the object(s) and write what it is.
2. Write at least one verb that can be used with that object.
3. Write a sentence using the name of the object(s) and the verb, or explain what the object(s) is used for.

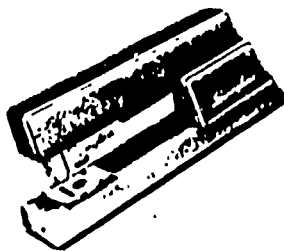
Example:



1. Folders (name of object(s))
2. file (verb)
3. Please file the letters in those folders. (sentence)  
Folders keep important papers organized.



1. Markers (name of object(s))
2. write (verb)
3. You can write with markers on most surfaces. (sentence)  
Markers are used for drawing and presentations.



1. Stapler (name of object(s))
2. fasten (verb)
3. A stapler can fasten small or large quantities of paper. (sentence)

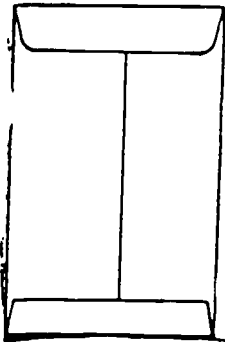


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BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #2: J.R.ESL

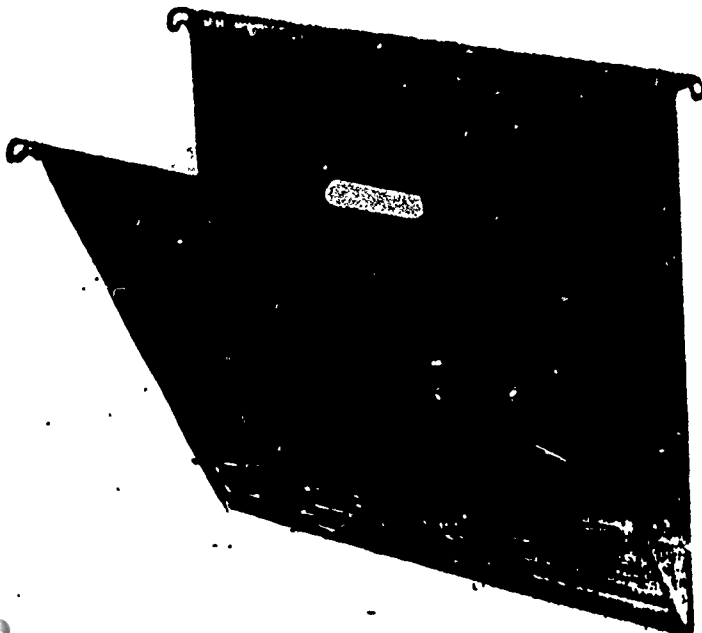
p. 2



1. Manila envelope (name of object(s))
2. enclose (verb)
3. Mail is often enclosed in Manila envelopes.  
(sentence)



1. Rotary line dater (name of object(s))
2. stamp (verb)
3. The rotary line dater is most often used to stamp incoming mail  
with the day, month and year of receipt. (sentence)



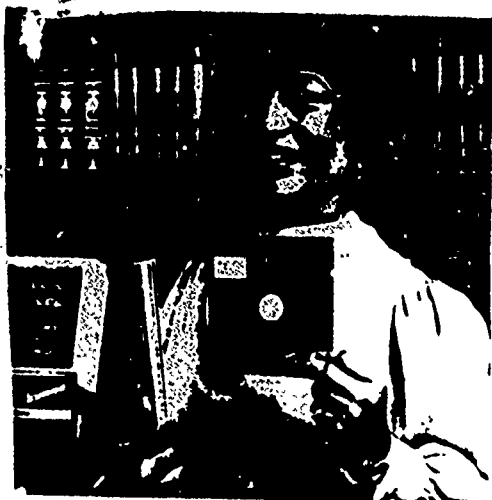
1. Hanging file folder (name of object(s))
2. hanging (verb)
3. Hanging file folders help eliminate  
(sentence)  
jammed file drawers.

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BILINGUAL VOCATIONAL TRAINING

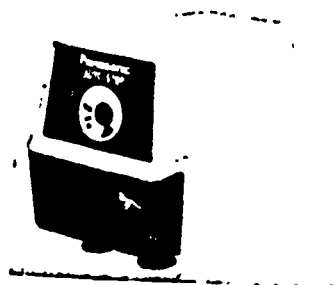
TASK #15

ACTIVITY SHEET #2: J.R. ESL

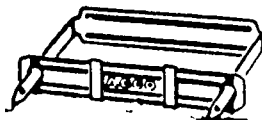
p. 3



1. Disk (name of object(s))
2. store (verb)
3. Disks are used in computers to store information.  
(sentence)



1. Electric pencil sharpener (name of object(s))
2. sharpen (verb)
3. This machine sharpens pencils quickly and easily.  
(sentence)



1. Metal prong fastener (name of object(s))
2. keep/fasten (verb)
3. A metal prong fastener helps keep papers firmly attached within folders.  
(sentence)

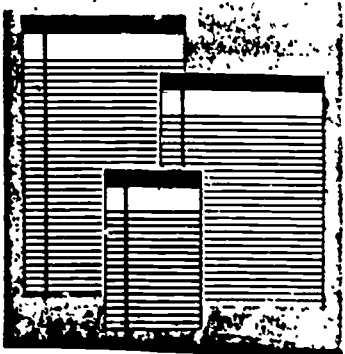


1. Staple remover (name of object(s))
2. remove (verb)
3. This product helps to remove staples without damaging paper.  
(sentence)

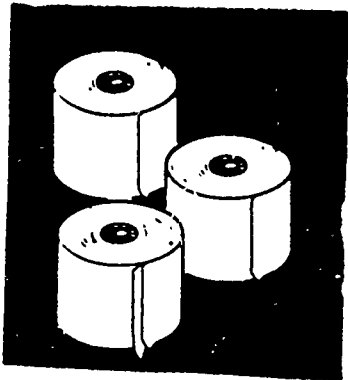
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BILINGUAL VOCATIONAL TRAINING

TASK # 15

ACTIVITY SHEET # 2: J.R.ESL



1. Ruled pads (name of object(s))
2. Take (verb)
3. You can use ruled pads to take notes.  
(sentence)



1. Add rolls (name of object(s))
2. insert (verb)
3. Paper add rolls are inserted in adding machines and calculators.  
(sentence)



1. Typewriter ribbon (name of object(s))
2. type (verb)
3. You can type approximately 150,000  
(sentence)  
characters with one typewriter ribbon.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #3: J.R. ESL

COMMUNICATIVE TASK: Oral practice of distinction between mass nouns and count nouns.

DIRECTIONS:

Imagine you're working in an office and you run out of something you need. You would have to ask a coworker to lend you/let you use some of his/her materials in a dialogue such as this one.

Fill in the first blank with each of the following office supplies/materials and use the appropriate sentence structure depending on whether the first blank is filled with a count noun or a mass noun.

Practice the dialogue with a partner.

NOUNS FOR DIALOGUE

White out/correction fluid.	calculator rolls
blank diskettes	envelopes
typing paper	carbon paper
Scotch tape	paper clips
address labels	ink
manila folders	toner
staples	masking tape
message pads	rolodex cards
sheets of letterhead	rubber bands
glue	fasteners

DIALOGUE

- A. Excuse me, could you spare some \_\_\_\_\_ ?
- B. How <sup>much</sup> <sub>many</sub> \_\_\_\_\_ do you need?
- A. Oh, just <sup>a few</sup> <sub>a little</sub>. \_\_\_\_\_.
- B. Take as <sup>much</sup> <sub>many</sub> \_\_\_\_\_ as you want.
- A. Thanks.
- B. You're welcome.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HACFR, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #3: J.R.ESL

COMMUNICATIVE TASK: Oral practice of distinction between mass nouns and count nouns.

DIRECTIONS:

Imagine you're working in an office and you run out of something you need. You would have to ask a coworker to lend you/let you use some of his/her materials in a dialogue such as this one.

Fill in the first blank with each of the following office supplies/materials and use the appropriate sentence structure depending on whether the first blank is filled with a count noun or a mass noun.

Practice the dialogue with a partner.

NOUNS FOR DIALOGUE

White out/correction fluid.	calculator rolls
blank diskettes	envelopes
typing paper	carbon paper
Scotch tape	paper clips
address labels	ink
manila folders	toner
staples	masking tape
message pads	rolodex cards
sheets of letterhead	rubber bands
glue	fasteners

DIALOGUE

- A. Excuse me, could you spare some rubber bands \_\_\_\_\_ ?
- B. How <sup>much</sup><sub>many</sub> many \_\_\_\_\_ do you need?
- A. Oh, just <sup>a few</sup><sub>a little</sub>. a few \_\_\_\_\_.
- B. Take as <sup>much</sup><sub>many</sub> many \_\_\_\_\_ as you want.
- A. Thanks.
- B. You're welcome.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #1: VOCATIONAL

DIRECTIONS: Answer the following questions.

1) Why are inventories important in the modern business?

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2) What is the difference between a periodic and a perpetual inventory?

---

---

---

3) Why are labels arranged facing the front of a supply cabinet?

---

---

4) Why is new stock arranged in the back of the supply cabinet or store room shelf?

---

---

---

5) Why would a business not want to be "overstocked," (have too much of a particular item)?

---

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NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #1: VOCATIONAL

DIRECTIONS: Answer the following questions.

- 1) Why are inventories important in the modern business?  
Because the profits they earn depend, to some extent,  
on how carefully they purchase materials and products.  
\_\_\_\_\_
  
- 2) What is the difference between a periodic and a perpetual inventory?  
Periodic inventory: done at intervals (every week, month, etc.)  
Perpetual inventory: is ongoing.  
\_\_\_\_\_
  
- 3) Why are labels arranged facing the front of a supply cabinet?  
Because they are easier to read.  
\_\_\_\_\_
  
- 4) Why is new stock arranged in the back of the supply cabinet or store room shelf?  
So that old stock, which has been placed in front, will  
be used first.  
\_\_\_\_\_
  
- 5) Why would a business not want to be "overstocked," (have too much of a particular item)?  
Because they will be spending money needlessly.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET # : VOCATIONAL

DIRECTIONS: Arrange the following stock numbers in numerical order.

STOCK #

6943

\_\_\_\_\_

4289

\_\_\_\_\_

6344

\_\_\_\_\_

2983

\_\_\_\_\_

8562

\_\_\_\_\_

9110

\_\_\_\_\_

3828

\_\_\_\_\_

5626

\_\_\_\_\_

3827

\_\_\_\_\_

3728

\_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_



HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #2 : VOCATIONAL

DIRECTIONS: Arrange the following stock numbers in numerical order.

<u>STOCK #</u>	
6943	<u>2983</u>
4289	<u>3728</u>
6344	<u>3827</u>
2983	<u>3828</u>
8562	<u>4289</u>
9110	<u>5626</u>
3828	<u>6344</u>
5626	<u>6943</u>
3827	<u>8562</u>
3728	<u>9110</u>

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET #3: VOCATIONAL

DIRECTIONS:

Suppose that you are keeping a record of the inventory in the supply cabinet. You have a record sheet which shows the supply at the beginning of the month and how much of each item was used. Find out how much of each item there is at the end of the month.

	<u>ITEM</u>	<u>BEGINNING OF THE MONTH</u>	<u>QUANTITY USED</u>	<u>END OF MONTH COUNT</u>
1.	books	57	4	_____
2.	chalk	8 doz	1 doz	_____
3.	pads	46	10	_____
4.	pens	3 doz	2 doz	_____
5.	pencils	100	36	_____
6.	paper	10 reams	8 reams	_____
7.	rubber bands	8 bxs	1 bx	_____
8.	stamps	60	60	_____
9.	diskettes	8	5	_____
10.	window envelopes	300	125	_____

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER, INC./HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #15

ACTIVITY SHEET # 3: VOCATIONAL

DIRECTIONS:

Suppose that you are keeping a record of the inventory in the supply cabinet. You have a record sheet which shows the supply at the beginning of the month and how much of each item was used. Find out how much of each item there is at the end of the month.

<u>ITEM</u>	<u>BEGINNING OF THE MONTH</u>	<u>QUANTITY USED</u>	<u>END OF MONTH COUNT</u>
1. books	57	4	<u>(53)</u>
2. chalk	8 doz	1 doz	<u>(7doz)</u>
3.. pads	46	10	<u>(56)</u>
4. pens	3 doz	2 doz	<u>(1 doz)</u>
5. pencils	100	36	<u>(64)</u>
6. paper	10 reams	8 reams	<u>(2 reams)</u>
7. rubber bands	8 bxs	1 bx	<u>(7boxes)</u>
8. stamps	60	60	<u>(0)</u>
9. diskettes	8	5	<u>(3 diskettes)</u>
10. window envelopes	300	125	<u>(175)</u>

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE

1. Open supply cabinet
2. Starting at top shelf organize supplies by category, type, brand, etc. Ex: all red BIC pens together... (this will make item counting easier)
3. Organize items on second shelf
4. Organize items on third shelf
5. Organize items on bottom shelf
6. List items on scratch paper
7. Alphabetize items by writing #1,2,3,etc., in front on the items listed on your scratch paper starting with A
8. Count the items and write the quantity next to the item on your scratch sheet
9. Write the current date on the Inventory Sheet
10. Write the name of the department (clerical)
11. Write your name on the "Examined by" line
12. Write the items # in the item # column, start with #1
13. Write the items on the Item Description column
14. Write the quantity for each item. Ex: 5,10,doz.
15. Fill in "Sheet No." on Inventory form.

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

OPERATION SHEET

I. MATERIALS

- a. Supply cabinet
- b. Paper
- c. Pen/pencil
- d. Inventory Sheet

II. PROCEDURE

1. Open supply cabinet
2. Starting at top shelf organize supplies by category, type, brand, etc. Ex: all red BIC pens together... (this will make item counting easier)
3. Organize items on second shelf
4. Organize items on third shelf
5. Organize items on bottom shelf
6. List items on scratch paper
7. Alphabetize items by writing #1,2,3,etc., in front on the items listed on your scratch paper starting with A
8. Count the items and write the quantity next to the item on your scratch sheet
9. Write the current date on the Inventory Sheet
10. Write the name of the department (clerkal)
11. Write your name on the "Examined by" line
12. Write the items # in the item # column, start with #1
13. Write the items on the Item Description column
14. Write the quantity for each item. Ex: 5,10,doz.
15. Fill in "Sheet No." on Inventory form.

Steps 9 to 15 list explicit things you should write in the appropriate columns of the inventory sheet.

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BILINGUAL VOCATIONAL TRAINING

TASK #15

JOB SHEET : RECORDING SUPPLIES  
PRACTICE

DIRECTIONS: Use the attached inventory sheet to record the following supplies.

I. MATERIALS

- a. Supply cabinet
- b. Paper
- c. Pen/pencil
- d. Inventory Sheet

II. PROCEDURE \*

1. Open supply cabinet
2. Starting at top shelf organize supplies by category, type, brand, etc. Ex: all red BIC pens together... (this will make item counting easier)
3. Organize items on second shelf
4. Organize items on third shelf
5. Organize items on bottom shelf
6. List items on scratch paper
7. Alphabetize items by writing #1,2,3,etc., in front on the items listed on your scratch paper starting with A
8. Count the items and write the quantity next to the item on your scratch sheet
9. Write the current date on the Inventory Sheet
10. Write the name of the department (clerical)
11. Write your name on the "Examined by" line
12. Write the items # in the item # column, start with #1
13. Write the items on the Item Description column
14. Write the quantity for each item. Ex: 5,10,doz.
15. Fill in "Sheet No." on Inventory form.

III. MATERIALS to be recorded on Inventory Sheet.

1. 36 ballpoint pens, blue ink #K1168
2. 12 ruled yellow pads, legal size #F3220
3. Correction fluid, Liquid Paper 18 bottles #N1206
4. Stamp ink pads (red) #R9510 (5 of them)
5. 30 add rolls, 2 1/4" wide #P6376
6. 60 white envelopes, 4x6 #H5432
7. Index cards, white lined 3x5 #F2131 (100)

\*See Operation Sheet



HACER INC./HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #15

JOB SHEET  
 ANSWER SHEET FOR PRACTICE **INVENTORY**

Date \_\_\_\_\_ Sheet No \_\_\_\_\_  
 Department \_\_\_\_\_  
 Location \_\_\_\_\_  
 Examined by \_\_\_\_\_

ITEM NO	DESCRIPTION	√	QUANTITY	CAT.NO.
1.	Correction fluid, Liquid		18bot.	N1206
	Paper			
2.	Envelopes white 4 x 5		60	H5432
3.	Index cards, 3 x 5		100	F2131
4.	Pads, ruled, yellow-legal size		12	F3220
5.	Pens, ballpoint, blue ink		36	K1168
6.	Add rolls, 2 1/4" wide		30	P6376
7.	Stamp ink pads (red)		5	R9510

DATE \_\_\_\_\_  
 NAME \_\_\_\_\_





HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #15

JOB SHEET : RECORDING SUPPLIES  
EVALUATION

DIRECTIONS: Use the attached inventory sheet to record the supplies  
in cabinet #1.

I. MATERIALS

1. Inventory sheet
2. Scratch paper
3. Pen/pencil

II. PROCEDURE

1. Organize supplies by category, shelf by shelf, starting with  
the top shelf.
2. List items on scratch paper, keep a running count.
3. Alphabetize the items on scratch paper.
4. Record on Inventory Sheet.

\*See Operation Sheet "How to record supplies".





HACER, INC./HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #15

PERFORMANCE TEST			
TASK: RECORD SUPPLIES			
Directions: Demonstrate mastery in recording supplies			
This test evaluates your ability to: record supplies. You will be given an inventory sheet and a cabinet filled with supplies. You must organize items by category in shelves and record items in alphabetical order on inventory sheet with 100% accuracy.			
No.	Your performance will be evaluated using the items below. All must be "YES"	YES	NO
1.	Were supplies organized on shelves?		
2.	Were items categorized correctly?		
3.	Was an accurate count recorded?		
4.	Were items recorded in alphabetical order?		
5.			
6.			
7.			
8.			
9.			
10.			

Trainee	Date	Attempts	Instructor's Signature

HACER, INC./HISPANCI WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #15

PERFORMANCE TEST		
TASK: RECORD SUPPLIES		
This checklist will be used by the JRE instructor to evaluate the participant during the vocational performance.		
	YES	NO
1. Did participant understand directions ?		
2. Did participant use correct mass/count nouns?		
3.		

Trainee	Date	Attempts	Instructor's Signature

TASK # 16  
ORDER OFFICE SUPPLIES BY TELEPHONE

RELATED COMMUNICATIVE TASK: Identify objects, identify self & company and seek clarification or additional information

VOCATIONAL TASK: # 16 Order office supplies by telephone

PERFORMANCE OBJECTIVE Given an office supply catalogue, a filled purchase requisition form and a telephone, you will select and order items by telephone with 100% accuracy.

STEPS AND TECHNICAL KNOWLEDGE	TECHNICAL TERMS	LANGUAGE FUNCTIONS	STRUCTURES
1. 2. 3. 4. SEE ATTACHMENT 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	At(@) Stock Catalog Supplier Count Unit Price Description Dozen Each (ea) Index List Ounce (oz) Per Per C Per M Pound (lb) Quantity Ream Requisition Size	COMMUNICATIVE SKILLS Active : Speaking Passive: Reading Listening  FUNCTIONS Description/identification Interrogatives Quantification	Adjectives:  How much/How many Mass/Count nouns
TOOLS AND MATERIALS Supply Catalog Pencil/Pen Requisition form Telephone Paper		LEARNING ACTIVITIES AND RESOURCES	
BACKGROUND KNOWLEDGE Knowledge of basic telephone use. Familiar with index use.	VOCATIONAL		
SAFETY Secure telephone wires. Avoid papers edges.	1. <u>LEARNING STRATEGIES</u> a. Facilitator identifies materials in catalog, and introduces technical terms. b. Facilitator demonstrates procedure for ordering supplies on the telephone. c. Practice activity sheet. d. Hands-on practice (individual). Participants role-play ordering supplies by telephone using New York Telephone "Teletrainer".		
ATTITUDES Use clear language to avoid errors. Concentrate on details. Importance of verifying all information.	2. <u>EVALUATION</u> Performance test. 3. <u>RESOURCES</u> a. Information, operation, activity and Job Sheets. b. Facilitator c. Quill Catalog d. New York Telephone "Teletrainer"		
		J. R. ESL 1. <u>LEARNING STRATEGIES</u> a. Facilitator lectures small group on use of adjectives in describing items. Activity Sheet # 1. b. Facilitator demonstrates differences between and uses of mass/count nouns in ordering supplies Activity Sheet # 2. 2. <u>EVALUATION</u> Performance test. 3. <u>RESOURCES</u> a. Activity Sheets b. Facilitator	

TASK #16

INFORMATION SHEET: ORDER OFFICE SUPPLIES BY TELEPHONE

1. INTRODUCTION

Formerly, letters ordering merchandise were probably the most frequently written. Today, with telephone service, easy transportation to stores, and order forms supplied by business houses, order letters are seldom written. On occasion, telephone orders may be confirmed in writing to avoid misunderstanding and to give definite information about the merchandise desired and the shipping orders.

As an office worker you may be required to call an office products supplier and place an order over the telephone. Before placing your call, you should have the following information at hand:

1. Requisition form
2. Quantity desired of each item
3. Price per unit
4. Total price per item
5. Stock or catalog number
6. Page numbers where items can be found in catalog

When placing your supply order by telephone, try to speak loud enough to be heard and at a reasonable speed; enunciate clearly. You should have the catalog on your desk so that you will be able to refer to it should a question arise about any of the items you are ordering. Make sure that you have a copy of the most recent catalog published by the supplier.



HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16

TECHNICAL TERMS

AT (@):	the sign meaning a single price for each item.
CATALOG:	a list, usually alphabetical, of names, books, goods, etc.; a descriptive price list.
COUNT:	to number, to sum up.
DESCRIPTION:	a representation, in words, of the qualities of a person or thing; sort; kind.
DOZEN:	a group of twelve things of the same kind.
EACH (ea.):	denoting every one of a number, separately considered.
INDEX:	any table for facilitating reference in a book.
LIST:	to enter in a catalog or inventory; a register.
OUNCE (oz.):	a unit of weight.
PER:	for each.
PER C:	for each hundred.
PER M:	for each thousand.
POUND (lb.):	a measure of weight, 16 ounces.
QUANTITY:	property of things ascertained by measuring; an amount.
REAM:	a paper measure containing 472-516 sheet, usually 500 sheet
REQUISITION:	a written order for materials or supplies.
SIZE:	dimensions; bigness; bulk.
STOCK:	a supply of goods a merchant has on hand.
SUPPLIER:	a person who provides what is needed; to furnish.
UNIT PRICE:	the cost of a single thing.



HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16

ACTIVITY SHEET #1: J.R.ESL

p. 2

6. The thin plastic ribbon (usually black) in a plastic disposable cartridge, used in typewriters and printers to transfer the typed characters onto the paper.  
\_\_\_\_\_
7. The rolls of narrow tape, used in typewriters, activated by the correction key, and used to remove mistakes so that they can be typed over with correct characters.  
\_\_\_\_\_
8. The small, very thin pieces of metal used for attaching a maximum of usually 9 pieces of bond paper by piercing all 9 pieces, & inserted into the paper by means of a manual apparatus.  
\_\_\_\_\_
9. Thin sheets of coated paper, used between sheets of normal paper to reproduce typed or handwritten originals.  
\_\_\_\_\_
10. An electric or manual apparatus used to trim the wood around the lead in pencils.  
\_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

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BILINGUAL VOCATIONAL TRAINING

TASK #16

ACTIVITY SHEET #1: J.R.ESL

COMMUNICATIVE TASK: Identification and description of objects

DIRECTIONS: Write in the supplies which correspond to the following descriptions. Select your answer from the list below.

SUPPLIES

- |   |                               |
|---|-------------------------------|
| 1. Toner  | 6. Rubber bands               |
| 2. Pencil sharpener                             | 7. Correction fluid/white out |
| 3. Correction tape                              | 8. Staples                    |
| 4. Correctable film ribbon/ribbon<br>cartridges | 9. Wordprocessing paper       |
| 5. Carbon paper                                 | 10. Letter Head               |

1. The 8½" x 11" paper with the name, address, phone number, & other information about the organization you work for.  
(letterhead)
2. The fluid, in a small bottle, which is applied to typing mistakes so that they can be covered and/or typed over.  
(correction fluid/white out)
3. Made of rubber, these are thin elastic bands, used for holding small groups of objects together.  
(rubber bands)
4. Fanfolded, perforated paper, 9½" x 11", usually sold as 500 or 1,000 attached sheets.  
(word processing paper)
5. The black powder used in photocopy machines to reproduce the text or images on the original.  
(toner)

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16

ACTIVITY SHEET #1: J.R.ESL

p. 2

6. The thin plastic ribbon (usually black) in a plastic disposable cartridge, used in typewriters and printers to transfer the typed characters onto the paper.

(correctable film ribbon/ribbon cartridges)

7. The rolls of narrow tape, used in typewriters, activated by the correction key, and used to remove mistakes so that they can be typed over with correct characters.

(correction tape)

8. The small, very thin pieces of metal used for attaching a maximum of usually 9 pieces of bond paper by piercing all 9 pieces, & inserted into the paper by means of a manual apparatus.

(staples)

9. Thin sheets of coated paper, used between sheets of normal paper to reproduce typed or handwritten originals.

(carbon paper)

10. An electric or manual apparatus used to trim the wood around the lead in pencils.

(pencil sharpener)

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16  
ACTIVITY SHEET: VOCATIONAL

DIRECTIONS: Look up the following items in the Quill Supply Catalog.  
Next to each item, list the page number where it may be found.

ITEM	PAGE NO.
1. Mongol pencils by Eberhard Faber (soft)	_____
2. Dictation cassettes by Data Packaging (30 min.)	_____
3. Just for copies by Liquid Paper	_____
4. Telephone address book by Dennison National	_____
5. Memo cubes by Herlitz	_____
6. Post It telephone message pad by 3M	_____
7. Evidence legal ruled pads by AMPAD	_____
8. ARCO Sterling rubber bands by Alliance 5/8"	_____
9. Magic tape plus by 3M 1" x 2592"	_____
10. Contour grip pen by Paper Mate	_____
11. Pressboard file folders by Oxford legal 1/5"	_____
12. Self-adhesive labels by Avery 3/4" x 1-1/2"	_____
13. Electronic typewriter ribbons by General Ribbon	_____
14. White wove window envelopes by Campbell 3-5/8" x 6-1/2"	_____
15. Hammermill Fore 9000 DP paper 8-1/2" x 11"	_____
16. Vis-a-vis overhead projector pens by Sanford	_____
17. Ko-Rec-Type film ribbons (blue)	_____
18. Magic Transparent tape by 3M 3/4" x 650"	_____
19. Gem paper clips by Noesting	_____

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16

ACTIVITY SHEET: VOCATIONAL

DIRECTIONS: Look up the following items in the Quill Supply Catalog.  
Next to each item, list the page number where it may be found.

ITEM	PAGE NO.
1. Mongol pencils by Eberhard Faber (soft)	_____
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4. Telephone address book by Dennison National	_____
5. Memo cubes by Herlitz	_____
6. Post It telephone message pads by 3M	_____
7. Evidence legal ruled pads by AMPAD	_____
8. ARCO Sterling rubber bands by Alliance 5/8"	_____
9. Magic tape plus by 3M 1" x 2592"	_____
10. Contour grip pen by Paper Mate	_____
11. Pressboard file folders by Oxford legal 1/5"	_____
12. Self-adhesive labels by Avery 3/4" x 1-1/2"	_____
13. Electronic typewriter ribbons by General Ribbon	_____
14. White wove window envelopes by Campbell 3-5/8" x 6-1/2"	_____
15. Hammermill Fore 9000 DP paper 8-1/2" x 11"	_____
16. Vis-a-vis overhead projector pens by Sanford	_____
17. Ko-Rec-Type film ribbons (blue)	_____
18. Magic Transparent tape by 3M 3/4" x 650"	_____
19. Gem paper clips by Noesting	_____

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16

ACTIVITY SHEET #2 J.R.ESL

COMMUNICATIVE TASK: Interrogatives, Quantification, Adjectives  
Mass/count nouns.

DIRECTIONS: The dialogue below is between two people in the situation of ordering supplies by telephone. Underline the correct word for each question and answer which will correctly complete the sentence, then practice the dialogue with your partner.

Order Clerk: How (many/much) paper would you like to order?

Secretary: I'd like to order 5 (ream/reams) of 8½"x11" paper for a Xerox model 2000 copier.

Order Clerk: How (many/much) diskettes do you need?

Secretary: I'll take 10 (box/boxes) of 5¼ inch diskettes.

Order Clerk: How (many/much) tape are you ordering?

Secretary: Can you send me a dozen (roll/rolls) of tape.

Order Clerk: How (much/many) toner do you need?

Secretary: I'd like to order 10 (bottle/bottles) of toner.

Order Clerk: How (many/much) ribbon cassettes would you like to order?

Secretary: I'll take a dozen (boxes/box) of six.



HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16

ACTIVITY SHEET #2 J.R.E SL

P. 2

Order Clerk: How (many/much) rubber bands do you want?

Secretary: I'll order one (pounds/pound).

Order Clerk: How (much/many) pens do you want to order?

Secretary: I'll take six (6) (dozens/dozen).

Order Clerk: How (much/many) Rolodex cards do you want?

Secretary: Send me one (box/boxes) of (a thousand/a thousands).

Order Clerk: How (much/many) carbon paper do you need?

Secretary: I'll take five (5) (box/boxes) of 100 (sheet/sheets).

Order Clerk: How (many/much) calculator rolls do you want?

Secretary: I'll take a (boxes/box) of 10 (pack/packs) of 3 rolls each.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC/ HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #16  
 ACTIVITY SHEET # 2 J.R.ESL

SCORING SHEET AND FLUENCY LEVELS

Trainee's Name \_\_\_\_\_

Performance Objective \_\_\_\_\_

Date of Test \_\_\_\_\_

Criteria	5	4	3	2	1
Rhetoric					
Register/Style					
Syntax					
Vocabulary					
Pronunciation					

X 6 = \_\_\_\_\_

X 3 = \_\_\_\_\_

X 4 = \_\_\_\_\_

X 6 = \_\_\_\_\_

X 1 = \_\_\_\_\_

Weighted Score \_\_\_\_\_

Errors Noted:

Recommendation for additional work:

Evaluated by: \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE

1. Obtain Requisition for Supplies form.
2. Obtain Quill catalog.
3. Look up items in supply catalog; use index.
4. Prepare the following information for each item.
  - a. quantity
  - b. supplier catalog number
  - c. color, if any
  - d. catalog page number
  - e. item description
5. Check for any errors.
6. Obtain supplier's telephone number from catalog.
7. Place the call and ask for the order department.
8. When connected, identify yourself, your company name and address and telephone number.
9. Tell the order clerk you would like to place an order.
10. Begin with item #1 and read from your list in a clear, concise manner. Give all the information from your list.
11. Refer to your catalog if necessary.
12. Note any price changes on your requisition form.
13. If any supplies are out of stock, make a note of it on requisition form.
14. Verify the order. Ask the order clerk to repeat it back to you. Check each item as it is read to you.
15. Request a date and time of expected delivery.
16. Make a note on requisition of the name of the order clerk, date and time you placed the order and expected delivery date.
17. Thank the order and hang up.
18. Retain the requisition form for future reference.

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16

OPERATION SHEET

OPERATION: Order office supplies by telephone

I. MATERIALS

- a. Telephone (New York Telephone "Teletrainer)
- b. Purchase requisition
- c. Catalog
- d. Paper
- e. Pencils

II. PROCEDURE

1. Take Requisition form and catalog.
2. Check in catalog index for page number where articles are located.
3. Write catalog number and description next to items listed.
4. Check list for accuracy.
5. Place call to supplier and ask for order department.
6. Identify your organization, location, and account number, if any.
7. Read off your list in a clear, concise manner.
8. Verify all information given on telephone.
9. Request from clerk an estimated time and date of delivery.
10. On requisition form, make a note of date of order placement and delivery information.
11. Retain requisition as checklist when supplies are received.

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16

JOB SHEET  
PRACTICE

DIRECTIONS: Consult the Quill Office Supply Catalog to order the supplies on the attached requisition for supplies form. Use the "Teletrainer" to simulate a call to the supplier.

I. MATERIALS

- a. New York Telephone "Teletrainer"
- b. Requisition for supplies
- c. Catalog
- d. Paper
- e. Pencils

II. PROCEDURE\*

1. Obtain requisition for supplies form and catalog.
2. Check supplies in catalog.
3. Place a call to supplier.
4. Ask for order clerk.
5. Identify yourself and your organization.
6. Read off list of supplies.
7. Verify all information.
8. Verify date of delivery.

\*See Operation Sheet

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16

JOB SHEET  
PRACTICE

REQUISITION FOR SUPPLIES

TO PURCHASING AGENT

Date Sept 20, 19-- No. 4

Please furnish the following:

To Be Used For Administrative Office

Quantity	Part or Cat. No.	Size	FULL DESCRIPTION	✓
1 CARTON		2"	PAPER CLIPS	
10 ROLLS		1/2"	TRANSPARENT TAPE	
1 dozen			(BLACK) ERASERMATE II PENS	
2 BOXES		1/2"	AVERY SELF ADHESIVE LABELS	
			When Wanted:	

Deliver To Supply Dept. Charge To \_\_\_\_\_ Acct. No. \_\_\_\_\_

Source of Supply Quill Office Supplies P. O. No. \_\_\_\_\_

Make this form in duplicate - Retain one for reference.  
Use a separate sheet for each kind of goods.

Signed John P. Pomo Approved [Signature]  
For Dept. \_\_\_\_\_

FORM 1219-TOPS

LITHO IN U.S.A.



HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #16

JOB SHEET  
EVALUATION

DIRECTIONS: Consult the Quill Office Supplies Catalog to order the supplies on the attached Requisition for Supplies form. Use the "Teletrainer" to simulate a call to the supplier.

I. MATERIALS

- a. New York Telephone "Teletrainer"
- b. Requisition for supply form
- c. Catalog
- d. Paper
- e. Pencils

II. PROCEDURE\*

1. Obtain requisition form and catalog.
2. Check supplies in supply catalog.
3. Place call to supplier.
4. Ask for order clerk.
5. Identify self and organization.
6. Read off list of supplies.
7. Verify all information.
8. Verify date of delivery.

\* See Operation Sheet

HACER INC./HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #16

JOB SHEET  
 EVALUATION

REQUISITION FOR SUPPLIES

TO PURCHASING AGENT

Date SEPT 30, 19-- No. 5

Please furnish the following:

To Be Used For ADMINISTRATIVE OFFICE

Quantity	Part or Cat. No.	Size	FULL DESCRIPTION	✓
12		1/2" x 60"	MASKING TAPE	
5 doz.		8 1/2" x 11"	GLUE TOP PAPER PADS (CANARY YELLOW)	
60		3" x 3"	POST IT NOTES	
800 sheets		4" x 5 1/2"	TELEPHONE MESSAGE PADS	
20 REAMS		8 1/2" x 11"	PARK LANE BOND PAPER	
When Wanted:				

Deliver To Supply Dept. Charge To \_\_\_\_\_ Acct. No. \_\_\_\_\_

Source of Supply Quill Office Supplies P. O. No. \_\_\_\_\_

Make this form in duplicate - Retain one for reference.  
 Use a separate sheet for each kind of goods.  
 Signed Juan Pemo For Dept. Approved [Signature]

FORM 1219-TOPS

LITHO IN U.S.A.



HACER INC/ HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #16

PERFORMANCE TEST

TASK: Order office supplies by telephone

Directions: Demonstrate mastery by doing the following:

This test evaluates your ability to: order office supplies by telephone. You will be given an office supply catalog, a filled purchase requisition form and a telephone. You will select and order items by telephone with 100% accuracy.

No.	Your performance will be evaluated using the items below. All must be "YES"	YES	NO
1.	Was catalog index used properly?		
2.	Were items listed correctly on requisition form?		
3.	Was complete information given to order clerk on items to be purchased?		
4.	Were proper notations made on form?		
5.			
6.			
7.			
8.			
9.			
10.			

Trainee	Date	Attempts	Instructor's Signature

NOTE: The facilitator will play the role of the order clerk.

HACER INC/HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #16

PERFORMANCE TEST

TASK: Order office supplies by telephone

This checklist will be used by the JRE instructor to evaluate the participant during the vocational performance.

		YES	NO
1.	Utilized appropriate telephone techniques?		
2.	Identified required items?		
3.	State each item clearly and concisely?		
4.	Sought clarification when necessary?		

Trainee	Date	Attempts	Instructor's Signature

TASK # 17  
ORDER OFFICE USING PURCHASE ORDER FORM

RELATED COMMUNICATIVE TASK: Identify objects and record information.

VOCATIONAL TASK: #17: Order office supplies using purchase order form.

PERFORMANCE Given a blank purchase order form, a supply catalog, and a list of supplies, select supplies from the catalog and type out purchase order form with 100% accuracy.

**OBJECTIVE**

**STEPS AND TECHNICAL KNOWLEDGE**

- 1.
- 2.
3. SEE ATTACHMENT
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

**TECHNICAL TERMS**

- Catalog
- Date issued
- Date required
- Purchase order
- Purchase requisition
- Quantity
- Requisition number
- Sales invoice
- Unit
- Unit price
- Computation

**LANGUAGE FUNCTIONS**

COMMUNICATIVE SKILLS

- Active: Writing
- Passive: Reading comprehension

FUNCTIONS

- Record factual information
- Identification
- Categorization
- Quantification

**STRUCTURES**

Mass/count nouns

**TOOLS AND MATERIALS**

- Quill Supplies Catalog-Paper
- Typewriter Calculator
- Purchase requisition - Pencil/pen
- Purchase order

**BACKGROUND KNOWLEDGE**

Knowledge of keyboarding information in columns.

**SAFETY**

- Secure typewriter and calculator wires to avoid tripping.
- No food or drink near typewriter
- Avoid paper cuts.

**ATTITUDES**

- Concentrate on accuracy.
- Fill in all necessary information.

**LEARNING ACTIVITIES AND RESOURCES**

**VOCATIONAL**

1. LEARNING STRATEGIES

- a. Facilitator identifies terms and sections purchase requisition and purchase order.
- b. Facilitator demonstrates steps of purchasing procedure.
- c. Practice activity sheets #1,2,3
- d. Hands-on practice (individual)
  - Participants prepare a purchase order.

2. EVALUATION - Performance Test

3. RESOURCES

- a. Facilitator
- b. Information, Operation, Job and Activity Sheets.
- c. Clerical Office Procedures

J.R. ESL

1. LEARNING STRATEGIES

- a. Lecture small group on concept of mass/count nouns
- b. Discussion on office supplies showing relationship to office tasks, Activity Sheet #1.
- c. Participants practice quantification, Activity Sheet #2.

2. EVALUATION - Written Test

3. RESOURCES

- a. Facilitator
- b. Activity Sheets
- c. Quill Supplies Catalog

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

INFORMATION SHEET: ORDER OFFICE SUPPLIES USING PURCHASE ORDERS

INTRODUCTION:

The modern office functions efficiently when it is kept supplied. Paper, pens, forms, diskettes, etc., are essential material for the office and must be kept in constant supply.

In most medium to large offices purchasing and supplies are handled by the purchasing department and only supervisors have the authority to request supplies, but clerk typists are involved in checking supplies, typing out purchase requisitions and purchase orders, and on occasion, following these up with phone calls to the supplier.

In a small business there usually is no purchasing department, and it is the responsibility of the clerk to follow up on purchase requisitions and purchase orders. It is essential that you become familiar with the procedures.

There are four steps in the purchasing process:

1. Purchase requisition: Once a need is identified, a request is sent for goods and materials.
2. Obtaining price quotes and shipping information: You will need to compare prices and shipping information on several supply catalogues. Concentrate on price and delivery time.
3. Handling orders: Filling out purchase orders and supplies order forms.
4. Follow up on orders: Calling the supplies to verify prices, amount of items, delivery dates. This can involve checking invoices against your initial order once the materials are delivered.

HACER INC/HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #17

INFORMATION SHEET: PURCHASE REQUISITION

Page 2

Name, address  
of Company.

Department  
making  
request.

Dates &  
requisition  
number.

Office Wholesale Distributors			
400 Commerce Avenue Des Moines, IA 50302 Area Code 515 376-9872			
Requisition No	21101	Display Room	
Date Issued	August 28, 19--	Location	1 Floor
Date Required	September 30, 19--	Job No.	432-17
		Approved By	B.E.L.
Quantity	Description	Unit Price	Amount
100	Plastic interlocking letter trays #8658	2.39	239.00
24	Desk lamps, fluorescent light #332C	35.95	862.50
6	Office desks #114D	124.60	747.60
18	Horizontal metal files, 4 slots #527Y	12.20	219.60
			2,069.00

*J. W. Hawkins*

Cost of each  
item.  
Individual  
price x  
quantity.

The number of items  
desired.

Person requesting supplies.  
(Usually the department head)

Cost of each individual  
item

RESOURCE:  
 Clerical office procedures  
 6th. edition.  
 Pasework, Oliverio  
 Southwestern Publishing Co.

HACER INC/HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #17

INFORMATION SHEET: PURCHASE ORDER

Page 3

This is the form that is sent to the supplier.  
 Usually you make copies.

Name and address  
 of Company

Name and  
 address of  
 supplier

PURCHASE ORDER

**Office Wholesale Distributors**  
 400 Commerce Avenue Des Moines, Ia 50302 Iowa Code 515 376 9372

To: H. Millan Manufacturing, Inc.  
 305 East Hampton Road  
 Cedar, IA 52251

Date: August 29, 1977

Order No: 06130

Ship By: Truck

Terms: 2/10 net 30

Quantity	Description	Cat No.	Unit Price	Amount
100	Plastic interlocking letter trays	8055	2.39	239.00
24	Desk lamps, fluorescent light	3320	35.95	862.80
6	Office desks	1140	124.60	747.60
10	Horizontal metal files, 4 slots	5275	12.20	122.00
				2,069.00

Suppliers catalogue number

By: J. L. Brooks

Signature of person making the order

RESOURCE:  
 Clerical Office Procedure  
 6th edition.  
 Pasework, Oliverio  
 Southwestern Publishing Co.

BEST COPY AVAILABLE

HACER INC/HISPANIC WOMEN'S CENTER

BILINGUAL VOCATIONAL TRAINING

TASK #17

INFORMATION SHEET: SALES INVOICE

Page 4

This is always included with the shipped materials by the supplier. You should always compare it against the purchase order and check the contents of the boxes before signing the sales invoice.

NAME AND ADDRESS OF SUPPLIER

YOUR COMPANY ADDRESS

Quantity	Descriptions	Cat. No.	Unit Price	Amount
75	2 oz. jars, "Hearts-a-Flutter" Creme Sachet	2157	2.15	161.25
100	Disposable pocket size, "Confidence" Refreshers	8777	.75	75.00
30	1 oz. bottles, "Happy Times" Cologne	2479	2.35	70.50
				<u>306.75</u>

SALES INVOICE

**Fancy Fragrances** MANUFACTURING COMPANY  
1505 North Berry Road Bloomingdale, PA 18911

Sold To: Leiker's Department Store  
1200 Tanner Blvd.  
Greensboro, VI 22943

Date: February 3, 19--  
Our Invoice No.: 594938  
Your Order No.: 978  
Shipped By: Truck  
Terms: 2/10 net 30

Checked By: \_\_\_\_\_ Salesperson

SIGNATURE OF PERSON WHO RECEIVES THE ORDER

DATE OF DELIVERY, PAYMENT INFO.  
YOUR ORDERS# SUPLIERS INVOICE #

RESOURCE:  
CLERICAL OFFICE PROCEDURE  
6th EDITION  
PASEWORK, OLIVERIO  
SOUTHWESTERN PUBLISHING CO.



HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

TECHNICAL TERMS

CATALOG: book or booklet describing a supplier's goods prices and ordering information.

DATE ISSUED: the date an order is placed or sent.

DATE REQUIRED: the date materials are needed.

PURCHASE ORDER: a form sent to the supplier requesting supplies.

PURCHASE REQUISITION: a form used to request materials necessary for the operation of the office.

QUANTITY: amount, number of articles.

REQUISITION NUMBER: the number of the requisition; offices and departments keep a log of requisitions.

SALES INVOICE: a form used by a supplier to indicate what material has been shipped to a business.

UNIT: how material is sold; example, each, by the dozen, by the gross.

UNIT PRICE: the price of individual goods.

COMPUTATION: To count, to determine the solution(answer) to a mathematical problem.

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 17

ACTIVITY: SHEET #1 J, R, ESL

COMMUNICATIVE TASK: Identification of Supplies

DIRECTIONS: Write the title of the office worker you think would use each of the following groups of supplies

TITLES

1. Typist
2. File Clerk
3. Mail Clerk
4. Work Processing Operator
5. Receptionist

SUPPLIES

Message Pads  
Pens  
Rolodex Cards  
Paper Clips  
Stapler

Floppy Disks  
Printer Paper  
Ribbon Cartridge

Pendaflex Hanging Folders  
Manila Folders  
Tabs  
Labels

Bond Paper  
Ribbon Cartridges  
Correction Fluid  
Correction Tape

Scale  
Envelopes  
Ink Pad  
Rubber Stamps  
Address Labels

TITLES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 17

ACTIVITY SHEET #1 J.R.ESL

COMMUNICATIVE TASK: Identification of Supplies

DIRECTIONS: Write the title of the office worker you think would use each of the following groups of supplies

TITLES

1. Typist
2. File Clerk
3. Mail Clerk
4. Work Processing Operator
5. Receptionist

SUPPLIES

Message Pads  
Pens  
Rolodex Cards  
Paper Clips  
Stapler

TITLES

(Receptionist)

Floppy Disks  
Printer Paper  
Ribbon Cartridge

(Word Processing)  
Operator

Pendaflex Hanging Folders  
Manila Folders  
Tabs  
Labels

(File Clerk)

Bond Paper  
Ribbon Cartridges  
Correction Fluid  
Correction Tape

(Typist)

Scale  
Envelopes  
Ink Pad  
Rubber Stamps  
Address Labels

(Mail Clerk)

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: QUANTIFICATION

DIRECTIONS: Use the following list of quantities to fill in the blanks. Consult the Quill Office Products catalog to verify in what quantity the product is sold.

List of quantities:

Per hundred	Per dozen	Per box of ten
Per package	Per thousand (per M)	Per box
Per pound (lb)	Per pad	Per ream

Example:

Letterhead and bond paper are sold by the ream.

1. Pendaflex file folders are sold \_\_\_\_\_.
2. File folders and paper clamps are ordered by the \_\_\_\_\_.
3. Self adhesive labels and paper clips are sold \_\_\_\_\_.
4. Dictation cassettes come \_\_\_\_\_.
5. Telephone message pads and legal ruled pads are sold \_\_\_\_\_.
6. Typewriter ribbons and binder clips are sold \_\_\_\_\_.
7. Rubberbands are sold \_\_\_\_\_.
8. Noteholders and manila file folders are sold \_\_\_\_\_.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: QUANTIFICATION

DIRECTIONS: Use the following list of quantities to fill in the blanks. Consult the Quill Office Products catalog to verify in what quantity the product is sold.

List of quantities:

Per hundred	Per dozen	Per box of ten
Per package	Per thousand (per M)	Per box
Per pound (lb)	Per pad	Per ream

Example:

Letterhead and bond paper are sold by the ream.

1. Pendaflex file folders are sold (per hundred).
2. File folders and paper clamps are ordered by the (box).
3. Self adhesive labels and paper clips are sold (per thousand).
4. Dictation cassettes come (per box of ten).
5. Telephone message pads and legal ruled pads are sold (per pad).
6. Typewriter ribbons and binder clips are sold (per dozen).
7. Rubberbands are sold (per pound).
8. Noteholders and manila file folders are sold (per package).

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONLA TRAINING

TASK #17

ACTIVITY SHEET #1 VOCATIONAL

DIRECTIONS: Consult the information sheet to answer the following questions:

1. What should you do with the invoice sent with the shipment of materials by the supplier? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Who usually signs a requisition order? \_\_\_\_\_

\_\_\_\_\_

3. What are the four steps of the purchasing process?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

4. Who usually signs a purchase order?

\_\_\_\_\_

5. What form is used to request supplies from the supplier?

\_\_\_\_\_  
\_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONLA TRAINING

TASK #17

ACTIVITY SHEET #1 VOCATIONAL

DIRECTIONS: Consult the information sheet to answer the following questions:

1. What should you do with the invoice sent with the shipment of materials by the supplier? \_\_\_\_\_

The invoice must be checked against the items in the boxes that came in. You must determine that all the items listed in the invoice are contained in the delivery. Check the invoice against the purchase order.

2. Who usually signs a requisition order? A purchase requisition is usually signed by the department head or the person requesting the supplies.

3. What are the four steps of the purchasing process?

1. Purchase requisition
2. Obtaining price quotes and shipping information.
3. Handling orders
4. Follow-up on an order.

4. Who usually signs a purchase order?

A purchase order is usually sined by a Supervisor.

5. What form is used to request supplies from the supplier?

Purchase order

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HACER, INC., HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

ACTIVITY SHEET #2 VOCATIONAL

DIRECTIONS: Compare the purchase requisition with the purchase order.

1. Identify any differences:

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2. If the purchase order and the invoice do not match, what would you do?

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NAME \_\_\_\_\_

DATE \_\_\_\_\_



HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

ACTIVITY SHEET #2 VOCATIONAL

DIRECTIONS: Compare the purchase requisition with the purchase order.

1. Identify any differences:

1. The total amounts of purchase do not match.

2. The catalogue # and unit prices don not match

3. The # number of notebooks ordered is different from the  
number of notebooks sent. The amounts are different.

2. If the purchase order and the invoice do not match, what would you do?

Notify your supervisor that there is a discrepancy (difference)  
and call the supplier and notify them that there is a mistake.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

**PURCHASE REQUISITION**

**BIG APPLE OFFICE SUPPLIERS**  
 321 East 46th Street TEL: 234-5678  
 NY NY 10028

To: HACER INC/Hispanic Women's Center  
 611 Broadway  
 NYNY 10012

Date: Aug-----  
 Order#456

Quantity	Description	Cat.No.	Unit Price	Amt
10	Folding chairs	234	23.95@	239.50
20	Notebooks	39	1.99@	39.80
6 boxes	5 1/4" floppy disk	253	12.00@	72.00
				351.30

**PURCHASE ORDER**

**BIG APPLE OFFICE SUPPLIERS**  
 321 East 46th Street  
 NY NY 10028  
 TEL: 234-5678

Sold to: HACER INC/Hispanic Women's Center  
 611 Broadway  
 NY NY 10012

Date: Aug.-----  
 Order# 456  
 Invoice #: 12345  
 Shipped by: UPS

Quantity	Description	Cat.No.	Unit Price	Amount
12	Folding Chairs	235	32.95@	395.40
13	Notebooks	39	1.99@	25.87
6boxes	5 1/4" floppy disks	253	12.00@	72.00
				493.27

Checked By: \_\_\_\_\_

85 Salesperson Signature \_\_\_\_\_

HACER INC/ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 17  
ACTIVITY SHEET # 3 VOCATIONAL

DIRECTIONS: Consult the general index of the catalogue to find the page numbers where the following supplies can be located in the catalogue. Fill in the correct page next to the supply.

Example Boston pencil sharpeners page 6

1. Angler's card file \_\_\_\_\_
2. Ace staple remove \_\_\_\_\_
3. Calculators \_\_\_\_\_
4. Merriam Webster Dictionary \_\_\_\_\_
5. Vouchers \_\_\_\_\_
6. ZIP Code directory \_\_\_\_\_
7. Red Rope expanding files \_\_\_\_\_
8. Ross Rubber Bands \_\_\_\_\_
9. Saxon Bond Paper \_\_\_\_\_
10. Magazine files \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC/ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 17  
ACTIVITY SHEET # 3 VOCATIONAL

DIRECTIONS: Consult the general index of the catalogue to find the page numbers where the following supplies can be located in the catalogue. Fill in the correct page next to the supply.

Example Boston pencil sharpeners page 6

1. Angler's card file Page 128
2. Ace staple remover Page 13
3. Calculators Page 178
4. Merriam Webster Dictionary Page 176
5. Vouchers Page 57
6. ZIP Code directory Page 177
7. Red Rope expanding files Page 121
8. Ross Rubber Bands Page 15
9. Saxon Bond Paper Page 193
10. Magazine files Pages 66-67

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC/ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 17  
ACTIVITY SHEET # 4 VOCATIONAL

DIRECTIONS: Consult the general index to find the following supplies. Next to each supply place the unit used in ordering.

Example : Pencils dozen

1. ACCO PRONG FASTENERS \_\_\_\_\_
2. POST-IT NOTES BY 3M \_\_\_\_\_
3. DICTATION CASSETTES BY DATA PACKAGING \_\_\_\_\_
4. ONION SKIN by SAXON \_\_\_\_\_
5. COIN ENVELOPES BY SAXON \_\_\_\_\_
6. INTER-OFFICE ENVELOPES \_\_\_\_\_
7. CLASP ENVELOPES \_\_\_\_\_
8. MISTAKE OUT LIQUID PAPER \_\_\_\_\_
9. ELF FILE BY ELDON \_\_\_\_\_
10. BIRO PENS BY BIC \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC/ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 17  
ACTIVITY SHEET # 4 VOCATIONAL

DIRECTIONS: Consult the general index to find the following supplies. Next to each supply place the unit used in ordering.

Example : Pencils dozen

1. ACCO PRONG FASTENERS Box of 50 or 100
2. POST-IT NOTES BY 3M 12 pads
3. DICTATION CASSETTES BY DATA PACKAGING Packs of 6 or 10
4. ONION SKIN by SAXON Ream
5. COIN ENVELOPES BY SAXON By the box
6. INTER-OFFICE ENVELOPES Box of 100
7. CLASP ENVELOPES Carton of 500 or 1,000
8. MISTAKE OUT LIQUID PAPER Units of 1 each
9. ELF FILE BY ELDON Units of 1 each
10. BIRO PENS BY BIC Units of 1 each

NAME \_\_\_\_\_

DATE \_\_\_\_\_



# New Products

New Product listings are followed by manufacturers

<b>ACOUSTICAL COVERS</b>		<b>COPYHOLDERS</b>	
Ring King	225	Fellowes Mfg. Co.	222
<b>AIR CLEANERS</b>		Oxford	197
Hunt-Litning	226	Wilson Jones	222
<b>ATTACHE CASES</b>		<b>DATA BINLERS</b>	
Master Products	99	Acco	232
Stebco	99	Dennison National	233
<b>BINDER STORAGE</b>		Wilson Jones	232
Acco	235	<b>DESK ACCESSORIES</b>	
<b>BINDING MACHINE</b>		Eldon	80-81, 88
Velo-Bind	134	Joshua Meier	91
<b>BOUND ACCOUNT BOOKS</b>		Sterling	85
Dennison National	160-161	<b>DESK CLEANER</b>	
<b>CABLES &amp; GENDER CHANGES</b>		3M	21
TDS	227	<b>DISKETTES</b>	
<b>CALCULATORS</b>		Elephant	208
Texas Instruments	178	Fuji	207
<b>CALENDARS</b>		3M	206
Keith Clark	107	Verbatim	209
<b>CARD FILES</b>		<b>DISKETTE STORAGE</b>	
Eldon	129	Acco	213-214
Sterling	129	Bates	214
<b>CATALOG SPACE SAVER STANDS</b>		Dennison National	214
Master Products	65	Innovative Concepts	213
<b>CHAIRMATS</b>		Ring King	212
Tenex	94, 223	SRW	213
<b>CLIPBOARDS</b>		<b>DISPENSERS</b>	
Saunders	23	3M	25
<b>COLUMNAR SHEETS</b>		<b>ELECTRIC LETTER OPENER</b>	
Wilson Jones	159	Hunt-Boston	21
<b>COMMUNICATION BOARDS</b>		<b>ELECTRICAL SUPPLIES</b>	
Weber Costello	46-48	Ace Electrical	79
<b>COMPUTER FURNITURE</b>		Duracell	79
Rubbermaid	224	Flexiduct	79
<b>COMPUTER PAPER</b>		S.L. Waber	79
Oxford	231	<b>EMBOSSING MACHINES, LABELERS, TAPE</b>	
<b>COMPUTER SUPPLIES</b>		Dennison Retail Systems	133
Acco	223, 226-227	Dymo	132-133
Eldon	225, 228	<b>ERASERS</b>	
Hunt Boston	226	Pentel	5
Perfect Data	227	<b>EXPANDING FILES</b>	
Ring King	225-226	Wilson Jones	120
Safco	230	<b>FILES</b>	
TDS	227	Eldon	67
Universal Data Systems	227	Oxford	67, 118-119
		Sterling	119



New Product listings are followed by manufacturers.

<b>FOLDERS</b>			
Oxford	110, 114-115, 144		
<b>INDEXES</b>			
Aigner	150		
Dennison National	149, 151, 234		
<b>LABELS</b>			
Avery	214		
<b>LAMPS</b>			
Art Speciality	97		
Panasonic	97		
<b>MAGNIFIERS</b>			
Ultra Optix	51		
<b>MESSAGE PADS</b>			
Herlitz	167		
3M Post-it Notes	166-167		
<b>MODEM</b>			
Universal Data Systems	227		
<b>NOTEBOOKS</b>			
Dennison National	164-165		
<b>ORGANIZERS</b>			
Hunt-Litning	74		
<b>PAD HOLDERS</b>			
Dennison National	101		
Kingsbacher-Murphy	101		
<b>PENCILS</b>			
Papermate	4		
Pentel	4		
<b>PENS AND MARKERS</b>			
Dennison Carters	41, 43		
Paper Mate	44		
Pilot	37		
<b>PRINTER STANDS</b>			
Eldon	226		
Ring King	226		
<b>PRINTWHEELS</b>			
Camwil	220		
<b>REFERENCE BOOKS</b>			
Houghton Mifflin	176-177		
Rand McNally	177		
<b>REPORT COVERS</b>			
Avery	137		
Dennison National	136		
Kingsbacher-Murphy	136		
Oxford	137		
<b>RIBBONS</b>			
Burroughs	184-187, 216-217		
General Ribbon	186-187, 216-217		
Ko-Rec-Type	184-187, 215		
Smith Corona	184-185		
<b>RING BINDERS</b>			
Acco	142, 146		
Dennison National	144-145, 147		
Kingsbacher-Murphy	142, 147-148		
Wilson Jones	143		
<b>RULERS</b>			
Bates	19		
Stanley	19		
<b>SCALES</b>			
Pelouze	31		
<b>SCISSORS</b>			
Acme	20		
Fiskars	20		
<b>SHARPENERS</b>			
Panasonic	6		
<b>SHEET PROTECTORS</b>			
C Line	155		
Kingsbacher-Murphy	154		
Oxford	155		
<b>SHREDDERS</b>			
Bankers Box	202		
<b>SOFTWARE</b>			
Various Manufacturers	204-205		
<b>STAPLERS</b>			
Acco	12		
Panasonic	10		
<b>TELEPHONE FILES &amp; ACCESSORIES</b>			
Planatronics	169		
Rolodex	171		
<b>TONERS AND DEVELOPERS</b>			
Esgraph	199		
<b>TYPING SUPPLIES</b>			
Acco	183		
Burroughs	184-187		
General Ribbon	186-187, 216-217		
Ko-Rec-Type	186-187, 215		
Pentel	189		
Smith Corona	184-185		
<b>VIDEO CASSETTES</b>			
3M	236		

# Pencils

## MIRADO BY BEROL®

Made from purest crystalline graphite and seasoned western incense cedar to give greater strength, extra smoothness and longer wear. Yellow finish, gilt tip and red eraser. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
BER-174-1	BER-005	Soft	\$2 57
BER-174-2	BER-010	Med Soft	2 57
BER-174-2½	BER-015	True Med	2 57
BER-174-3	BER-020	Med Hard	2 57
BER-174-4	BER-025	Hard	2 57

## BLACK WARRIOR PENCIL BY BEROL®

Same top quality as Mirado pencil shown above only in a round, black finished style.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
BER-372-2	BER-026	Med Soft	\$2 57
BER-372-2½	BER-027	True Med	2 57

## TICONDEROGA BY DIXON

A top quality pencil with a waxed, golden yellow multi-coat finish has a brass ferrule with a matched pink eraser. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
DIX-1388-1	DIX-010	Soft	\$2 64
DIX-1388-2	DIX-015	Med Soft	2 64
DIX-1388-2½	DIX-005	True Med	2 64
DIX-1388-3	DIX-020	Med Hard	2 64
DIX-1388-4	DIX-025	Hard	2 64

## MONGOL BY EBERHARD FABER

Specially formulated diamond star lead makes this pencil one of the best sellers in the nation. The highest quality lead crowned by the famous Pink Pearl eraser make the Mongol a real winner. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
EF-482-1	EF-010	Soft	\$2 83
EF-482-2	EF-015	Med Soft	2 83
EF-482-F	EF-005	True Med	2 83
EF-482-3	EF-020	Med Hard	2 83
EF-482-4	EF-025	Hard	2 83

## VELVET PENCILS BY FABER CASTELL

Not just another yellow pencil. Famous Velvet formulation lead for smooth, luxurious writing. Pressure-Proof® bonded for point strength. Lustre-finish cedar barrel with Blue-Band® ferrule and pink eraser.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
FC-10001	FC-005	Soft	\$2 65
FC-10002	FC-010	Med Soft	2 65
FC-10003	FC-015	Med Firm	2 65
FC-10004	FC-020	Firm	2 65
FC-10005	FC-025	Hard	2 65

## PENCILS BY DIXON

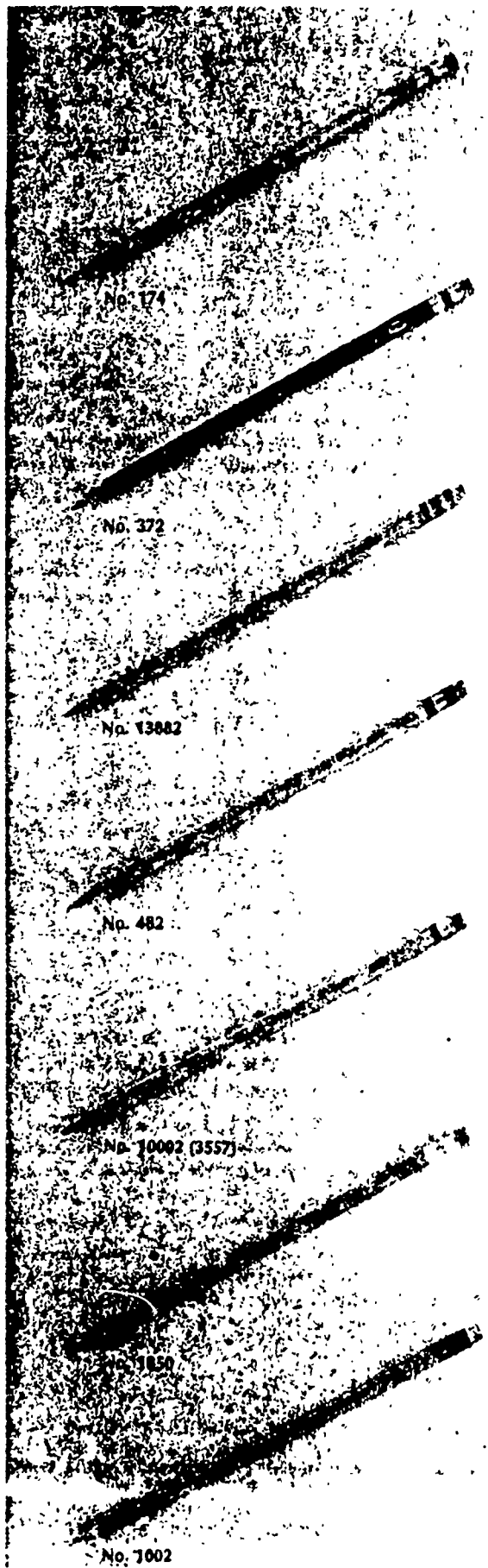
The economical pencil has an extra smooth writing quality along with a pink eraser which provides the user with excellent performance. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WRITING DEGREE	DOZEN
DIX-1850-1	DIX-150	Soft	\$1 33
DIX-1850-2	DIX-155	Med Soft	1 33
DIX-1850-2½	DIX-160	True Med	1 33
DIX-1850-3	DIX-165	Med Hard	1 33
DIX-1850-4	DIX-170	Hard	1 33

## THE BLACKFEET INDIAN PENCIL

Actually hand crafted by the Blackfeet Indians, this is a top quality pencil! Its modern looks and premium writing performance make it an excellent buy. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	GRADE	WRITING DEGREE	DOZEN
BFI-1002	BFI-105	2	Med Soft	\$2 40
BFI-100224	BFI-110	2½	True Med	2 40
BFI-1003	BFI-115	3	Med Hard	2 40
BFI-0031	BFI-140	1	Soft	1 75
BFI-0032	BFI-145	2	True Med	1 75
BFI-0033	BFI-150	2½	Med Firm	1 75
BFI-0034	BFI-155	4	Med Hard	1 75
BFI-0035	BFI-160	5	Hard	1 75



# Colored Pencils

## COL-ERASE PENCILS BY FABER CASTELL

The erasable color pencil Now you see it now you don't because the special formulated lead erases with the eraser tip For blue-print marking engineer notations artist renderings, bookkeeping entries, one dozen (same color) per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	DOZEN
FC-20004	FC-030	Blue	\$4 00
FC-20005	FC-035	Carmine Red	4 00
FC-20006	FC-040	Green	4 00
FC-20007	FC-045	Yellow	4 00

## VERITHIN COLORED PENCILS BY BEROL®

Takes a fine point in any sharpener every time and holds it for 5,000 check marks Its point won't snap under normal pressure One dozen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	DOZEN
BER-734	BER-041	White	\$4 19
BER-735	BER-042	Canary Yellow	4 19
BER-737	BER-043	Orange	4 19
BER-738	BER-044	Grass Green	4 19
BER-739	BER-046	Green	4 19
BER-740 1/2	BER-047	Sky Blue	4 19
BER-741	BER-045	Indigo Blue	4 19
BER-741 1/2	BER-048	Azure Blue	4 19
BER-745	BER-050	Carmine Red	4 19
BER-748	BER-049	Red/Blue	4 19
BER-753	BER-051	Silver	4 19
BER-758	BER-052	True Blue	4 19
BER-761 1/2	BER-040	Non Photo Blue	4 19
BER-2745	BER-053	Red	4 19

## COLORBRITE PENCILS BY EBERHARD FABER

Has a very strong and resilient lead which sharpens to a fine long lasting point Available with and without an eraser tip One dozen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	ERASER TIPPED	DOZEN
EF-2125	FF-030	Blue	No	\$4 00
EF-2126	EF-035	Red	No	4 00
EF-2140	EF-045	Red/Blue	No	4 00
EF-4125	EF-050	Blue	Yes	4 00
EF-4126	EF-055	Red	Yes	4 00

## RITWELL COLORED PENCILS BY BANKERS PRODUCTS

Erase as easily as a black lead pencil Fade proof and smear proof Has fortified point strength for extended trouble free use One dozen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	DOZEN
BBP-1818T	BBP-155	Red	\$3 58
BBP-1803T	BBP-160	Blue	3 58
BBP-1807T	BBP-165	Green	3 58
BBP-1811T	BBP-170	Yellow	3 58

## COLORBRITE PENCIL SETS BY EBERHARD FABER

Non-fade, non-smear Colorbrite colors are excellent for checking marking charts and graphs, color coding, and for all commercial applications which require high visibility, permanent markings Hexagon shape, bright metal caps, polish matches lead color, twelve assorted colors per set Twelve sets per carton

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	SET
EF-4012	EF-900	Assorted	\$3 98

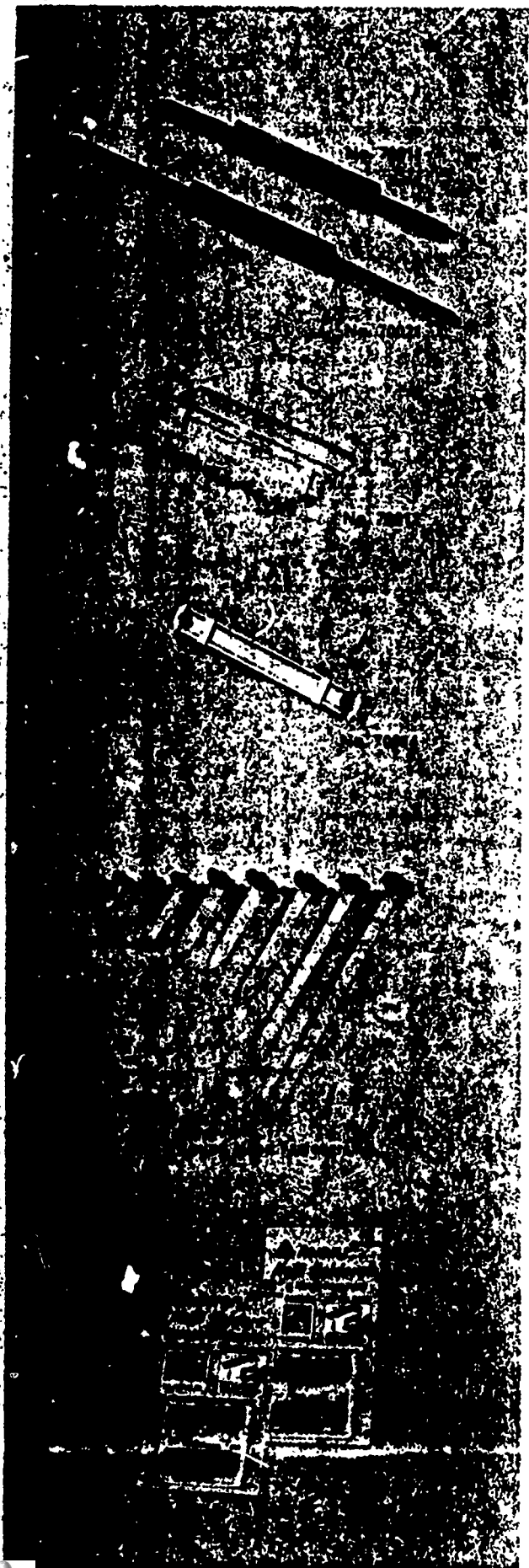
## GOLF PENCILS BY FABER CASTELL

High lustre yellow finish Smooth writing medium lead, 3 3/4" long No eraser One gross per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	GROSS
FC-189	FC-046	\$10 20



# Fasteners



## SELF ADHESIVE FASTENERS BY ACCO

Put the fastener in place and you have a spill-proof file folder. Fasteners have a rust proof enamel finish and a strong adhesive is on backing. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	CENTER TO CENTER	CAPACITY	BOX
ACO-70011	ACO-368	2 1/4"	1"	\$ 9.95
ACO-70021	ACO-369	2 1/4"	2"	10.95

## PRONG FASTENERS BY ACCO

Has a locking compressor that keeps papers tightly compressed, saves valuable filing and storage space. Made from tempered steel, tin plated to prevent rusting. Sizes are measured from prong to prong.

STOCK ORDER NO.	SPEEDIE ORDER NO.	CENTER TO CENTER	CAP.	DESCRIPTION	QTY BOX	BOX
ACO-70012	ACO-340	2 1/4"	1"	Complete Unit	50	\$ 4.65
ACO-70013	ACO-345	2 1/4"	1"	Base Only	100	5.70
ACO-70014	ACC 346	2 1/4"		Compressor Only	100	6.60
ACO-70022	ACO-350	2 1/4"	2"	Complete Unit	50	5.35
ACO-70023	ACO-355	2 1/4"	"	Base Only	100	6.60
ACO-70324	ACO-366	2 1/4"	3 1/2"	Complete Unit	50	10.25
ACO-70424	ACO-360	4 1/4"	3 1/2"	Complete Unit	50	13.40
ACO-70624	ACO-364	7"	3 1/2"	Complete Unit	50	16.05
ACO-70723	ACO-367	8 1/2"	3"	Complete Unit	50	16.50
ACO-70724	ACO-365	8 1/2"	3 1/2"	Complete Unit	50	17.35

## BRASS ROUND HEAD FASTENERS BY NOESTING

Made from top quality brass. Has sharp points and stiff shanks that make it an easy task to pierce through several sheets of paper without having to use a punch. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SHANK LENGTH	PER C
NOE-1RH	PAC-030	3/8"	\$1.83
NOE-2RH	PAC-035	1/2"	1.90
NOE-3RH	PAC-040	3/4"	2.17
NOE-4RH	PAC-045	1"	3.14
NOE-5RH	PAC-050	1 1/4"	6.04
NOE-6RH	PAC-055	1 1/2"	6.82
NOE-7RH	PAC-060	2"	7.86
NOE-8RH	PAC-065	3"	10.49
NOE-9RH	PAC-070	4"	13.35
NOE-2	PAC-101	#2 Washer	2.70

## NOTE HOLDERS BY AVERY

Self-adhesive polyester hinged magnets secure notes, lists, poster or messages almost anywhere. Magnets hold up to ten notes at a time. Removable adhesive. Twelve per carton.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	HOLDERS PER PKG	PACKAGE
AVY-5655	AVY-950	Orange	2	\$1.89
AVY-5656	AVY-951	Brown	2	1.89

## PLYMOUTH RUBBER BANDS BY PLYMOUTH

100% pure rubber bands for greater strength. Exceeds government specifications

STOCK ORDER NO.	SPEEDIE ORDER NO.	SPEEDIE ORDER NO.	SIZES	¼ lb. Box	1 lb. Box
	¼ lb. Box	1 lb. Box			
PLY-8	PLY-120	PLY-115	½" x ¾"	\$1.61	\$5.32
PLY-10	PLY-130	PLY-125	¾" x 1 ¼"	1.61	5.32
PLY-12	PLY-140	PLY-135	¾" x 1 ¾"	1.61	5.32
PLY-14	PLY-150	PLY-145	¾" x 2"	1.61	5.32
PLY-16	PLY-160	PLY-155	¾" x 2 ½"	1.61	5.32
PLY-18	PLY-170	PLY-165	¾" x 3"	1.61	5.32
PLY-19	PLY-180	PLY-175	¾" x 3 ½"	1.61	5.32
PLY-30	PLY-190	PLY-185	¾" x 2"	1.61	5.32
PLY-31	PLY-200	PLY-195	¾" x 2 ½"	1.61	5.32
PLY-32	PLY-210	PLY-205	¾" x 3"	1.61	5.32
PLY-33	PLY-220	PLY-215	¾" x 3 ½"	1.61	5.32
PLY-54	PLY-230	PLY-225	Assorted	1.61	5.32
PLY-62	PLY-240	PLY-235	¾" x 2 ½"	1.61	5.32
PLY-64	PLY-250	PLY-245	¾" x 3 ½"	1.61	5.32
PLY-84	PLY-280	PLY-275	¾" x 3 ½"	1.61	5.32
PLY-105	PLY-290	PLY-285	¾" x 5"	1.61	5.32
PLY-107	PLY-300	PLY-295	¾" x 7"	1.61	5.32
PLY-117		PLY-301	¾" x 7"	1.61	5.32

## REVERE RUBBER BANDS BY PLYMOUTH

Precision cut, seamless, and inspected. High tensile strength and maximum elasticity.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SPEEDIE ORDER NO.	SIZES	¼ lb. Box	1 lb. Box
	¼ lb. Box	1 lb. Box			
PLY-R8	PLY-002	PLY-001	¾" x ¾"	\$1.16	\$3.56
PLY-R10	PLY-004	PLY-003	¾" x 1 ¼"	1.16	3.56
PLY-R12	PLY-010	PLY-005	¾" x 1 ¾"	1.16	3.56
PLY-R14	PLY-020	PLY-015	¾" x 2"	1.16	3.56
PLY-R16	PLY-030	PLY-025	¾" x 2 ½"	1.16	3.56
PLY-R18	PLY-040	PLY-035	¾" x 3"	1.16	3.56
PLY-R19	PLY-050	PLY-045	¾" x 3 ½"	1.16	3.56
PLY-R30	PLY-060	PLY-055	¾" x 2"	1.16	3.56
PLY-R31	PLY-062	PLY-061	¾" x 2 ½"	1.16	3.56
PLY-R32	PLY-070	PLY-065	¾" x 3"	1.16	3.56
PLY-R33	PLY-080	PLY-075	¾" x 3 ½"	1.16	3.56
PLY-R54	PLY-090	PLY-085	Assorted	1.16	3.56
PLY-R62	PLY-092	PLY-091	¾" x 2 ½"	1.16	3.56
PLY-R64	PLY-097	PLY-096	¾" x 3 ½"	1.16	3.56
PLY-R84	PLY-104	PLY-103	¾" x 3 ½"	1.16	3.56
PLY-R105	PLY-100	PLY-095	¾" x 5"	1.16	3.56

## ARCO STERLING RUBBER BANDS BY ALLIANCE

100% pure rubber Open ring feature. Exceeds government specifications

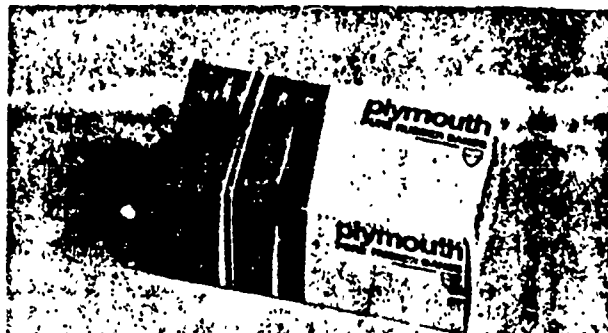
STOCK ORDER NO.	SPEEDIE ORDER NO.	SPEEDIE ORDER NO.	SIZES	¼ lb. Box	1 lb. Box
	¼ lb. Box	1 lb. Box			
ARC-8	ARC-002	ARC-001	¾" x ¾"	\$1.87	\$5.87
ARC-10	ARC-004	ARC-003	¾" x 1 ¼"	1.87	5.87
ARC-12	ARC-006	ARC-005	¾" x 1 ¾"	1.87	5.87
ARC-14	ARC-008	ARC-007	¾" x 2"	1.87	5.87
ARC-16	ARC-010	ARC-009	¾" x 2 ½"	1.87	5.87
ARC-18	ARC-012	ARC-011	¾" x 3"	1.87	5.87
ARC-19	ARC-014	ARC-013	¾" x 3 ½"	1.87	5.87
ARC-30	ARC-016	ARC-015	¾" x 2"	1.87	5.87
ARC-31	ARC-018	ARC-017	¾" x 2 ½"	1.87	5.87
ARC-32	ARC-020	ARC-019	¾" x 3"	1.87	5.87
ARC-33	ARC-022	ARC-021	¾" x 3 ½"	1.87	5.87
ARC-54	ARC-024	ARC-023	Assorted	1.87	5.87
ARC-62	ARC-026	ARC-025	¾" x 2 ½"	1.87	5.87
ARC-64	ARC-028	ARC-027	¾" x 3 ½"	1.87	5.87
ARC-84	ARC-030	ARC-029	¾" x 3 ½"	1.87	5.87
ARC-105	ARC-032	ARC-031	¾" x 5"	1.87	5.87

## ARCO ADVANTAGE RUBBER BANDS BY ALLIANCE

American made Opening feature increases efficiency Eliminates built-in weak spots.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SPEEDIE ORDER NO.	SIZES	¼ lb. Box	1 lb. Box
	¼ lb. Box	1 lb. Box			
ARC-E8	ARC-052	ARC-051	¾" x ¾"	\$1.51	\$4.85
ARC-E10	ARC-054	ARC-053	¾" x 1 ¼"	1.51	4.85
ARC-E12	ARC-056	ARC-055	¾" x 1 ¾"	1.51	4.85
ARC-E14	ARC-058	ARC-057	¾" x 2"	1.51	4.85
ARC-E16	ARC-060	ARC-059	¾" x 2 ½"	1.51	4.85
ARC-E18	ARC-062	ARC-061	¾" x 3"	1.51	4.85
ARC-E19	ARC-064	ARC-063	¾" x 3 ½"	1.51	4.85
ARC-E30	ARC-066	ARC-065	¾" x 2"	1.51	4.85
ARC-E31	ARC-068	ARC-067	¾" x 2 ½"	1.51	4.85
ARC-E32	ARC-070	ARC-069	¾" x 3"	1.51	4.85
ARC-E33	ARC-072	ARC-071	¾" x 3 ½"	1.51	4.85
ARC-E54	ARC-074	ARC-073	Assorted	1.51	4.85
ARC-E62	ARC-076	ARC-075	¾" x 2 ½"	1.51	4.85
ARC-E64	ARC-078	ARC-077	¾" x 3 ½"	1.51	4.85
ARC-E84	ARC-080	ARC-079	¾" x 3 ½"	1.51	4.85
ARC-E105	ARC-082	ARC-081	¾" x 5"	1.51	4.85

# Rubber Bands



Plymouth Rubber Bands 100% Rubber



Revere Rubber Bands



Arco Sterling Rubber Bands 100% Rubber



Arco Advantage Rubber Bands

# Paper Clips

## BINDER CLIPS BY IDL

Engineered to conform to governmental standards. A versatile clip made of tempered steel and nickered wire handles. One dozen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	CAPACITY	DOZEN
IDL-10020	IDL-005	3/4"	3/4"	\$ 90
IDL-10050	IDL-010	1 1/4"	3/4"	1 65
IDL-10100	IDL-015	2"	1 1/4"	4.58

## BULLDOG CLIPS BY HUNT-BOSTON

For a real good bite, Bulldog Clips are the answer. Three dozen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DOZEN
HUN-2000	HUN-055	1"	\$1 92
HUN-2001	HUN-060	1 1/4"	2.04
HUN-2002	HUN-065	2 1/4"	2 64
HUN-2003	HUN-070	2 3/4"	5 28
HUN-2004	HUN-075	3"	5 88

## MAGNETIC BULLDOG CLIPS BY HUNT-BOSTON

An all steel clip for important papers, notes, etc. Powerful magnet attaches to any metal surface. Three dozen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	DOZEN
HUN-2016	HUN-110	1 1/4"	5 900
HUN-2017	HUN-115	2 1/4"	13 08

## PAPER CLIPS BY OFFICE MATE

Economical clips. 100 per box. 1000 per carton

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SURFACE	PER M
OMI-GG	OMI-010	2"	Smooth	\$11.50
OMI-IFC	OMI-015	1 1/2"	Frictioned	5 00

## GEM PAPER CLIPS BY NOESTING

First quality, silverette finished. Will provide maximum service. 100 per box. 1,000 per carton

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SURFACE	PER M
NOE-1GC	PAC-005	1 1/2"	Smooth	\$ 4.72
NOE-GG	PAC-001	2"	Smooth	13 30
NOE-3GC	PAC-006	1 3/8"	Smooth	4 00

## IDEAL PAPER CLAMPS BY NOESTING

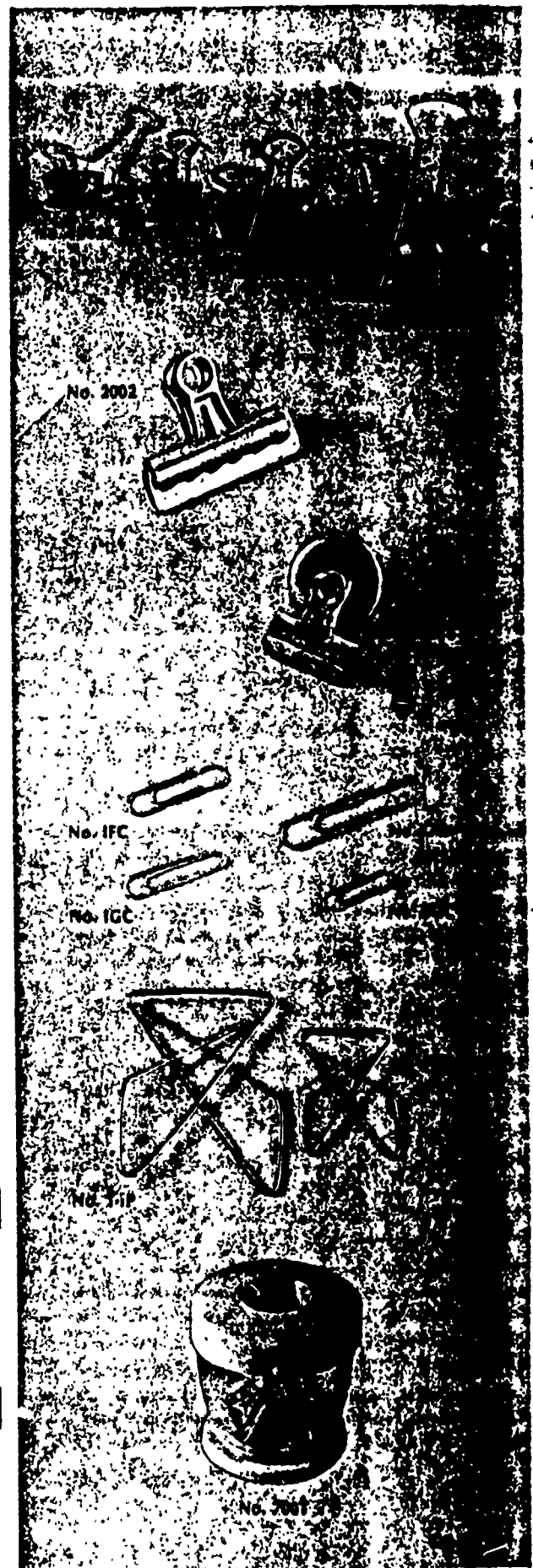
These extra large, heavy duty clamps are perfect for greater thicknesses

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	PACKING	BOX
NOE-1-IP	PAC-020	1 1/4" x 2 1/2"	12 Per Box	\$ .70
NOE-2-IP	PAC-025	1 1/2" x 1 1/2"	50 Per Box	1.00

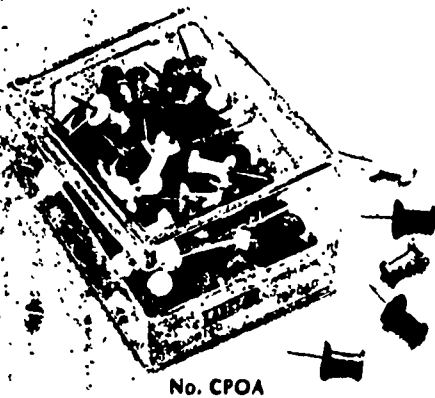
## CLIP CADDY BY SCOVILLE

A simple flick of the wrist and up pops your paper clip. Magnetic action will prevent spills. Twelve per carton

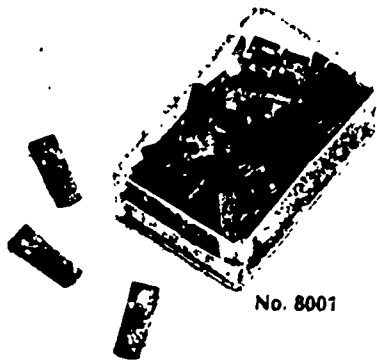
STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
SCO-700B	SCO-005	Black	\$2 50
SCO-700T	SCO-010	Tan	2 50



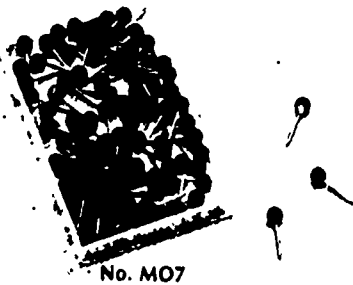
# Tacks, Push Pins and File Signals



No. CPOA



No. 8001



No. M07



No. 3

## GRAFFCO PUSH PINS BY LABELON

Plastic head push pins in four colors as well as white and clear  $\frac{3}{16}$ " point 100 per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	BOX
LAB-CP20	LAB-020	Clear	\$2 50
LAB-CP02	LAB-021	Red	2 50
LAB-CP03	LAB-022	White	2 50
LAB-CP04	LAB-023	Blue	2 50
LAB-CP05	LAB-024	Yellow	2 50
LAB-CP06	LAB-025	Green	2 50
LAB-CPOA	LAB-026	Assorted	2 50

## CELLUGRAF FILE SIGNALS BY LABELON

A transparent plastic signal with a steel spring that holds it against the visible system and edge  $\frac{3}{16}$ " width 100 per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	BOX
LAB-8001	LAB-081	Orange	\$4 15
LAB-8002	LAB-082	Red	4 15
LAB-8004	LAB-084	Blue	4 15
LAB-8005	LAB-085	Yellow	4 15
LAB-8006	LAB-086	Green	4 15
LAB-8009	LAB-089	Brown	4 15
LAB-8011	LAB-090	Lt Green	4 15
LAB-8015	LAB-091	Lt Blue	4 15

## GRAFFCO MAPTACKS BY LABELON

Spherical head maptacks with  $\frac{3}{16}$ " head and  $\frac{3}{16}$ " point 100 per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	BOX
LAB-M01	LAB-071	Orange	\$2 50
LAB-M02	LAB-072	Red	2 50
LAB-M03	LAB-073	White	2 50
LAB-M04	LAB-074	Blue	2 50
LAB-M05	LAB-075	Yellow	2 50
LAB-M06	LAB-076	Green	2 50
LAB-M07	LAB-077	Black	2 50

## THUMB TACKS BY NOESTING

American made from the finest quality, special tempered steel Solid head style 100 per box 1,000 per carton

STOCK ORDER NO.	SPEEDIE ORDER NO.	HEAD SIZE	PER M
NOE-1	PAC-075	$\frac{9}{16}$ "	\$ 8 00
NOE-2	PAC-080	$\frac{7}{16}$ "	9 00
NOE-3	PAC-085	$\frac{7}{16}$ "	10 00
NOE-4	PAC-090	$\frac{1}{2}$ "	11 00
NOE-5	PAC-095	$\frac{5}{16}$ "	12 00

# Scotch Tape



## MAGIC TAPE BY 3M

Disappears on the job—it's permanent, resists moisture, won't curl and you can't peel it off.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	LENGTH	ROLL
MM-810-121296	MMM-120	1/2"	1296"	\$1.99
MM-810-341296	MMM-130	3/4"	1296"	2.50
MM-810-11296	MMM-140	1"	1296"	3.10
MM-810-122592	MMM-125	1/2"	2592"	3.24
MM-810-342592	MMM-135	3/4"	2592"	4.47
MM-810-12592	MMM-145	1"	2592"	5.76

## MAGIC TAPE PLUS™ BY 3M

Removable transparent tape. It's perfect for practically any use where you want to stick something down for now without getting stuck for good.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	LENGTH	ROLL
MM-811-121296	MMM-400	1/2"	1296"	\$2.04
MM-811-341296	MMM-401	3/4"	1296"	2.71
MM-811-122592	MMM-402	1/2"	2592"	3.42
MM-811-342592	MMM-403	3/4"	2592"	4.73
MM-811-12592	MMM-404	1"	2592"	6.09

## TRANSPARENT TAPE BY 3M

A clear cellophane tape for general office use. It is non-yellowing. Perfect mending and holding where aging is not a factor.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	LENGTH	ROLL
MM-600-121296	MMM-095	1/2"	1296"	\$1.40
MM-600-341296	MMM-105	3/4"	1296"	1.91
MM-600-122592	MMM-100	1/2"	2592"	2.29
MM-600-342592	MMM-110	3/4"	2592"	3.34
MM-600-12592	MMM-115	1"	2592"	4.30

## "HIGHLAND" CELLOPHANE TAPE BY 3M

Quality cellophane tape at a modest price for those who are cost conscious.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	LENGTH	ROLL
MM-5910-121296	MMM-160	1/2"	1296"	\$ 62
MM-5910-341296	MMM-170	3/4"	1296"	80
MM-5910-122592	MMM-165	1/2"	2592"	1.21
MM-5910-342592	MMM-175	3/4"	2592"	1.76
MM-5910-12592	MMM-180	1"	2592"	2.26

## "HIGHLAND" PERMANENT MENDING TAPE BY 3M

Resists moisture, invisible on the job, you can write on it, and it's permanent.

STOCK ORDER NO.	SPEEDIE ORDER NO.	WIDTH	LENGTH	ROLL
MM-6200-121296	MMM-185	1/2"	1296"	\$1.15
MM-6200-341296	MMM-195	3/4"	1296"	1.60
MM-6200-122592	MMM-206	1/2"	2592"	1.95
MM-6200-342592	MMM-207	3/4"	2592"	2.77
MM-6200-12592	MMM-205	1"	2592"	3.45

Prices subject to change without notice.

©Copyright 1984 3M



# Scotch Tape



## MASKING TAPE BY 3M

Top quality masking tape that is ideal for paint masking. Its superior adhesive and ease of removal makes this one of the best tapes on the market.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER CTN.	ROLL
MM-202-1260	MMM-060	½" x 60"	72	\$2.98
MM-202-3460	MMM-065	¾" x 60"	48	3.67
MM-202-160	MMM-070	1" x 60"	36	4.60
MM-202-260	MMM-075	2" x 60"	24	9.20

## MASKING TAPE BY 3M

A natural colored crepe tape. An all purpose tape for various bundling, packaging or protecting applications throughout the office or home.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-181P	MMM-390	¼" x 300"	12	\$ .88
MM-182P	MMM-391	½" x 2160"	12	2.99
MM-183P	MMM-392	1" x 2160"	12	4.11
MM-184P	MMM-393	1½" x 2160"	12	6.18
MM-188P	MMM-395	1½" x 300"	12	1.72

## "HIGHLAND" MASKING TAPE BY 3M

A very inexpensive paper tape that is ideal for general use where price is a factor. Bulk packed.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER CTN.	ROLL
MM-2301-1260	MMM-210	½" x 60"	72	\$1.45
MM-2301-3460	MMM-215	¾" x 60"	48	1.80
MM-2301-160	MMM-220	1" x 60"	36	2.40
MM-2301-260	MMM-230	2" x 60"	24	4.80

## HAND TAPE DISPENSERS BY 3M

Perfect for those who need to take tape with them, also fits easily into your desk drawer. Twelve per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	HOLDS TAPE SIZE UP TO	COLOR	EACH
MM-H-126	MMM-045	½" x 1296"	Smoke	\$ .59
MM-H-127	MMM-050	¾" x 1296"	Smoke	.59

## MASKING TAPE BY 3M

A tough and extremely smooth natural colored crepe paper tape. Excellent for paint masking as well as many general purposes, such as, holding, bundling, protecting and miscellaneous industrial applications.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER CTN.	ROLL
MM-232-1260	MMM-235	½" x 60"	72	\$2.13
MM-232-3460	MMM-240	¾" x 60"	48	2.67
MM-232-160	MMM-245	1" x 60"	36	3.56
MM-232-260	MMM-255	2" x 60"	24	7.11

## GLASS YARN FILAMENT TAPE BY 3M

A transparent tape reinforced with continuous glass yarn filaments. Stain resistant, mirror finish, aggressive high shear adhesive. Preferred construction for broad spectrum use on corrugated containers in bundling, holding, reinforcing. Film backing provides excellent abrasion, moisture, and scuff resistance, non-curling dispensability even under conditions of high humidity.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLL PER CTN.	ROLL
MM-898	MMM-330	½" x 60"	72	\$4.27
MM-898	MMM-335	¾" x 60"	48	5.96
MM-898	MMM-340	1" x 60"	36	7.73

## FILAMENT TAPE HAND DISPENSER BY 3M

Speeds up wrapping of packages, books and other objects. Made of sturdy metal, holds tape up to 1" wide. For rolls 60 yds. long with a 3" core.

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
MM-H-120 Metal	MMM-043	\$22.40
MM-H-12 Plastic	MMM-044	15.15

# Scotch Tape

## MAGIC TRANSPARENT TAPE BY 3M

Frosty appearing on the roll yet invisible on most papers. Resists cracking and yellowing with age. Tape can be written on. Designed for permanent paper mending. Complete with its own hand dispenser.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-102A	MMM-355	1/4" x 250"	24	\$ .75
MM-104A	MMM-150	1/4" x 450"	24	1.02
MM-105A	MMM-155	1/4" x 300"	24	1.02
MM-119A	MMM-358	1/2" x 800"	24	1.54
MM-121A	MMM-359	1/2" x 950"	24	1.78
MM-122A	MMM-362	1/2" x 650"	24	1.78

## TRANSPARENT CELLOPHANE TAPE BY 3M

Top quality cellophane tape complete with its own handy dispenser.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-144A	MMM-361	1/2" x 500"	24	\$ .83
MM-174A	MMM-632	1/2" x 1100"	24	1.40

## ECONOMY CELLOPHANE TAPE BY 3M

Famous 3M quality at a price that even the most thrifty can appreciate.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-RK-2A	MMM-365	1/2" x 800"	24	\$ .74
MM-RK-5	MMM-367	1/2" x 1100"	24	.91

## STRAPPING TAPE BY 3M

Reinforced file tape that is extra strong. Used for bundling, reinforcing and packaging.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-44P	MMM-370	1/2" x 350"	12	\$1.79
MM-46P	MMM-371	3/4" x 300"	12	2.19

## DOUBLE STICK TAPE BY 3M

A transparent tape with adhesive on both sides. Use for attaching one piece of paper to another, or for mounting pictures or sample swatches in albums or catalogs and many speciality applications. Long aging or permanent-type applications.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-136P	MMM-375	1/4" x 250"	12	\$1.39
MM-137P	MMM-376	1/4" x 450"	12	2.53
MM-665	MMM-377	1/2" x 900"	12	3.20
MM-665	MMM-378	1/2" x 1296"	12	4.56
MM-665	MMM-379	1/2" x 1296"	12	6.02

## PACKAGING SEALING TAPE BY 3M

A natural colored kraft paper tape created especially for sealing parcels, large envelopes and storage cartons. Stronger and heavier weight than masking tape.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-123P	MMM-380	1 1/2" x 150"	12	\$ .91
MM-125P	MMM-381	1 1/2" x 400"	12	1.84
MM-149P	MMM-383	1 1/2" x 1000"	12	4.00

## DRAFTING TAPE BY 3M

A natural colored paper tape. Thin, comfortable and flexible. Designed for holding drawings, blueprints or tracings to drawing boards. Easy removal. Comes in handy dispenser.

STOCK ORDER NO.	SPEEDIE ORDER NO.	ROLL SIZE	ROLLS PER BOX	ROLL
MM-172P	MMM-385	1/2" x 400"	12	\$1.32



# Ball Point Pens



## ERASERMATE II PEN BY PAPER MATE

Stick pen style erasable ink. Ink becomes permanent 24 hrs. after writing. Erases without tearing paper. Color of pen is color of ink. Spring steel clip. Not refillable. One per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	COLOR	EACH
PM-391-01	PMP-508	Medium	Blue	\$1.80
PM-392-01	PMP-509	Medium	Red	80
PM-393-01	PMP-510	Medium	Black	80
PM-396-01	PMP-511	Fine	Blue	91
PM-397-01	PMP-512	Fine	Red	91
PM-398-01	PMP-513	Fine	Black	91

## 98 PEN BY PAPER MATE

America's best selling dollar ball pen. Stylish colors trimmed in chrome. Standard blue ink. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
PM-354-01	PMP-155	\$1.00

## MALIBU PEN BY PAPER MATE

True economy combined with the performance of a power point retill makes it an excellent choice. Chrome trimmed with plastic barrel. Assorted colors. Blue medium refill. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
PM-355-01	PMP-160	\$2.10

## CONTOUR GRIP PEN BY PAPER MATE

The retractable ball pen that features the exclusive contour grip for extra comfort. Satin chrome trim with plastic barrel. Assorted colors. Blue medium. One dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
PM-360-01	PMP-165	\$3.10

## PROFILE PEN BY PAPER MATE

Writes at any angle even upside down. Has chrome cap, plastic barrels. Blue medium refill. Available in two barrel widths.

STOCK ORDER NO.	SPEEDIE ORDER NO.	BARREL SIZE	EACH
PM-141-61	PMP-170	Slim	\$3.97
PM-142-61	PMP-175	Regular	3.97

## ONE FOR ALL BALL PEN REFILLS BY FISHER

Fits over 171 pens, including Paper Mate, Bic-Clic, Scripto, Wearever, etc. One per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	POINT	EACH
FP-4	FIS-005	Black	Medium	\$1.79
FP-1	FIS-010	Blue	Medium	79
FP-2	FIS-015	Red	Medium	79
FP-14	FIS-020	Black	Fine	79
FP-11	FIS-025	Blue	Fine	79
FP-12	FIS-030	Red	Fine	79

## CROSS REFILLS BY FISHER

Fits all Cross ball pens. Packed one dozen per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	POINT	EACH
FP-C1	FIS-035	Blue	Medium	\$1.00
FP-C4	FIS-040	Black	Medium	1.00
FP-C1F	FIS-045	Blue	Fine	1.00
FP-C4F	FIS-050	Black	Fine	1.00

## PEN AND PENCIL GIFT SETS BY PAPER MATE

Attractive, economically priced gift sets. Superbly crafted writing instruments elegantly gift-boxed.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	PRICE
PM-514-05	PMP-585	Antique Gold	\$24.00
PM-114-05	PMP-586	Pen Only	12.00
PM-516-05	PMP-587	Antique Chrome	18.00
PM-116-05	PMP-588	Pen Only	9.00

## STAY PUT PEN BY ROGERS

A pen that is used any place it must stay. Stainless steel chain attached to barrel adheres to any clean flat surface. Refill pens available.

STOCK ORDER NO.	SPEEDIE ORDER NO.	INK COLOR	EACH
ROG-2109-06	ROG-001	Black	\$3.25
ROG-2109-07	ROG-002	Blue	3.25
ROG-2108-06	ROG-003	Black Refill	1.65
ROG-2108-07	ROG-004	Blue Refill	1.65

# Ball Point Pens

## BALL POINT PENS BY BIC

"Writes First Time, Every Time" available in a writing style that's best for you One dozen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	POINT STYLE	INK COLOR	EACH
BIC-MS-11	BIC-005	Medium	Blue	\$ 35
BIC-MS-11	BIC-010	Medium	Black	35
BIC-MS-11	BIC-015	Medium	Red	.35
BIC-MS-11	BIC-020	Medium	Green	.35
BIC-FS-11	BIC-025	Fine	Blue	.45
BIC-FS-11	BIC-030	Fine	Black	.45
BIC-FS-11	BIC-035	Fine	Red	45
BIC-FS-11	BIC-040	Fine	Green	45
BIC-AF-11	BIC-045	X-Fine	Blue	.79
BIC-AF-11	BIC-050	X-Fine	Black	.79
BIC-AF-11	BIC-055	X-Fine	Red	.79

## BIRO PENS BY BIC

Tungsten carbide ball for ultra smooth writing Round lightweight barrel fits comfortably in your hand Cap indicates ink color One dozen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	POINT STYLE	INK COLOR	EACH
BIC-GSF-11	BIC-214	Fine	Blue	\$ 39
BIC-GSF-11	BIC-215	Fine	Black	39
BIC-GSF-11	BIC-216	Fine	Red	.39
BIC-GSM-11	BIC-210	Medium	Blue	.29
BIC-GSM-11	BIC-211	Medium	Black	29
BIC-GSM-11	BIC-212	Medium	Red	29
BIC-GSM-11	BIC-213	Medium	Green	29

## OFFICE PRODUCTS BALL POINT PENS BY PAPER MATE

Features an extra large ink supply that writes for over a mile Backed by Paper Mate quality One dozen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	POINT STYLE	INK COLOR	EACH
PM-331-11	PMP-005	Medium	Blue	\$ 29
PM-332-11	PMP-010	Medium	Red	.29
PM-333-11	PMP-015	Medium	Black	29
PM-334-11	PMP-016	Medium	Green	29
PM-336-11	PMP-020	Fine	Blue	39
PM-337-11	PMP-025	Fine	Red	39
PM-338-11	PMP-030	Fine	Black	.39
PM-931-01	PMP-590	Medium	Blue	35
PM-932-01	PMP-591	Medium	Red	35
PM-933-01	PMP-592	Medium	Black	35
PM-934-01	PMR-593	Medium	Green	.35
PM-936-01	PMP-594	Fine	Blue	45
PM-937-01	PMP-595	Fine	Red	45
PM-938-01	PMP-596	Fine	Black	45
PM-911-01	PMP-597	X-Fine	Blue	.79
PM-912-01	PMP-598	X-Fine	Red	.79
PM-913-01	PP-IP-599	X-Fine	Black	.79

## STAINLESS STEEL BALL POINT PENS BY BEROL®

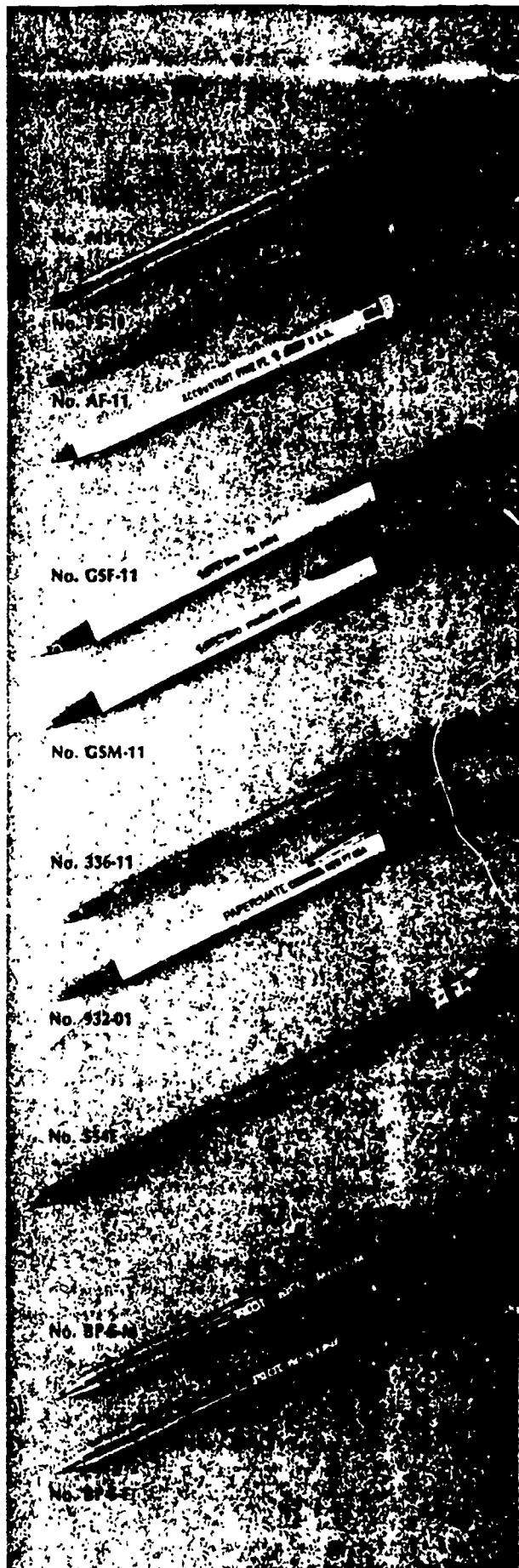
Same quality as above only with additional feature of an eraser at no extra cost One dozen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	POINT STYLE	INK COLOR	EACH
BER-554E	BER-180	Medium	Blue	\$ 49
BER-554E	BER-185	Medium	Black	.49
BER-554E	BER-190	Medium	Red	49
BER-5542E	BER-220	X-Fine	Blue	49
BER-5542E	BER-225	X-Fine	Black	.49
BER-5542E	BER-230	X-Fine	Red	49

## REFILLABLE BALL POINT PENS BY PILOT

Features a tungsten carbide ball encased in a tough, stainless steel tip Tinted crystal barrel Refillable One dozen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	POINT STYLE	INK COLOR	EACH
PLT-BP-S-M	PLT-1000	Medium	Black	\$ 79
PLT-BP-S-M	PLT-1001	Medium	Blue	79
PLT-BP-S-M	PLT-1002	Medium	Red	79
PLT-BP-S-M	PLT-1003	Medium	Green	79
PLT-BP-S-F	PLT-1004	Fine	Black	79
PLT-BP-S-F	PLT-1005	Fine	Blue	79
PLT-BP-S-F	PLT-1006	Fine	Red	79



Prices subject to change without notice

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# File Folders

## PRESSBOARD FILE FOLDERS BY GUSSCO MFG.

Top quality green pressboard provides long wear. Packed 25 per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	TAB CUT	BOX
GS-54500	GS-315	Letter	Straight	\$22 50
GS-54502	GS-320	Letter	1/2	22 50
GS-54503	GS-325	Letter	1/2	22 50
GS-54505	GS-330	Letter	1/2	22 50
GS-55500	GS-335	Legal	Straight	29 25
GS-55503	GS-345	Legal	1/2	29 25

## PARTITION FOLDERS BY GUSSCO MFG.

Outside folder is heavy pressboard Partitions are 18 point kraft Fasteners are built in. Ideal for case histories, tax records, sales reports, personnel records, agency records etc. Letter twenty per box, legal fifteen per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	STOCK	NO. OF PARTITIONS	QTY BOX	BOX
GS-60950	GS-265	Letter	Red	1	20	\$62 00
GS-60951	GS-260	Letter	Green	1	20	62 00
GS-60900	GS-295	Letter	Red	2	15	54 00
GS-60901	GS-290	Letter	Green	2	15	54 00
GS-61950	GS-280	Legal	Red	1	20	72 00
GS-61951	GS-275	Legal	Green	1	20	72 00
GS-61900	GS-310	Legal	Red	2	15	63 00
GS-61901	GS-305	Legal	Green	2	15	63 00

## PRESSBOARD FILE FOLDERS BY OXFORD®

Long wearing durable, 25 pt blue pressboard with cloth gussets Self tab styling 1" expansion 25 per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	TAB CUT	BOX
OXF-9103	OXF-339	Letter	1/2	\$32 89
OXF-9200	OXF-340	Letter	Straight	\$23 32
OXF-9200T%	OXF-345	Letter	1/2	24 20
OXF-9200T%	OXF-350	Letter	1/2	24 20
OXF-9200T%	OXF-355	Letter	1/2	24 20
OXF-9300	OXF-360	Legal	Straight	30 09
OXF-9300T%	OXF-365	Legal	1/2	30 98
OXF-9300T%	OXF-370	Legal	1/2	30 98
OXF-9300T%	OXF-375	Legal	1/2	30 98

## FASTENER FOLDERS BY OXFORD®

Extra durable reinforced top folders with Lesspace® fasteners are designed to house multiple documents within one folder 2" capacity fasteners are factory installed in positions 1 and 3

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	POINT	STOCK	QTY PER BOX	BOX
OXF-FM213*	OXF-300	Letter	11	Manila	50	\$19 55
OXF-FM313*	OXF-301	Legal	11	Manila	50	22 05
OXF-FK213*	OXF-305	Letter	11	Kraft	50	20 05
OXF-FK213*	OXF-306	Legal	11	Kraft	50	22 80
OXF-FP213	OXF-310	Letter	25	Blue Pressboard Type II	25	30 11
OXF-FP213	OXF-311	Legal	25	Blue Pressboard Type II	25	35 26

\*Reinforced top

## PACKAGED MANILA FILE FOLDERS BY OXFORD®

For those occasions when a small quantity of folders is needed, these packages are the perfect answer. Twelve per package

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	TAB CUT	PKGS. PER CTN.	PACKAGE
OXF-D722	OXF-985	Letter	Straight	40	\$2 20
OXF-D722-13	OXF-986	Letter	1/2	40	2 20

## FOLDERS WITH PRINTED TABS BY OXFORD®

If you have a small filing need these sets are ideal They have printed tab indexing that eliminates the need for separate index guides Perfect for use with attache cases portable files, etc.

STOCK ORDER NO.	SPEEDIE ORDER NO.	STYLE	FOLDERS PER SET	SETS PER BOX	SET
OXF-752-25	OXF-987	A-Z	25 Letter Size	6	\$5 48
OXF-753-25	OXF-988	A-Z	25 Legal Size	1	7 20
OXF-152-12	OXF-989	Jan-Dec	12 Letter Size	6	4 67
OXF-152-31	OXF-990	1-31	30 Letter Size	4	10 03

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# File Folders

## MANILA FILE FOLDERS BY OXFORD®

A better grade stock formulated for greatest tearing, folding, and bursting strength at a popular price equal to most "other brand" first grade folders. In 11 point. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	BOX
OXF-752	OXF-005	Letter	Straight Cut	\$11.83
OXF-75212	OXF-010	Letter	1/2 Cut, Assorted Positions	11.83
OXF-75213	OXF-015	Letter	1/2 Cut, Assorted Positions	11.83
OXF-75215	OXF-020	Letter	1/2 Cut, Assorted Positions	11.83
OXF-752131	OXF-185	Letter	1/2 Cut, 1st Position	11.83
OXF-752132	OXF-190	Letter	1/2 Cut, 2nd Position	11.83
OXF-752133	OXF-195	Letter	1/2 Cut, 3rd Position	11.83
OXF-753	OXF-025	Legal	Straight Cut	13.99
OXF-75312	OXF-030	Legal	1/2 Cut, Assorted Positions	15.53
OXF-75313	OXF-035	Legal	1/2 Cut, Assorted Positions	15.53
OXF-75315	OXF-040	Legal	1/2 Cut, Assorted Positions	15.53

## COLORED FILE FOLDERS BY OXFORD®

Reversible. Five colors become ten when folders are turned inside out. Use colored folders to code your filing system. Made from durable 11 point stock. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	SIZE	DESCRIPTION	BOX
OXF-152	OXF-221	Blue	Letter	Straight Cut	\$13.39
OXF-152	OXF-222	Green	Letter	Straight Cut	13.39
OXF-152	OXF-224	Orange	Letter	Straight Cut	13.39
OXF-152	OXF-226	Red	Letter	Straight Cut	13.39
OXF-152	OXF-227	Yellow	Letter	Straight Cut	13.39
OXF-15213	OXF-200	Blue	Letter	1/2 Cut, Assorted Positions	13.39
OXF-15213	OXF-205	Green	Letter	1/2 Cut, Assorted Positions	13.39
OXF-15213	OXF-215	Orange	Letter	1/2 Cut, Assorted Positions	13.39
OXF-15213	OXF-220	Red	Letter	1/2 Cut, Assorted Positions	13.39
OXF-15213	OXF-219	Yellow	Letter	1/2 Cut, Assorted Positions	13.39
OXF-15313	OXF-230	Blue	Legal	1/2 Cut, Assorted Positions	18.19
OXF-15313	OXF-231	Green	Legal	1/2 Cut, Assorted Positions	18.19
OXF-15313	OXF-232	Orange	Legal	1/2 Cut, Assorted Positions	18.19
OXF-15313	OXF-233	Red	Legal	1/2 Cut, Assorted Positions	18.19
OXF-15313	OXF-234	Yellow	Legal	1/2 Cut, Assorted Positions	18.19

## KRAFT FILE FOLDERS BY OXFORD®

A strong unbleached sulphate stock of smooth surface and pleasing appearance. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	BOX
OXF-RK152	OXF-265	Letter	Straight Cut	\$13.20
OXF-RK15212	OXF-270	Letter	1/2 Cut, Assorted Positions	13.20
OXF-RK15213	OXF-275	Letter	1/2 Cut, Assorted Positions	13.20
OXF-RK15215	OXF-280	Letter	1/2 Cut, Assorted Positions	13.20
OXF-RK152131	OXF-276	Letter	1/2 Cut, 1st Position	13.20
OXF-RK152132	OXF-277	Letter	1/2 Cut, 2nd Position	13.20
OXF-RK152133	OXF-278	Letter	1/2 Cut, 3rd Position	13.20
OXF-RK153	OXF-285	Legal	Straight Cut	17.22
OXF-RK15312	OXF-290	Legal	1/2 Cut, Assorted Positions	17.22
OXF-RK15313	OXF-295	Legal	1/2 Cut, Assorted Positions	17.22
OXF-RK153131	OXF-296	Legal	1/2 Cut, 1st Position	17.22
OXF-RK153132	OXF-297	Legal	1/2 Cut, 2nd Position	17.22
OXF-RK153133	OXF-298	Legal	1/2 Cut, 3rd Position	17.22

## MANILA SHELF FILE FOLDERS BY OXFORD®

Made from durable 11 point oxford manila 3/4" wide tab for extra label space. Folders are 9 1/2" high x 12 1/4" wide with tab. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	BOX
OXF-5752131	OXF-325	Letter	1/2 Cut, 1st Position	16.32
OXF-5752132	OXF-330	Letter	1/2 Cut, 2nd Position	16.32
OXF-5752133	OXF-335	Letter	1/2 Cut, 3rd Positions	16.32

## TWO FIFTHS CUT FOLDERS BY OXFORD®

Made from Oxford 11 point manila. Folders are guide high, 9 1/8". 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	STOCK	DESCRIPTION	BOX
OXF-75225RE	OXF-314	Letter	Manila	1/2 Cut, Right End	\$11.83
OXF-R75225RE	OXF-315	Letter	Manila	1/2 Cut, Right End	14.27
OXF-R75225RC	OXF-320	Letter	Manila	1/2 Cut, Right Center	14.27
OXF-RK15225RC	OXF-321	Letter	Kraft	1/2 Cut, Right Center	13.20

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# File Folder Labels

## FILE FOLDER LABELS BY AVERY

Make labeling folders an easy task. Just run the self-addressed labels through your typewriter and in seconds you can color code and identify the folder. Available in two convenient styles.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR CODE	FORM	QTY	PRICE
AVY-FF-3	AVY-020	5/8" x 3 3/8"	Black	Sheet	248	\$3.55 ea.
AVY-FF-3	AVY-025	5/8" x 3 3/8"	Coral	Sheet	248	3.55 ea.
AVY-FF-3	AVY-030	5/8" x 3 3/8"	Dk Blue	Sheet	248	3.55 ea.
AVY-FF-3	AVY-035	5/8" x 3 3/8"	Dk Red	Sheet	248	3.55 ea.
AVY-FF-3	AVY-040	5/8" x 3 3/8"	Green	Sheet	248	3.55 ea.
AVY-FF-3	AVY-045	5/8" x 3 3/8"	Lt Blue	Sheet	248	3.55 ea.
AVY-FF-3	AVY-050	5/8" x 3 3/8"	Lavender	Sheet	248	3.55 ea.
AVY-FF-3	AVY-055	5/8" x 3 3/8"	Orange	Sheet	248	3.55 ea.
AVY-FF-3	AVY-060	5/8" x 3 3/8"	Purple	Sheet	248	3.55 ea.
AVY-FF-3	AVY-065	5/8" x 3 3/8"	Tan	Sheet	248	3.55 ea.
AVY-FF-3	AVY-070	5/8" x 3 3/8"	White	Sheet	248	3.55 ea.
AVY-FF-3	AVY-075	5/8" x 3 3/8"	Yellow	Sheet	248	3.55 ea.
AVY-RLL-5	AVY-270	1 1/8" x 3 3/8"	Dk Blue	Roll	250	3.69 ea.
AVY-RLL-5	AVY-275	1 1/8" x 3 3/8"	Dk Red	Roll	250	3.69 ea.
AVY-RLL-5	AVY-280	1 1/8" x 3 3/8"	White	Roll	250	3.69 ea.
AVY-RLL-5	AVY-285	1 1/8" x 3 3/8"	Green	Roll	250	3.69 ea.
AVY-RLL-5	AVY-290	1 1/8" x 3 3/8"	Purple	Roll	250	3.69 ea.
AVY-RLL-5	AVY-295	1 1/8" x 3 3/8"	Orange	Roll	250	3.69 ea.
AVY-RLL-5	AVY-300	1 1/8" x 3 3/8"	Lt Blue	Roll	250	3.69 ea.
AVY-RLL-5	AVY-305	1 1/8" x 3 3/8"	Lavendar	Roll	250	3.69 ea.
AVY-RLL-5	AVY-310	1 1/8" x 3 3/8"	Coral	Roll	250	3.69 ea.
AVY-RLL-5	AVY-315	1 1/8" x 3 3/8"	Yellow	Roll	250	3.69 ea.
AVY-RLL-5	AVY-320	1 1/8" x 3 3/8"	Tan	Roll	250	3.69 ea.
AVY-RLL-5	AVY-325	1 1/8" x 3 3/8"	Black	Roll	250	3.69 ea.

## ROL-LABELS BY OXFORD

Spaced for continuous typing, label size is 1 1/8" high by 3 1/2" wide, folded size 1/2" high 3 1/2" width fits third-cut or wider folder tabs. Each roll of 250 labels is individually packed in a self-dispensing box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	ROLL
OXF-R444	OXF-180	White	\$1.68
OXF-R444	OXF-829	Buff	1.68
OXF-R444	OXF-830	Blue	1.68
OXF-R444	OXF-831	Salmon	1.68
OXF-R444	OXF-832	Cherry	1.68
OXF-R444	OXF-833	Green	1.68
OXF-R444	OXF-834	Canary	1.68
OXF-R444	OXF-835	Manila	1.68

## DRI-LABELS BY OXFORD

Pressure-sensitive Oxford Dri-Labels adhere to folder tabs with just the touch of a finger. No moistening required. A roll of 250 labels in a self-dispensing box unwinds as you type neat 1-, 2-, or 3-line headings on smudge-resistant label stock. Label size 1 1/8" H x 3 1/2" W.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	ROLL
OXF-DR44	OXF-175	White	\$3.91
OXF-DR44	OXF-821	Red	3.91
OXF-DR44	OXF-822	Orange	3.91
OXF-DR44	OXF-823	Yellow	3.91
OXF-DR44	OXF-824	Bright Green	3.91
OXF-DR44	OXF-825	Dk Blue	3.91
OXF-DR44	OXF-826	Lt Blue	3.91
OXF-DR44	OXF-820	Lt Green	3.91
OXF-DR44	OXF-819	Lt Yellow	3.91

## ROLL ADDRESS LABELS BY AVERY

Roll form self adhesive address labels are very convenient to use, especially for larger addressing jobs.

STOCK ORDER NO.	SPEEDIE ORDER NO.	LABEL SIZE	LABELS PER ROLL	ROLLS PER CARTON	ROLL
AVY-5355	AVY-391	4" x 1 1/8"	200	12	\$6.29
AVY-5356	AVY-369	3" x 1 1/8"	200	12	3.15

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No. FF-3

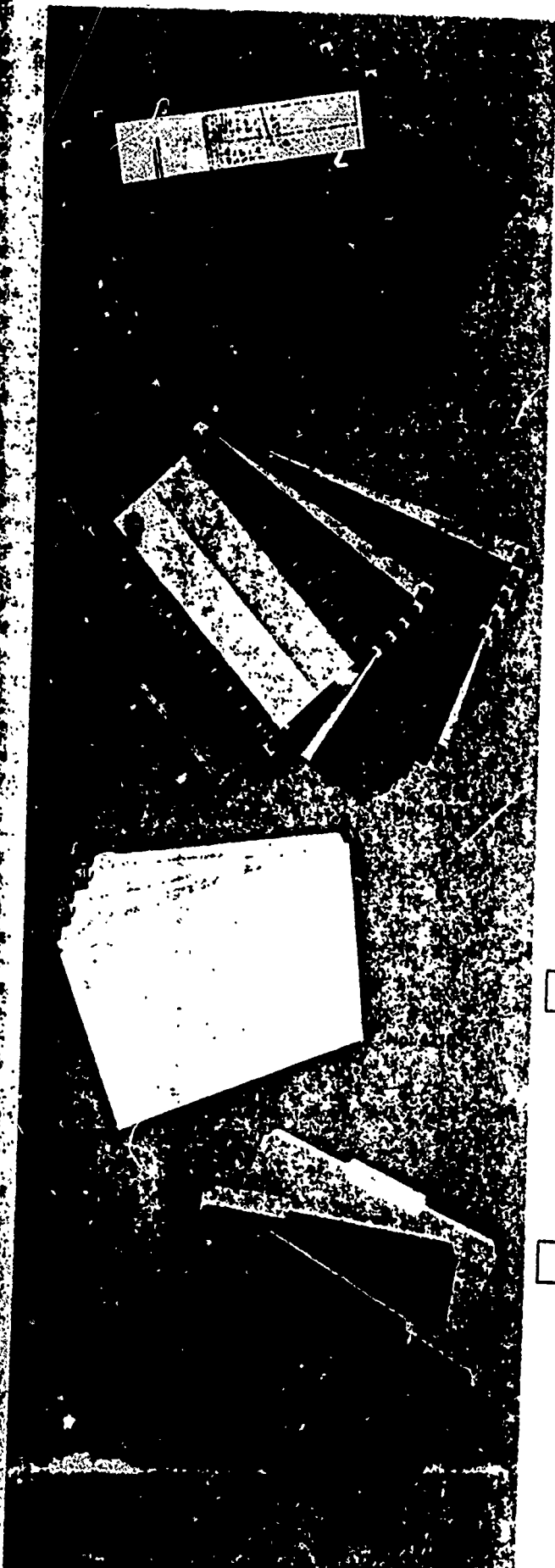
No. RLL-5

No. R444

No. DR44

No. 5356

# Pendaflex File Folders



## PENDAFLEX® FOLDERS BY OXFORD®

Manufactured from durable moisture and scuff resistant stock. Hanger rods are bonded to folders and have coated tips to insure smooth gliding action on rails. 25 folders per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	BOX
OXF-4152	OXF-041	Letter	Straight Cut	\$10 56
OXF-415213	OXF-045	Letter	½ Cut	14 02
OXF-415215	OXF-050	Letter	¾ Cut	13 60
OXF-4153	OXF-051	Legal	Straight Cut	13 03
OXF-415313	OXF-055	Legal	½ Cut	16 19
OXF-415315	OXF-060	Legal	¾ Cut	15 71
OXF-4158	OXF-061	X-Ray	St. Cut, 14" x 18"	35 19
OXF-4159	OXF-062	Data	St. Cut, 12" x 15¼"	84 85
OXF-4159x2	OXF-063	Data	St. Cut, 2" Cap. 12" x 15¼"	98 34
<b>BOX BOTTOM STYLE</b>				
OXF-4152x2	OXF-410	Letter	St. Cut, 2" Cap.	17 34
OXF-4152x3	OXF-415	Letter	St. Cut, 3" Cap.	19 05
OXF-4152x4	OXF-420	Letter	St. Cut, 4" Cap.	20 97
OXF-4153x2	OXF-425	Legal	St. Cut, 2" Cap.	20 01
OXF-4153x3	OXF-430	Legal	St. Cut, 3" Cap.	21 99
OXF-4153x4	OXF-435	Legal	St. Cut, 4" Cap.	24 22

## TWO-TONE COLORED PENDAFLEX® FOLDERS BY OXFORD®

Manufactured from same durable moisture and scuff resistant quality stock as Oxford's standard Pendaflex® folders. Available in five striking colors—red, yellow and blue, bright green and orange—they are ideal for identifying different records and different departments. Colored hanging folders are especially appropriate for use in open-form housings where decor is a consideration. Packed with tabs of matching color.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	BOX
OXF-415215	OXF-380	Letter	¾ Cut, Blue	\$14 55
OXF-415215	OXF-385	Letter	¾ Cut, Red	14 55
OXF-415215	OXF-390	Letter	¾ Cut, Yellow	14 55
OXF-415215	OXF-386	Letter	¾ Cut, Bright Green	14 55
OXF-415215	OXF-387	Letter	¾ Cut, Orange	14 55
OXF-415315	OXF-395	Legal	¾ Cut, Blue	16 81
OXF-415315	OXF-400	Legal	¾ Cut, Red	16 81
OXF-415315	OXF-405	Legal	¾ Cut, Yellow	16 81
OXF-415315	OXF-406	Legal	¾ Cut, Bright Green	16 81
OXF-415315	OXF-407	Legal	¾ Cut, Orange	16 81

## PENDAFLEX® INTERIOR FOLDERS BY OXFORD®

For use inside Pendaflex® folders. Designed so that tabbing on the Pendaflex® folder will not be obscured. Made from 9½ point Oxford manila. 9½" high x 11¼" wide. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	PER C
OXF-4210	OXF-440	Letter	Straight Cut	\$11 45
OXF-421013	OXF-445	Letter	¾ Cut, Assorted Positions	11 45
OXF-421015	OXF-450	Letter	¾ Cut, Assorted Positions	11 45
OXF-435013	OXF-451	Legal	¾ Cut, Assorted Positions	16 02

## TWO-TONE COLORED PENDAFLEX® INTERIOR FOLDERS BY OXFORD®

For use with Pendaflex® hanging folder. Specifically designed to separate groups of papers inside a hanging folder or to transfer papers from file to desk. Pendaflex® interior folders are slightly shorter than regular file folders, 9½" high so they won't obscure the hanging folder tab. 100 per box.

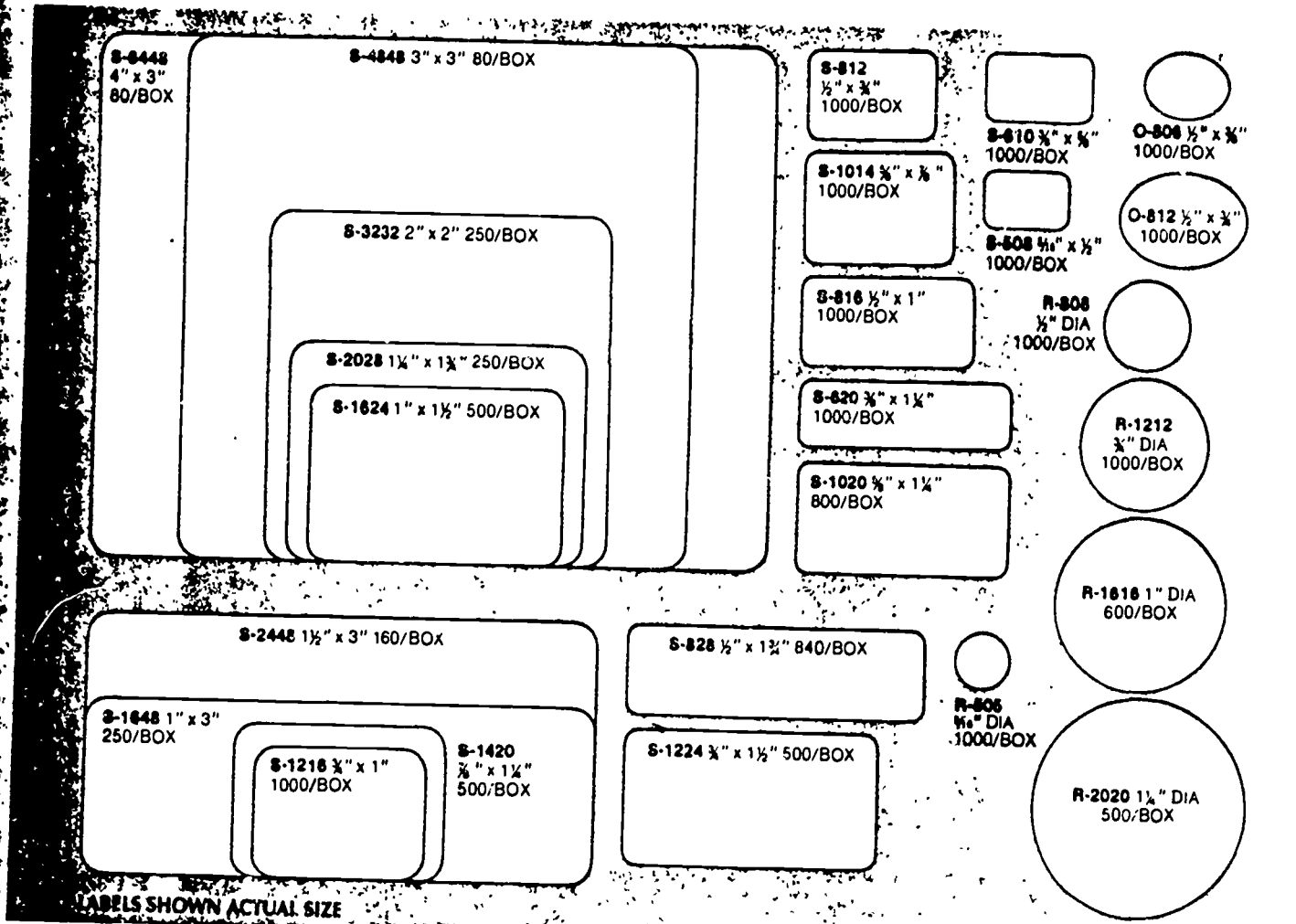
STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESCRIPTION	PER C
OXF-421013	OXF-840	Letter	¾ Cut, Blue	\$13 35
OXF-421013	OXF-841	Letter	¾ Cut, Red	13 35
OXF-421013	OXF-842	Letter	¾ Cut, Yellow	13 35
OXF-421013	OXF-843	Letter	¾ Cut, Bright Green	13 35
OXF-421013	OXF-844	Letter	¾ Cut, Orange	13 35
OXF-435013	OXF-850	Legal	¾ Cut, Blue	18 50
OXF-435013	OXF-851	Legal	¾ Cut, Red	18 50
OXF-435013	OXF-852	Legal	¾ Cut, Yellow	18 50
OXF-435013	OXF-853	Legal	¾ Cut, Bright Green	18 50
OXF-435013	OXF-854	Legal	¾ Cut, Orange	18 50

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# Avery Labels



## SELF-ADHESIVE LABELS BY AVERY

Avery has every size and shape you need to identify, code, mark or price anything easily, neatly, quickly. From a small  $\frac{1}{8}$ " diameter to an  $8\frac{1}{2}$ " x 11" sheet. White. Packed six boxes per carton.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	QUANTITY PER BOX	BOX
AVY-O-806	AVY-635	$\frac{1}{2}$ " x $\frac{3}{8}$ " Oval	1,000	\$3.95
AVY-O-812	AVY-640	$\frac{1}{2}$ " x $\frac{3}{8}$ " Oval	1,000	4.19
AVY-R-505	AVY-150	$\frac{1}{8}$ " Diameter	1,000	3.55
AVY-R-808	AVY-135	$\frac{1}{8}$ " Diameter	1,000	3.55
AVY-R-1212	AVY-140	$\frac{1}{4}$ " Diameter	1,000	4.49
AVY-R-1616	AVY-145	$\frac{1}{2}$ " Diameter	1,000	4.49
AVY-R-2020	AVY-150	1" Diameter	600	4.65
AVY-S-508	AVY-150	$1\frac{1}{2}$ " Diameter	500	5.15
AVY-S-610	AVY-155	$\frac{3}{8}$ " x $\frac{1}{2}$ "	1,000	3.55
AVY-S-620	AVY-160	$\frac{3}{8}$ " x $\frac{1}{2}$ "	1,000	4.15
AVY-S-812	AVY-165	$\frac{3}{8}$ " x $1\frac{1}{2}$ "	1,000	4.49
AVY-S-816	AVY-170	$\frac{1}{2}$ " x $\frac{3}{4}$ "	1,000	3.85
AVY-S-828	AVY-175	$\frac{1}{2}$ " x 1"	1,000	4.19
AVY-S-1014	AVY-180	$\frac{1}{2}$ " x $1\frac{1}{2}$ "	840	5.15
AVY-S-1020	AVY-185	$\frac{3}{8}$ " x $\frac{1}{2}$ "	1,000	4.89
AVY-S-1216	AVY-190	$\frac{3}{8}$ " x $1\frac{1}{2}$ "	800	5.15
AVY-S-1224	AVY-195	$\frac{3}{8}$ " x 1"	1,000	5.15
AVY-S-1420	AVY-200	$\frac{3}{8}$ " x $1\frac{1}{2}$ "	500	3.95
AVY-S-1624	AVY-205	$\frac{1}{2}$ " x $1\frac{1}{2}$ "	500	4.25
AVY-S-1648	AVY-210	1" x $1\frac{1}{2}$ "	500	4.15
AVY-S-2028	AVY-215	1" x 3"	250	3.89
AVY-S-2448	AVY-220	$1\frac{1}{4}$ " x $1\frac{1}{2}$ "	250	3.29
AVY-S-3232	AVY-225	$1\frac{1}{2}$ " x 3"	160	4.05
AVY-S-4848	AVY-230	2" x 2"	250	5.29
*AVY-S-6424	AVY-245	3" x 3"	80	4.15
*AVY-S-6432	AVY-250	4" x $1\frac{1}{2}$ "	160	5.05
AVY-S-6448	AVY-235	4" x 2"	120	4.55
*AVY-S-6496	AVY-255	4" x 3"	80	5.05
*AVY-S-8048	AVY-260	4" x 6"	40	4.99
	AVY-240	5" x 3"	40	3.39

\*Label Not Shown

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# Pads

## GLUE TOP PADS BY AMPAD

Sixteen substance paper Padded at top, chipboard backs Transparent wrapped Twelve pads per package Fifty sheets per pad

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PAPER RULING	PER DOZEN
APP-21-112	APP-215	8 1/2" x 11"	White	Wide	\$12 12
APP-21-212	APP-216	8 1/2" x 11"	Canary	Wide	12 12
APP-21-020	APP-220	8 1/2" x 11"	Canary	Legal	15 60
APP-21-029	APP-225	8 1/2" x 14"	Canary	Wide	20 52
APP-21-230	APP-226	8 1/2" x 14"	Canary	Legal	15 96

## ECONOMY OFFICE PADS BY TOWER-CROSSMAN

Glued top, chipboard back, 16 substance paper Fifty sheets per pad Twelve pads per package.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PAPER RULING	PER DOZEN
TOW-58-RWM	TCC-304	5" x 8"	White	Legal	\$ 7 64
TOW-58-CW	TCC-305	5" x 8"	Canary	Legal	7 04
TOW-811-WWR	TCC-306	8 1/2" x 11"	White	Wide	10 77
TOW-811-WNR	TCC-307	8 1/2" x 11"	White	Narrow	10 77
TOW-811-CWR	TCC-308	8 1/2" x 11"	Canary	Wide	10 77
TOW-812-WWM	TCC-309	8" x 12 1/2"	White	Wide/Margin	12 35
TOW-812-CWM	TCC-310	8" x 12 1/2"	Canary	Wide/Margin	12 35
TOW-814-CWM	TCC-299	8" x 14"	Canary	Legal	13 85

## EVIDENCE LEGAL RULED PADS BY AMPAD

Sixteen substance Wire stapled and perforated at top of pad with chipboard back Fifty sheets per pad. Twelve pads per package

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PAPER RULING	PER DOZEN
APP-20-320	APP-206	8 1/2" x 11 1/2"	White	Legal	\$14 52
APP-20-330	APP-207	8 1/2" x 14"	White	Legal	16 20
APP-20-204	APP-199	5" x 8"	Canary	Legal	8 40
APP-20-220	APP-200	8 1/2" x 11 1/2"	Canary	Legal	14 52
APP-20-230	APP-205	8 1/2" x 14"	Canary	Legal	16 20

## EFFICIENCY PERFORATED PADS BY AMPAD

Have 1/4" perforated at top, wire stapled Printed green binding, chipboard back Sixteen substance paper Transparent wrapped Fifty sheets per pad Twelve pads per package

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PAPER RULING	PER DOZEN
APP-20-104	APP-030	5" x 8"	White	Legal	\$ 9 24
APP-20-112	APP-035	8 1/2" x 11 1/2"	White	Wide	20 16
APP-20-120	APP-040	8 1/2" x 11 1/2"	White	Legal	20 16
APP-20-122	APP-045	8 1/2" x 11 1/2"	White	Legal/Narrow	20 16
APP-20-130	APP-055	8 1/2" x 14"	White	Legal	22 44
APP-20-134	APP-060	8 1/2" x 14"	White	Legal/Narrow	22 44
APP-20-004	APP-065	5" x 8"	Canary	Legal	9 48
APP-20-012	APP-070	8 1/2" x 11 1/2"	Canary	Wide	20 88
APP-20-020	APP-075	8 1/2" x 11 1/2"	Canary	Legal	20 16
APP-20-022	APP-080	8 1/2" x 11 1/2"	Canary	Legal/Narrow	20 88
APP-20-030	APP-090	8 1/2" x 14"	Canary	Legal	22 44
APP-20-034	APP-100	8 1/2" x 14"	Canary	Legal/Narrow	23 40

## SCRATCH PADS BY TOWER-CROSSMAN

Sixteen substance paper Clipboard back White plain pads Fifty sheets per pad Twelve pads per package

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PER DOZEN
TOW-35-P	TCC-300	3" x 5"	White	\$2 03
TOW-46-P	TCC-301	4" x 6"	White	3 28
TOW-58-P	TCC-302	5" x 8"	White	5 30
TOW-811-WP	TCC-303	8 1/2" x 11"	White	12 15

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## EFFICIENCY CROSS SECTION PADS BY AMPAD

Ruled two sides with waterproof ink. Padded at top. Has 20 substance white paper. Forty sheets per pad. Ten pads per package.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SQUARES TO INCH	PER PAD
APP-22-020	APP-105	8 1/2" x 11"	4" x 4"	\$3.03
APP-22-022	APP-110	8 1/2" x 11"	5" x 5"	3.03
APP-22-025	APP-115	8 1/2" x 11"	8" x 8"	3.03
APP-22-026	APP-120	8 1/2" x 11"	10" x 10"	3.03
APP-22-027	APP-125	8 1/2" x 14"	8" x 8"	3.44
APP-22-028	APP-130	8 1/2" x 14"	10" x 10"	3.44

## EFFICIENCY QUADRILLE PADS BY AMPAD

Ruled two sides with waterproof ink. Padded at top. Has 20 substance white paper. Fifty sheets per pad. Ten pads per package.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SQUARES TO INCH	PER PAD
APP-22-000	APP-133	8 1/2" x 11"	4" x 4"	\$2.38
APP-22-002	APP-134	8 1/2" x 11"	5" x 5"	2.38
APP-22-004	APP-135	8 1/2" x 11"	6" x 6"	2.77
APP-22-005	APP-140	8 1/2" x 11"	8" x 8"	2.77
APP-22-007	APP-150	8 1/2" x 14"	4" x 4"	3.44
APP-22-008	APP-155	8 1/2" x 14"	5" x 5"	3.44

## EFFICIENCY QUADRILLE PADS BY TOWER-CROSSMAN

Ruled two sides, padded at top. Fifty sheets per pad. Ten pads per package. White paper.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SQUARES TO INCH	PER PAD
TOW-411	TCC-313	8 1/2" x 11"	4" x 4"	\$1.66
TOW-511	TCC-314	8 1/2" x 11"	5" x 5"	1.66

## COMPUTATION PADS BY DENNISON NATIONAL

Litho Eye-Ease Paper, sub 16. Ruled five per square inch on one side, marginal ruling on other.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SHEET COUNT	PER PAD
NBB-42-381	NBB-2000	8 1/2" x 11"	50	\$1.70
NBB-42-382	NBB-2001	8 1/2" x 11"	100	2.86
NBB-42-389	NBB-2002	8 1/2" x 11"	200	5.50

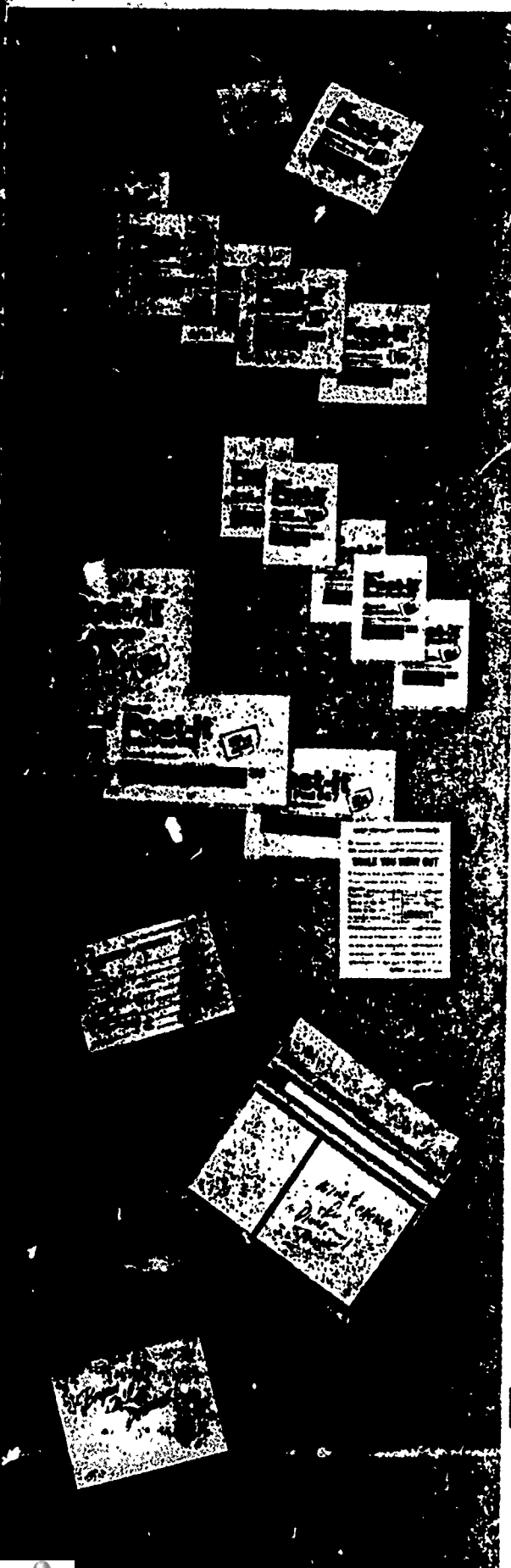
## QUADRILLE PADS BY DENNISON NATIONAL

Lithographed white paper sub 16. Forty sheets per pad.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SHEET SIZE	RULING	PER PAD
NBB-42-484	NBB-2100	8 1/2" x 11"	4 Squares/in	\$1.42
NBB-42-485	NBB-2101	8 1/2" x 11"	5 Squares/in	1.42
NBB-42-486	NBB-2102	8 1/2" x 11"	6 Squares/in	1.42
NBB-42-488	NBB-2103	8 1/2" x 11"	8 Squares/in.	1.42
NBB-42-460	NBB-2104	8 1/2" x 11"	10 Squares/in	1.42



# Message Pads



## COLORED POST-IT® NOTES BY 3M

Introducing new colored Post-It® Notes from 3M All the features of regular Post-It® Notes. Available in five colors

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PACKED	PACKAGE
MM-656	MMM-656	2" x 3"	Blue	12 Pads	\$8 76
MM-656	MMM-657	2" x 3"	Pink	12 Pads	8 76
MM-656	MMM-658	2" x 3"	White	12 Pads	8 76
MM-656	MMM-659	2" x 3"	Green	12 Pads	8 76
MM-656	MMM-660	2" x 3"	Yellow	12 Pads	8 76
MM-654	MMM-711	3" x 3"	Blue	12 Pads	11 76
MM-654	MMM-712	3" x 3"	Pink	12 Pads	11 76
MM-654	MMM-713	3" x 3"	White	12 Pads	11 76
MM-654	MMM-714	3" x 3"	Green	12 Pads	11 76
MM-654	MMM-710	3" x 3"	Yellow	12 Pads	11 76

## POST-IT® NOTES BY 3M

Post-It® Notes from 3M They look like ordinary note paper but are far more convenient They have an exciting kind of adhesive on the back which allows them to be attached without staples or paper clips They'll stick to almost any surface And they're designed to come unstuck when you want them to.

Post-It® notes are great for attaching messages to correspondence, routing slips, temporary labels and index tabs, correction notations on originals and many other uses. Post-It® Tape is ideal for blind copying, full column changes, copy machine blockout work and marginal notations on originals

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	PACKED	PACKAGE
MM-653	MMM-705	1½" x 2"	Canary	12 Pads	\$5 20
MM-656	MMM-660	2" x 3"	Canary	12 Pads	8 76
MM-654	MMM-710	3" x 3"	Canary	12 Pads	11 76
MM-657	MMM-670	3" x 4"	Canary	12 Pads	13 92
MM-655	MMM-715	3" x 5"	Canary	12 Pads	15 48
MM-659	MMM-675	4" x 6"	Canary	12 Pads	24 00

## POST-IT® TELEPHONE MESSAGE PADS BY 3M

New Post-It® telephone message pads provide a practical attention-getting way to attach messages to the telephone, typewriter, almost anywhere Just fill in the pertinent information and stick the message to where it's sure to get noticed

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	PACKED	PACKAGE
MM-7660	MMM-721	Canary	12 Pads	\$8 44

## POST-IT® ROUTING REQUEST PADS BY 3M

New Post-It® routing-request-pads offer an organized, professional way to circulate publications or inter-office documents They secure to almost everything and lift off easily when you want them to.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	PACKED	PACKAGE
MM-7664	MMM-722	Canary	12 Pads	\$8 44

## POST-IT® NOTE TRAY BY 3M

C-45 "Post-It®" note tray has a writing surface which pivots upward and snaps down to secure the pad(s) to the tray C-44 has same features but holds 3" x 4" 657 "Post-It®" note pads The attractive solid, weighted note tray won't slip for write-on ease

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	EACH
MM-C-45	MMM-750	3" x 5"	Black	\$5 47
MM-C-45	MMM-751	3" x 5"	Putty	5 47
MM-C-44	MMM-760	3" x 4"	Black	4 69
MM-C-44	MMM-761	3" x 4"	Putty	4 69

Prices subject to change without notice

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# Message Pads

## POST-IT NOTE EXPRESSION SERIES BY 3M

Use for grocery lists, childrens' crafts and gifts or for quick reminders. Self-stick notes can be put virtually anywhere.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	DESIGN	PACKED	PACKAGE
MM-218-1	MMM-690	2 1/4" x 8"	Shopping	12	\$1.67
MM-217-1	MMM-691	2 1/4" x 4"	Clouds	12	1.67
MM-217-11	MMM-692	2 1/4" x 4"	Quotes	12	1.67
MM-217-12	MMM-693	2 1/4" x 4"	Note	12	1.67
MM-217-8	MMM-694	2 1/4" x 4"	Heart	12	1.67

## MEMOLAND® II BY HERLITZ

Durable smoke-colored desk organizer which consists of three plastic boxes filled with approximately 250 of 1) "While You Were Out," 2) Rainbow Colored and 3) "Things To Do" memo sheets.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	SIZE	PRICE
<b>SYSTEM</b>				
HER-67664	HER-001	Memoland II System	11 1/2" x 5 1/2" x 1 1/2"	\$14.40 ea.
<b>MEMOLAND BOX</b>				
HER-67665	HER-002	Rainbow Memo	3 1/2" x 4" x 1 1/2"	4.10 ea.
HER-67657	HER-004	"While You Were Out"	3 1/2" x 4" x 1 1/2"	4.10 ea.
HER-67661	HER-006	"Things To Do"	3 1/2" x 4" x 1 1/2"	4.10 ea.
<b>MEMOLAND REFILL SHEETS</b>				
HER-67666	HER-003	Rainbow Memo	3 1/2" x 3 1/2"	1.89 pkg
HER-67658	HER-005	"While You Were Out"	3 1/2" x 3 1/2"	1.89 pkg
HER-67662	HER-007	"Things To Do"	3 1/2" x 3 1/2"	1.89 pkg

## COLOR STACK BOX BY HERLITZ

Smoke-colored plastic memo holder filled with approximately 700 loose sheets. Extra filler paper available. Padded color stack cube is also available with approximately 700 sheets.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	PRICE
HER-67287	HER-051	Color Stack Box	\$6.10 ea
HER-67292	HER-052	Refill	3.00 pkg.

## MEMO CUBES BY HERLITZ

Cubes of notepaper padded on one side with silk screen printing of various design. Individually wrapped. 3 1/2" x 3 1/2" x 2 1/2" cube. 500 sheets per cube.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	EACH
HER-67170	HER-113	Scribbler	\$4.10
HER-67178	HER-114	Scotties	4.10
HER-67181	HER-115	Penguins/Sun	4.10
HER-67184	HER-116	Strawberries	4.10

## MEMO HOLDERS BY IDL

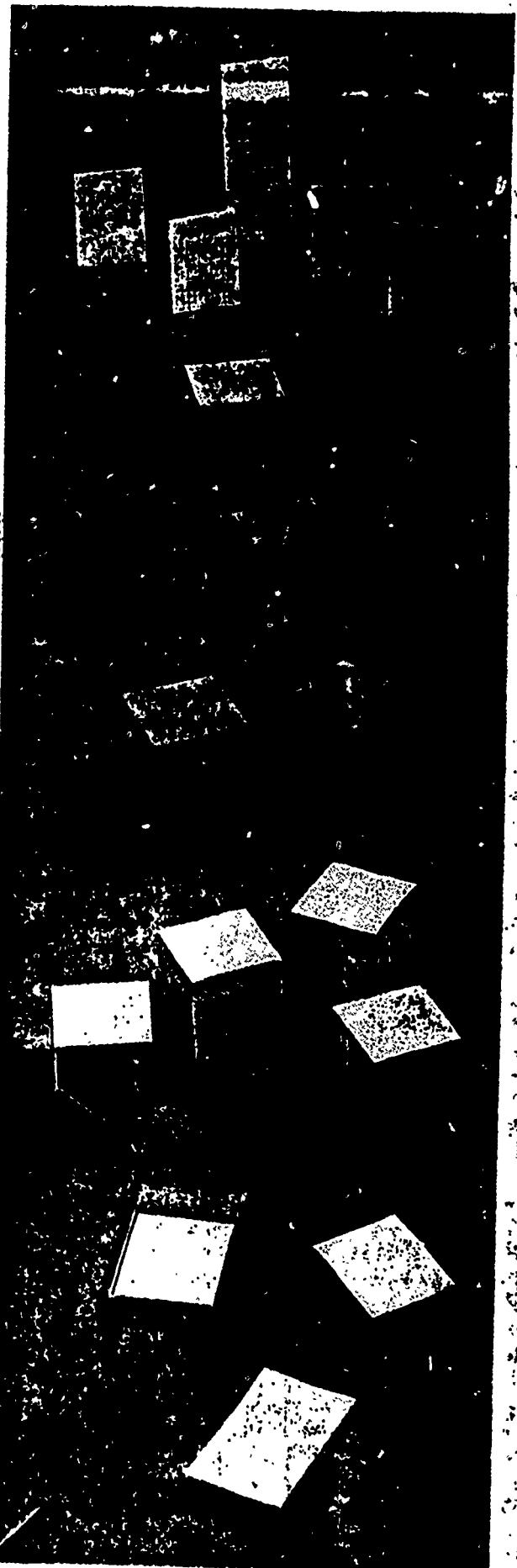
The IDL memo holder won't slide while writing. Made of shatterproof plastic. Complete with memo sheets.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	COLOR	EACH
IDL-35352	IDL-045	3" x 5"	Black	\$1.60
IDL-35351	IDL-050	3" x 5"	Putty	1.60
IDL-35356	IDL-055	3" x 5"	Walnut	1.60
IDL-35350	IDL-060	3" x 5"	Black/Walnut	1.80
IDL-35462	IDL-065	4" x 6"	Black	2.30
IDL-35461	IDL-075	4" x 6"	Putty	2.30
IDL-35460	IDL-080	4" x 6"	Black/Walnut	2.50
IDL-35582	IDL-085	5" x 8"	Black	3.00
IDL-35581	IDL-090	5" x 8"	Putty	3.00
IDL-35580	IDL-095	5" x 8"	Black/Walnut	3.40

## MEMO SLIPS BY TOWER-CROSSMAN

Made from 16 lb. 100% sulphite bond. Ideal for pencil or pen written notes. Fits all standard size memo holders. 1,000 sheets per package

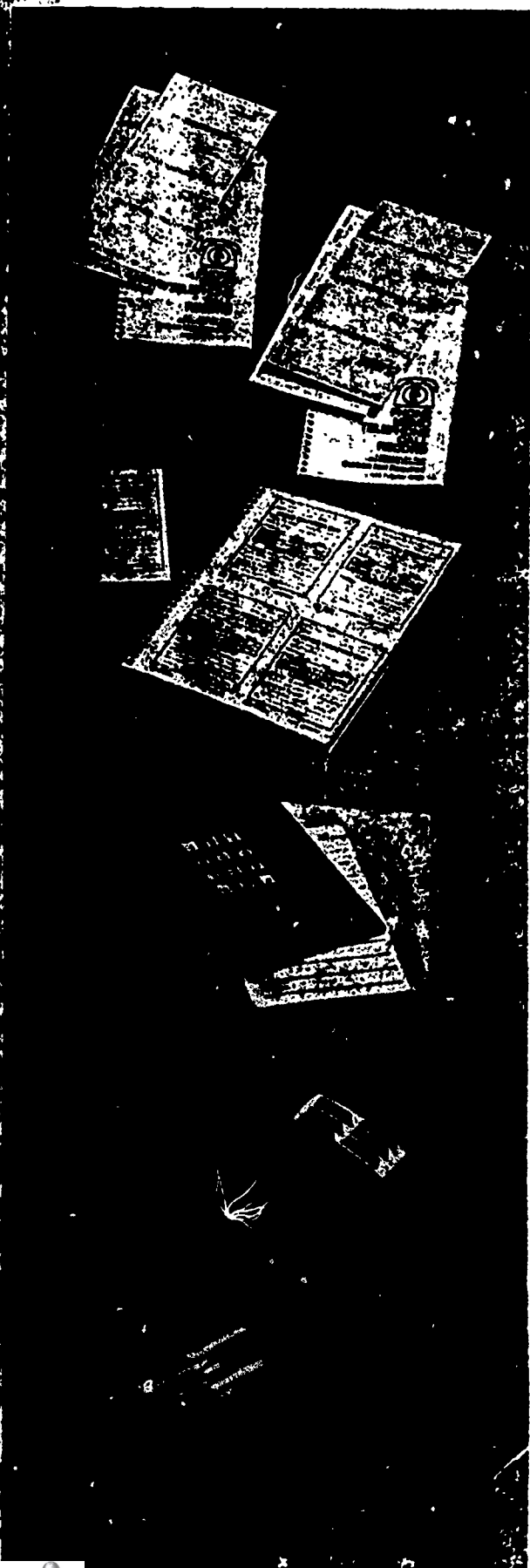
STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	PER M
TOW-35M	TCC-060	3" x 5"	\$4.09
TOW-46M	TCC-065	4" x 6"	5.59
TOW-58M	TCC-070	5" x 8"	9.20



Prices subject to change without notice

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# Telephone Books and Files



## UTILITY PHONE MEMO BOOK BY AIGNER

A wirebound duplicate carbonless message book with four messages per page. The original is white and the carbon yellow. A heavy cardboard interline prevents writing through the next page.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SHEET COUNT	EACH
AIG-50-176	AIG-176	400	\$7 50
AIG-50-376	AIG-177	200	4 40

## WHILE-YOU-WERE OUT PADS BY AMPAD

Efficiency message pads are printed in clear, crisp graphics on quality paper. Duplicate books have canary and pink paper.

STOCK ORDER NO.	SPEEDIE ORDER NO.	TYPE	SIZE	NO. ON PAGE	COUNT	PRICE
APP-23-000	APP-160	While-You-Were-Out	4" x 5 1/2"	Pink	60 Sheets	\$4 80 dz
APP-23-020	APP-165	While-You-Were-Out	11" x 8 1/2"	4	200 Sets	5 85 ea
APP-23-021	APP-175	While-You-Were-Out	11" x 8 1/2"	4, NCR	200 Sets	7 94 ea
APP-23-028	APP-170	Service Call	8 1/2" x 10 1/2"	6, NCR	300 Sets	7 21 ea
APP-23-029	APP-180	Service Call	8 1/2" x 10 1/2"	6, NCR	300 Sets	11 10 ea

## TELEPHONE-ADDRESS BOOK BY DENNISON NATIONAL

Has a stiff vinyl cover that is gold stamped. Includes 80 sheets of lithographed filler to accommodate 1760 names, 26 sheet A-Z mylar tab index.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	PRICE
NBB-91-740	NBB-998	Asst. Loose Leaf Book	\$7 40 ea
NBB-91-741	NBB-999	50 Sheets Refill Pkg	1.55 pkg

## PETITE TELEPHONE LIST FINDERS BY ROLODEX

The only list finder that keeps names in absolute alphabetical order. Featuring a preprinted card, one side with name, telephone and address captions. The reverse side with birthday and anniversary captions plus area for special information.

STOCK ORDER NO.	SPEEDIE ORDER NO.	CARD SIZE	CARD NO.	CARD CAP.	NO. OF GUIDES	COLOR	PRICE
ROL-S-300	ROL-365	2 1/4" x 4"	S-30	125	7	Beige	\$4 85 ea
ROL-S-300	ROL-370	2 1/4" x 4"	S-30	125	7	Black	4 85 ea
ROL-S-300	ROL-372	2 1/4" x 4"	S-30	125	7	Yellow	4 85 ea
ROL-S-310	ROL-375	2 1/4" x 4"	S-30	250	10	Beige	7 85 ea
ROL-S-310	ROL-380	2 1/4" x 4"	S-30	250	10	Black	7 85 ea

### WITH COVERS

ROL-S-300C	ROL-697	2 1/4" x 4"	S-30	125	7	Black	8 90 ea
ROL-S-300C	ROL-698	2 1/4" x 4"	S-30	125	7	Beige	8 90 ea
ROL-S-310C	ROL-702	2 1/4" x 4"	S-30	250	10	Black	12 75 ea
ROL-S-310C	ROL-703	2 1/4" x 4"	S-30	250	10	Beige	12 75 ea
ROL-S-500C	ROL-706	2 1/4" x 4"	S-30	500	26	Black	22 75 ea
ROL-S-500C	ROL-707	2 1/4" x 4"	S-30	500	26	Beige	22 75 ea

### PETITE REFILL CARDS

ROL-S-30	ROL-630	2 1/4" x 4"	50 Pack of Cards				2 15 set
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## ELF FILE BY ELDON

Just 4 1/4" square, yet capable of holding up to 125 cards. The ELF (Eldon Little File, Phone/Address File) is designed to coordinate with any office or home decor. ELF Files feature a hinged, see-through smoke dust cover that raises the cards for easy viewing when opened, protects them when closed.

The 2 1/4" x 4" cards snap in or out and are separated by tabbed, double-coated, alphabetical index guides. Indexes include space for emergency and most-used phone numbers, too.

Type them or write them. Those preprinted cards have space for anything you need to remember. Phone numbers, addresses, names, birthdays, anniversaries, Christmas card lists... and a great place to keep recipes.




































STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
ELD-2026-1*	ELD-575	Black	\$7 49
ELD-2026-21*	ELD-585	Putty	7 49
ELD-2026-23*	ELD-595	Chocolate	7 49

\*Use Rolodex C-24 Refills—See Page 173

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# Typewriter Ribbons

		 (1) B29	 (2) B37	 (3) B39-BR-39	 (4) B40
 (5) B41	 (6) B42	 (7) B42C	 (8) B43	 (9) B53-BR-53	 (10) B54-BR-54
 (11) B61-BR-61	 (12) B64-BR-64	 (13) B65-BR-65	 (14) B66-BR-66	 (15) B70-BR-70	 (16) B72
 (17) B74	 (18) B76-BR-76	 (19) B77	 (20) B78	 (21) B81	 (22) 3182-0
 (23) 3283-9	 (24) 3382-0	 (25) 43-0	 (26) 3475-0	 (27) 3682-0	 (28) 3775-L
 (29) 3780	 (30) B70-D	 (31) B70	 (32) B70	 (33) 16303-21	 (34) 16303-21
	 (35) 3718				

Prices subject to change without notice

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# Typewriter Ribbons

## "NU-KOTE" TYPEWRITER RIBBONS BY BURROUGHS

Made from long-wearing nylon and top quality inks. Twin metal spools allow quick and clean ribbon changes. Six ribbons per box.

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	FOR MACHINE	EACH
<b>BLACK</b>							
1	BUR-B29	BUR-080	—	—	—	—	—
2	BUR-B37	BUR-095	—	—	—	—	—
3	BUR-B39	BUR-100	BUR-BR37	BUR-290	1/8" Nylon	Corona Corsair, Skywriter & Zephyr	\$2.63
5	BUR-B41	BUR-110	BUR-BR39	BUR-295	1/8" Nylon	IBM Electromatic A & B	2.63
9	BUR-B53	BUR-125	BUR-BR41	BUR-296	1/8" Nylon	IBM Electromatic C & D	2.63
10	BUR-B54	BUR-130	BUR-BR53	BUR-315	1/8" Nylon	Selectric Model 72 Cartridge	4.07
11	BUR-B61	BUR-140	BUR-BR54	BUR-320	1/8" Nylon	Olivetti Standard, Electric & Portable	2.63
12	BUR-B64	BUR-150	BUR-BR61	BUR-335	1/8" Nylon	Olympia Standard, Electric & Portable	2.63
13	BUR-B65	BUR-155	BUR-BR64	BUR-345	1/8" Cotton	Remington Standard, Electric 17 & J	2.63
14	BUR-B66	BUR-156	BUR-BR65	BUR-350	1/8" Nylon	Royal Standard & Electric	2.63
15	BUR-B70	BUR-160	BUR-BR66	BUR-355	1/8" Nylon	Royal Portable	2.63
16	BUR-B72	BUR-170	BUR-BR70	BUR-360	1/8" Nylon	Royal Ultronic	2.63
17	BUR-B74	BUR-175	—	—	1/8" Cotton	SCM Standard & Electric (after 1963)	2.63
18	BUR-B76	BUR-180	—	—	1/8" Nylon	Teletype	2.63
			BUR-BR76	BUR-375	1/8" Nylon	Underwood 150FS (after 1958)	2.63
						Underwood Standard & Portable (before 1964)	2.63

## POLY FILM RIBBONS BY BURROUGHS

Packed six per box

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	FOR MACHINE	DOZEN
6	BUR-B42	BUR-111	Adler R C. Allen	\$17.65
6	BUR-B42	BUR-111	IBM Executive	17.65
4	BUR-B40	BUR-105	IBM Selectric 71	13.50
5	BUR-B41	BUR-106	IBM Selectric 72	31.60
6	BUR-B42	BUR-111	Olivetti	17.65
6	BUR-B42	BUR-111	Olympia	17.65
7	BUR-B42C	BUR-113	Remington	24.35
6	BUR-B42	BUR-111	Royal	17.65
8	BUR-B42U	BUR-116	Royal 441, 660, 662	24.35
6	BUR-B42	BUR-111	Underwood	17.65

## KO-REC-TYPE FILM RIBBONS

For correcting and non-correcting IBM typewriters. Packed six per box.

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CORE	EQUAL TO IBM NO.	IMPRES-SIONS	DESCRIPTION	FOR USE IN IBM MACHINE	EACH
25	EAC-3403-O	EAC-180	Orange	12995085	208,000	Correctable Film	Selectric III	\$6.09
31	EAC-3782-L	EAC-135	Orange	1136433	—	Lift-Off Tape	Selectric III	3.21
22	EAC-3182-O	EAC-125	Pink	11363905	120,000	Tech II	Selectric II	3.19
32	EAC-3782-P	EAC-140	Pink	—	—	Tech II Cover-up Tape	Selectric II	2.71
23	EAC-3282-O	EAC-130	Blue	1136315	500,000	Tech III, M/S	Selectric II	11.35
29	EAC-3782-B	EAC-145	Blue	—	—	Tech III Cover-up Tape	Selectric II	2.71
21	EAC-3082-O	EAC-120	Yellow	1136432	135,000	Correctable Film	Selectric II	3.25
24	EAC-3382-O	EAC-175	Orange	12990955	150,000	H/Y Correctable Film	Selectric II	3.25
31	EAC-3782-L	EAC-135	Orange	1136433	—	Lift-Off Tape	Selectric II	3.25
26	EAC-3475-O	EAC-185	Orange	12993005	210,000	"Piggy-back"	50,60,65,75,85	7.15
28	EAC-3775-L	EAC-190	Orange	12993255	—	"Piggy-back" Lift-Off	50,60,65,75,85	6.87
19	EAC-3071-O	EAC-195	Yellow	—	47,000	Lift-Off Formula	Selectric 71	2.50
20	EAC-3072-O	EAC-200	Yellow	—	18,000	Lift-Off Formula	Selectric 72	3.33
27	EAC-3682-O	EAC-150	Orange	—	—	Correctable Kit (Ribbon, Tape, Tabs)	Lift-Off Tape	2.25
30	EAC-3782-D	EAC-210	Orange	—	—	Lift-Off Tape		2.25

## RIBBON CARTRIDGES BY SMITH-CORONA

Packed six per box

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	EACH
33	SCM-17616-07	SCM-005	Re-Rite Correction Film	\$3.95
33	SCM-17657-11	SCM-010	Black Fabric	4.50
33	SCM-17558-02	SCM-015	Black Film	3.95
33	SCM-17582-04	SCM-020	Blue Film	4.25
33	SCM-17608-06	SCM-025	Brown Film	4.25
33	SCM-17590-05	SCM-030	Green Film	4.25
33	SCM-17574-03	SCM-035	Red Film	4.25
34	SCM-17566-01	SCM-040	Black Film Duo-Pack	6.95
34	SCM-16503-21	SCM-045	Lift-Rite Dual Pack - Cartridge	8.25
35	SCM-16311-22	SCM-050	Lift-Rite Combo Pack	8.25
36	SCM-12138	SCM-055	Lift-Rite Dual Cassette Ribbon	8.25
37	SCM-12120	SCM-060	Lift-off Tape	4.75

NOTE: If you do not see your machine listed, please give us a call, chances are that we do have a ribbon to fit your machine







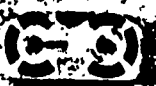




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






















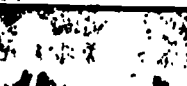





# Typewriter Ribbons

CORRECTABLE FILM RIBBONS

					
(1) T357	(2) T378	(3) T379	(4) T382	(5) T383	
					
(6) T385	(7) T387	(8) B81	(9) B82	(10) B2C	(11) B156

ELECTRONIC TYPEWRITER RIBBONS

					
(12) T322	(13) T330	(14) T335	(15) T360	(16) T362	
					
(17) T375	(18) T376	(19) T377	(20) T381	(21) T388	(22) T390
					
(23) B17L	(24) B17L	(25) B17L	(26) B147	(27) B147F	
					
(28) B188	(29) B161	(30) B163	(31) B171L	(32) B164	
					
(33) B166	(34) B67L	(35) B167	(36) B182	(37) B82L	
					
(38) B192	(39) 292LT	(40) 3011-0	(41) 3710-D	(42) 3050-0	

Prices subject to change without notice

# Typewriter Ribbons

## CORRECTABLE FILM RIBBONS BY GENERAL RIBBON

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CODE	DESCRIPTION	FOR USE IN:	PACKED	EACH
4	GEN-T382	GEN-310	Pink	1/2" x 405'	Remington SR101	6	\$3.75
2	GEN-T378	GEN-311	Pink	Cover Up Tape	Remington SR101	6	3.25
5	GEN-T383	GEN-312	Blue	1/2" x 290'	Remington SR101	6	9.95
3	GEN-T379	GEN-313	Blue	Cover Up Tape	Remington SR101	6	3.25
7	GEN-T387	GEN-306	Orange	1/2" x 510'	Selectric II & III	6	4.25
1	GEN-T357	GEN-307	Orange	Lift Off Tape	Selectric II & III	6	3.25
6	GEN-T385	GEN-314	Orange	1/2" x 650'	Selectric III	6	6.25
1	GEN-T357	GEN-315	Orange	Lift Off Tape	Selectric III	6	3.25
4	GEN-T382	GEN-310	Pink	1/2" x 450'	Selectric II	6	3.75
2	GEN-T378	GEN-311	Pink	Cover Up Tape	Selectric II	6	3.25
5	GEN-T383	GEN-312	Blue	1/2" x 290'	Selectric II	6	9.95
3	GEN-T379	GEN-313	Blue	Cover Up Tape	Selectric II	6	3.25
4	GEN-T382	GEN-310	Pink	1/2" x 405'	223 & 225 Silver Reed	6	3.75
2	GEN-T378	GEN-311	Pink	Cover Up Tape	223 & 225 Silver Reed	6	3.25

## CORRECTABLE FILM RIBBONS BY BURROUGHS

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CODE	DESCRIPTION	FOR USE IN:	PACKED	EACH
8	BUR-B81	BUR-201	Pink	One Time Ribbon	Selectric II	6	\$3.28
9	BUR-B82	BUR-205	Blue	M/S Ribbon	Selectric II, Tech III	2	10.51
10	BUR-B2C	BUR-396	Blue	Cover Up Tape	Selectric II, Tech III	6	3.21
11	BUR-B156	BUR-206	Orange	Film	Selectric III (Bicycle)	1	4.32

## ELECTRONIC TYPEWRITER RIBBONS BY GENERAL RIBBON

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CODE	DESCRIPTION	FOR USE IN:	PACKED	EACH
13	GEN-T322	GEN-316	Yellow	1/2" x 350'	Adler	6	\$4.50
19	GEN-T375	GEN-301	Yellow	Lift Off Tape	Adler	6	2.75
12	GEN-T320	GEN-300	Yellow	1/2" x 950'	Adler 1010, 1030	6	5.45
19	GEN-T375	GEN-301	Yellow	Lift Off Tape	Adler 1010, 1030	6	2.75
14	GEN-T330	GEN-319	Orange	1/2" x 800'	Brothers Computronic II	5	5.99
15	GEN-T355	GEN-320	Orange	Lift Off Tape	Brothers Computronic II	6	2.75
14	GEN-T330	GEN-319	Orange	1/2" x 800'	EM 100/200	6	5.99
15	GEN-T355	GEN-320	Orange	Lift Off Tape	EM 100/200	6	2.75
22	GEN-T381	GEN-304	Yellow	1/2" x 800'	Lexikon 90	6	4.95
20	GEN-T376	GEN-305	Yellow	Lift Off Tape	Lexikon 90	6	2.75
21	GEN-T380	GEN-302	Yellow	1/2" x 200'	Olivetti Praxis 30/35/40/450	6	4.85
16	GEN-T360	GEN-303	Yellow	Lift Off Tape	Olivetti Praxis 30/35/40/450	6	2.75
22	GEN-T381	GEN-304	Yellow	1/2" x 800'	Olivetti ET	6	4.95
20	GEN-T376	GEN-305	Yellow	Lift Off Tape	Olivetti ET	6	2.75
23	GEN-T390	GEN-317	Yellow	1/2" x 425'	Olympia ES 100,101,110	6	4.25
17	GEN-T362	GEN-318	Yellow	Lift Off Tape	Olympia ES 100,101,110	6	2.75
23	GEN-T390	GEN-317	Yellow	1/2" x 425'	Remington	6	4.25
17	GEN-T362	GEN-318	Yellow	Lift Off Tape	Remington	6	2.75
12	GEN-T320	GEN-300	Yellow	1/2" x 950'	Royal 5010,5030	6	5.45
19	GEN-T375	GEN-301	Yellow	Lift Off Tape	Royal 5010,5030	6	2.75
13	GEN-T322	GEN-316	Yellow	1/2" x 350'	Royal Satellite II	2	4.50
19	GEN-T375	GEN-301	Yellow	Lift Off Tape	Royal Satellite II	6	2.75
22	GEN-T381	GEN-304	Yellow	1/2" x 800'	Silver Reed EX55,EX77	6	4.95
20	GEN-T376	GEN-305	Yellow	Lift Off Tape	Silver Reed EX55,EX77	6	2.75
24	GEN-T394	GEN-308	Orange	1/2" x 935'	Xerox Memorywriter	6	4.65
18	GEN-T364	GEN-309	Orange	Lift Off Tape	Xerox Memorywriter	6	1.59

## ELECTRONIC TYPEWRITER RIBBONS BY BURROUGHS

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CODE	DESCRIPTION	FOR USE IN:	PACKED	EACH
30	BUR-B155	BUR-514	Orange	1/2" x 800'	Adler 1010,1030	6	\$4.96
26	BUR-B67L	BUR-515	Orange	Lift Off Tape	Adler 1010,1030	6	2.29
35	BUR-B164	BUR-516	Orange	1/2" x 425'	Brothers 7800	6	4.92
36	BUR-B165	BUR-517	Orange	1/2"	Brothers EM200	6	-3.96
39	BUR-B168	BUR-518	Orange	1/2" x 705'	Canon AP200	6	4.28
28	BUR-B147	BUR-207	Polymer		IBM Displaywriter	6	11.22
29	BUR-B147F	BUR-208	Reusable		IBM Displaywriter	6	10.00
42	BUR-B192	BUR-529	1/2" x 1390'		IBM Wheelwriter	6	6.04
43	BUR-192L	BUR-53C	Lift Off Tape		IBM Wheelwriter	6	3.96
33	BUR-B163	BUR-519	Yellow	1/2" x 200'	Olivetti Praxis 30,35,40,45	6	3.83
34	BUR-163TL	BUR-520	Yellow	Lift Off Tape	Olivetti Praxis 30,35,40,45	6	2.00
27	BUR-B136	BUR-521	Yellow	1/2" x 875'	Olivetti ET Series	6	4.15
25	BUR-697L	BUR-522	Yellow	Lift Off Tape	Olivetti ET Series	6	1.92
31	BUR-B158	BUR-523	Orange	1/2" x 425'	Olympia ES100	6	3.58
30	BUR-B155	BUR-514	Orange	1/2" x 800'	Royal 5010,5030	6	4.96
26	BUR-B67L	BUR-515	Orange	Lift Off Tape	Royal 5010,5030	6	2.29
32	BUR-B161	BUR-524	Orange	650 x 510'	Sierra Juki 3500	6	4.71
37	BUR-B166	BUR-525	Yellow	1/2" x 322'	Silver Reed EX 42/44	6	3.46
38	BUR-166TL	BUR-526	Yellow	Lift Off Tape	Silver Reed EX 42/44	6	2.04
27	BUR-B136	BUR-521	Yellow	1/2" x 875'	3M 200-400	6	4.15
25	BUR-697L	BUR-522	Yellow	Lift Off Tape	3M 200-400	6	1.92
40	BUR-B182	BUR-527	1/2"		Big Boy Xerox Memorywriter	6	3.83
41	BUR-182L	BUR-528	Lift Off Tape		Big Boy Xerox Memorywriter	6	1.21

## ELECTRONIC RIBBONS BY KO-REC-TYPE®

SPOOL NO.	STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR CODE	DESCRIPTION	FOR USE IN:	PACKED	EACH
44	EAC-3011-0	EAC-210	Orange	1/2"	Xerox 610,615,620 Memorywriter	6	\$3.79
45	EAC-3710-D	EAC-215	Orange	Lift Off Tape	Xerox 610,615,620 Memorywriter	6	1.77
46	EAC-3050-0	EAC-205	Orange		Canon AP 200-500	6	4.77

Prices subject to change without notice

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# Typing Correction Supplies

## LIQUID PAPER

Non-flammable, non-toxic liquid paper correction fluid comes in a non-spill bottle that lets you correct in or out of the typewriter. 0.6 oz. bottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
LIQ-564	LIQ-005	White	\$1.39
LIQ-566	LIQ-015	Ledger Buff	1.49
LIQ-567	LIQ-020	Ledger Green	1.49
LIQ-568	LIQ-025	Canary	1.49
LIQ-569	LIQ-030	Pink	1.49
LIQ-570	LIQ-035	Blue	1.49
LIQ-571	LIQ-040	Green	1.49
LIQ-572	LIQ-045	Goldenrod	1.49
LIQ-573	LIQ-046	Ivory	1.49
LIQ-565	LIQ-010	Thinner (for all above)	.75

## PEN & INK CORRECTION FLUID BY LIQUID PAPER

White solvent base. Designed exclusively to make corrections over pen & ink writing as quickly to an opaque white. Spillproof bottle. 0.6 oz. bottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
LIQ-747	LIQ-070	White	\$1.49

## JUST FOR COPIES BY LIQUID PAPER

Waterbase opaquing fluid corrects photocopies. Won't smear copier toner. Goes on smoothly. Dries quickly. Requires no thinner. Spill-proof bottle, non-toxic. 0.6 oz. bottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
LIQ-710	LIQ-055	White	\$1.49

## MISTAKE OUT BY LIQUID PAPER

Very fast-dry waterbase formula is ideal for correcting typed errors made with heavy bond fabric and carbon film ribbons. Also corrects handwritten errors made with permanent ink ballpoint and felt-tip pens. 0.6 oz. bottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	EACH
LIQ-575	LIQ-050	White	\$1.39

## NATURAL-DRY CORRECTION FLUID BY WITE OUT

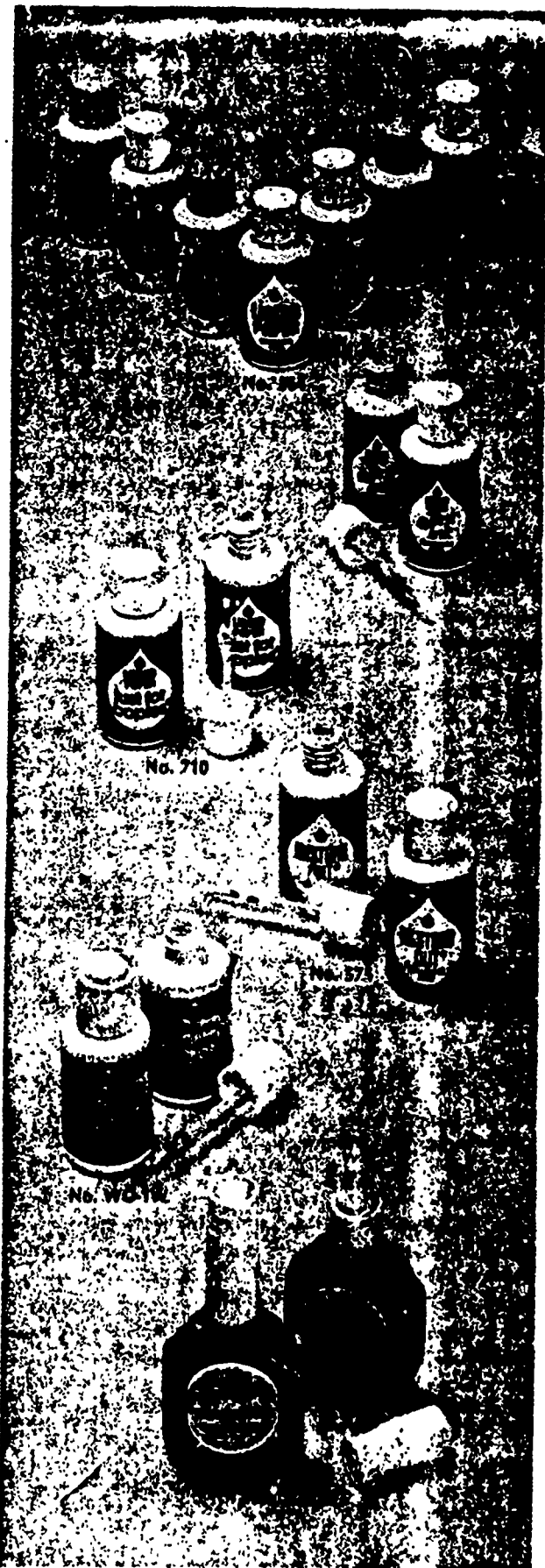
Combines washability and improved drying time into one non-toxic product. Works really well on originals, Xerox® copies, and graphics. Will not smear photo copies. Non-toxic. 0.6 oz. bottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
WO-1W	WO-005	\$1.39

## CORRECTION PEN BY PENTEL

Alcohol based, quick drying correction pen is well suited for correcting water-based ink. Dries quickly and gives good coverage. 0.6 oz. bottle.

STOCK ORDER NO.	SPEEDIE ORDER NO.	EACH
PEN-ZL1-W	PEN-405	\$1.98



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# Correction Tape & Dictation Cassettes



## CORRECTION STRIPS BY AVERY

Corrections can be typed directly on the correction strips and positioned on page. Covers up errors. Typewriter spaced repositionable. Removable adhesive in new tape dispenser.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	LINES	STRIPS PER BOX	EACH
AVY-S108	AVY-016	1/4" x 7"	1	110	\$2.99
AVY-S109	AVY-017	1/4" x 7"	2	70	2.99
AVY-S110	AVY-018	1/4" x 7"	5	30	2.99

## CORRECTION TAPE BY AVERY

Permanent adhesive. Measure out tape, apply over mistake and retype.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	BOXES PER CARTON	ROLL
AVY-CR-16	AVY-005	1/4" x 600"	5	\$1.65
AVY-CR-26	AVY-010	1/4" x 600"	3	2.25
AVY-CR-56	AVY-015	1/4" x 600"	2	3.49

## POST-IT™ COVER UP TAPE BY 3M

A removable tape for copy blackout and type correction work in a dispenser. Post-It tape is ideal for blind copying, line changes, full column changes, copy machine blackout work, etc.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	ROLL
MM-651	MMM-651	1/4" w (1 line)	\$1.59
MM-652	MMM-652	1/4" w (2 lines)	2.15
MM-658	MMM-720	1" x 700"	3.10

## DICTION Cassettes BY DATA PACKAGING

The Dictation Cassette is designed for use in all standard office dictating machines. Compatible with all cassette tape recorders. The Dictation Cassette, a "leaderless" cassette, has an oxide coated leader to allow instant recording capability, from beginning to end of tape.

The Microcassette is designed for use in all capstan-drive equipment, such as, Olympus, Panasonic, Sony, Lanier, etc.

The Minicassette is designed for use in all mini-drive equipment, such as, Phillips, Norelco, G.E., Realistic, etc.

STOCK ORDER NO.	SPEEDIE ORDER NO.	TYPE	TIME	PACKED	EACH
DAP-80100	DAP-100	Standard	30 Minute	10	\$1.75
DAP-80200	DAP-102	Standard	60 Minute	10	2.10
DAP-80300	DAP-103	Standard	90 Minute	10	2.60
DAP-80400	DAP-104	Standard	120 Minute	10	3.20
DAP-86000	DAP-106	Mini	30 Minute	6	3.95
DAP-85000	DAP-108	Micro	60 Minute	6	3.95

## CASSETTE LABELS BY AVERY

Self-adhesive labels in size: to fit on the sides of both standard and mini cassettes and on the back edge of standard cassette boxes. Easy to use, removable.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION/SIZE	QTY. PER PKG	PKG
AVY-S250	AVY-873	Standard Cassette Size 3 1/2" x 1 1/8"	100	\$3.99
AVY-S255	AVY-875	Standard Box Size 1 1/8" x 4"	248	3.99
AVY-S270	AVY-876	Standard Title Size 1/8" x 3 1/2"	245	3.99

## COLOR CODING LABELS

STOCK ORDER NO.	SPEEDIE ORDER NO.	Color	Size	QTY. PER PKG	PKG
AVY-TD5780	AVY-615	Red	1/4" x 1/2"	125	1.45
AVY-TD5781	AVY-620	Green	1/4" x 1/2"	125	1.45
AVY-TD5782	AVY-625	Yellow	1/4" x 1/2"	125	1.45
AVY-TD5783	AVY-630	Blue	1/4" x 1/2"	125	1.45
AVY-TD5785	AVY-830	Orange	1/4" x 1/2"	125	1.45

## CASSETTE LABELS BY DENNISON

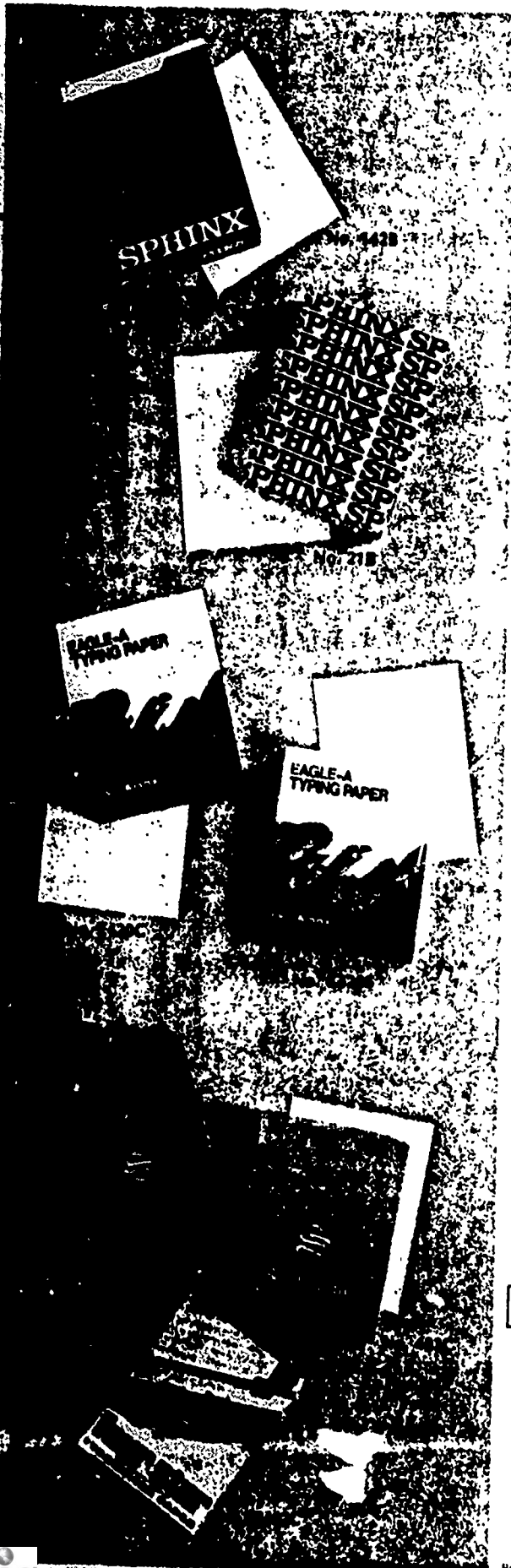
Cassette labels give you information instantly as to what is recorded on your cassette. Self-adhesive, easy-to-use labels for standard or mini cassettes. You can mark the side or spine of your cassettes.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION/SIZE	QTY. PER BOX	BOX
DEN-44961	DEN-961	Standard - Spine Size 3 1/2" x 1 1/8"	100	\$3.99
DEN-44962	DEN-962	Mini - Side Size 2 1/4" x 1 1/8"	200	3.75
DEN-44964	DEN-964	Standard - Spine Size 2 1/4" x 1 1/8"	450	3.75

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# Business Papers



## ESQUIRE BOND PAPER BY SAXON

Truly a classic sheet. Has 25% cotton fiber content that supports erasures very well. Its cockle finish gives it the feel and look of luxury. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	REAM
SAX-142B	SAX-265	20 lb	8 1/2" x 11"	\$15.70

## PARK LANE BOND BY SAXON

100% sulphite bond with the look and feel of papers costing much more. Ideal for general correspondence. Bright white color. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	REAM
SAX-21B	SAX-250	20 lb	8 1/2" x 11"	\$7.71
SAX-21G	SAX-255	20 lb	8 1/2" x 14"	10.42

## EAGLE-A ACCEPTANCE BOND BY FOX RIVER

50% cotton fiber. Radiant white. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	REAM
SAX-E420C	SAX-014	20 lb	8 1/2" x 11"	\$17.75

## EAGLE-A QUALITY BOND BY FOX RIVER

In an improvement shade of white, Eagle-A Quality Bond is the ideal paper for modern business use. Eagle-A Quality bond, a genuine watermarked No. 1 Sulphite, has excellent printability. Its smooth surface and strength offers maximum trouble free performance combined with crisp, attractive appearance. Smooth finish. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	REAM
SAX-K420S	SAX-021	20 lb	8 1/2" x 11"	\$13.55

## FOUR STAR BOND BY SOUTHWORTH

Excellent for letterheads and uses where an attractive sheet is necessary. 25% cotton fiber content.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	SHEETS BOX	PRICE
SPA-402C	SPA-001	16 lb	8 1/2" x 11"	500	\$12.85 rm
SPA-P402C	SPA-002	16 lb	8 1/2" x 11"	100	3.30 pkg
SPA-402E	SPA-003	16 lb	8 1/2" x 14"	500	16.50 rm
SPA-403C	SPA-004	20 lb	8 1/2" x 11"	500	15.00 rm
SPA-P403C	SPA-005	20 lb	8 1/2" x 11"	100	3.70 pkg
SPA-403E	SPA-006	20 lb	8 1/2" x 14"	500	19.25 rm

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# Business Papers

## COLORED BOND PAPER BY SAXON

100% sulphite bond in bright, sharp colors. Perfect for use where color is wanted to make your message stand out. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	COLOR	REAM
SAX-222B	SAX-325	20 lb.	8 1/2" x 11"	Pink	\$9.35
SAX-223B	SAX-330	20 lb.	8 1/2" x 11"	Green	9.35
SAX-224B	SAX-335	20 lb.	8 1/2" x 11"	Buff	9.35
SAX-225B	SAX-340	20 lb.	8 1/2" x 11"	Blue	9.35
SAX-226B	SAX-345	20 lb.	8 1/2" x 11"	Canary	9.35

## RACERASE BY SOUTHWORTH

25% cotton fiber content enables paper to be erased easily, cockle finish and bright white color makes this an exceptionally good-looking sheet. 9 lb weight

STOCK ORDER NO.	SPEEDIE ORDER NO.	SHEET COUNT	SIZE	RULING	PRICE
SPA-419E	SPA-010	500	8 1/2" x 14"	Plain	\$15.40 rm.
SPA-419C	SPA-011	500	8 1/2" x 11"	Plain	12.00 rm.
SPA-P419C	SPA-012	100	8 1/2" x 11"	Plain	3.10 pkg.

## ONIO. XIN BY SAXON

A long time favorite for making carbon copies. Has a cockle finish that withstands erasures. Its 9 lb weight permits several copies to be made. White super sulphite. 500 sheets per ream

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	REAM
SAX-3812B	SAX-270	8 1/2" x 11"	\$12.20

## MANIFOLD SECOND SHEETS BY HURON

Top quality 9 lb manifold paper is ideal for making carbon copies. Provides excellent copies due to its bond quality and light weight. Letter size 8 1/2" x 11", 1000 sheets per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	BOX
HUR-828111	CST-050	White	\$12.50
HUR-828113	CST-055	Pink	13.10
HUR-828114	CST-060	Blue	13.10
HUR-828115	CST-065	Green	13.10
HUR-828112	CST-070	Canary	13.10

## COPYSETTES BY HURON

Combines manifold second sheet and carbon in one unit. An easy, inexpensive way to make carbon copies. 500 sets per box (padded style 100 sets per pad — five pads per box)

STOCK ORDER NO.	SPEEDIE ORDER NO.	COLOR	SIZE	BOX
HUR-WH9B11	CST-005	White	8 1/2" x 11"	\$9.70
HUR-PK9B11	CST-025	Pink	8 1/2" x 11"	9.82
HUR-BL9B11	CST-010	Blue	8 1/2" x 11"	9.82
HUR-GR9B11	CST-020	Green	8 1/2" x 11"	9.82
HUR-CA9B11	CST-015	Canary	8 1/2" x 11"	9.82
HUR-WH9B11PC	CST-040	White	8 1/2" x 11" (Printed Copy)	9.85
HUR-WH9P11	CST-045	White	8 1/2" x 11" (Padded)	11.51



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# Envelopes

## SURVIVOR TYVEK ENVELOPES BY INTERNATIONAL

Survivor envelopes of TYVEK SPUNBONDED LOEFIN are virtually rip, puncture and waterproof. These envelopes are about 50% lighter than ordinary envelopes. The clean white envelope ensures prompt handling of first-class mail.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SUB WT.	BORDER	QTY. BOX	TYPE ENVELOPE	PER BOX
INT-R1330	INT-101	6" x 9"	14	First Class	200	Catalog	\$20.20
INT-R1460	INT-102	9" x 12"	14	Plain	100	Catalog	28.60
INT-R1470	INT-103	9" x 12"	14	First Class	100	Catalog	29.80
INT-R1500	INT-104	10" x 13"	14	Plain	100	Catalog	32.10
INT-R1590	INT-105	10" x 13"	14	First Class	100	Catalog	33.20
INT-R1670	INT-106	10" x 15"	14	First Class	100	Catalog	37.90
INT-R1800	INT-107	12" x 15 1/2"	14	First Class	100	Catalog	46.60
INT-R4200	INT-108	10" x 13" x 1 1/2"	20	Plain	100	Expansion	64.70
INT-R4210	INT-109	10" x 13" x 1 1/2"	20	First Class	100	Expansion	70.80
INT-R4300	INT-110	12" x 16" x 2"	20	First Class	100	Expansion	107.10
INT-R4440	INT-111	10" x 13" x 2"	20	First Class	100	Expansion	80.20
INT-R4460	INT-112	10" x 15" x 2"	20	First Class	100	Expansion	86.60

## SELF-SEAL ENVELOPES BY SAXON

Made from durable 28 sub. kraft. Has self-sealed flap. 100 in box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	PER C
SAX-69	SAX-400	6" x 9"	\$ 9.66
SAX-75105	SAX-401	7 1/2" x 10 1/2"	12.98
SAX-912	SAX-402	9" x 12"	14.48
SAX-1013	SAX-403	10" x 13"	16.58
SAX-1015	SAX-404	10" x 15"	21.36
SAX-12155	SAX-405	12" x 15 1/2"	23.20

## CLASP ENVELOPES

Made from durable 28 sub. kraft. Has gummed flap, reinforced hole, and metal fold down clasp. Ideal for mailing catalogs, etc. 100 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	CTN. PACKING	PER C
PRI-55-28	PRI-025	6" x 9"	1000	\$ 8.93
PRI-63-28	PRI-030	6 1/2" x 9 1/2"	1000	12.00
PRI-68-28	PRI-035	7" x 10"	1000	10.71
PRI-75-28	PRI-040	7 1/2" x 10 1/2"	1000	11.38
PRI-83-28	PRI-045	8 1/2" x 11 1/2"	500	13.92
PRI-90-28	PRI-050	9" x 12"	500	12.88
PRI-93-28	PRI-055	9 1/2" x 12 1/2"	500	13.88
PRI-95-28	PRI-060	10" x 12"	500	15.88
PRI-97-28	PRI-065	10" x 13"	500	14.85
PRI-98-28	PRI-066	10" x 15"	500	20.27
PRI-105-28	PRI-070	11 1/2" x 14 1/2"	500	21.85
PRI-110-28	PRI-075	12" x 15 1/2"	500	23.78

## EXTRA HEAVY CLASP ENVELOPES

Made from 32 lb. manila jute. Has gummed flap, reinforced hole and metal fold down clasp. Packed in boxes of 100 each.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	EACH
PRI-55-32	PRI-320	6" x 9"	\$11.50
PRI-63-32	PRI-321	6 1/2" x 9 1/2"	12.42
PRI-68-32	PRI-322	7" x 10"	13.13
PRI-75-32	PRI-323	7 1/2" x 10 1/2"	13.51
PRI-83-32	PRI-324	8 1/2" x 11 1/2"	14.62
PRI-90-32	PRI-325	9" x 12"	15.69
PRI-93-32	PRI-326	9 1/2" x 12 1/2"	17.08
PRI-97-32	PRI-327	10" x 13"	18.11
PRI-98-32	PRI-328	10" x 15"	22.39
PRI-105-32	PRI-329	11" x 14 1/2"	23.72
PRI-110-32	PRI-330	12" x 15 1/2"	24.25

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# Envelopes

## HOME/OFFICE BOXED ENVELOPES BY CAMPBELL

A high grade white w. ven envelope. Packed in a box where they are protected from dust and dirt.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	ENVELOPES PER BOX	BOX
CAM-634	CAM-030	3 1/2" x 6 1/2"	100	\$1.95
CAM-10	CAM-035	4 1/2" x 9 1/2"	50	2.20

## WHITE WOVE ENVELOPES BY CAMPBELL

24 sub. White Wove bond stock. gummed flaps. 500 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	ENVELOPES PER BOX	BOX
CAM-WW634	CAM-005	3 1/2" x 6 1/2"	500	\$ 9.50
CAM-WW10	CAM-015	4 1/2" x 9 1/2"	500	10.90

## WHITE WOVE WINDOW ENVELOPES BY CAMPBELL

24 sub White Wove bond stock with transparent window, gummed flaps 500 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	ENVELOPES PER BOX	BOX
CAM-WIN634	CAM-010	3 1/2" x 6 1/2"	500	\$13.00
CAM-WIN10	CAM-020	4 1/2" x 9 1/2"	500	13.00

## INTER-OFFICE ENVELOPES BY PRIME

For economical movement of Interdepartmental mail. Use over and over Made from durable 28 sub stock

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	STYLE	ENVELOPES PER BOX	PER C
PRI-97-10	PRI-150	10" x 13"	Button/String	100	\$20.91
PRI-11-10	PRI-151	4 1/2" x 10 1/2"	Ungummed Flap	500	45.40

## COIN ENVELOPES BY SAXON

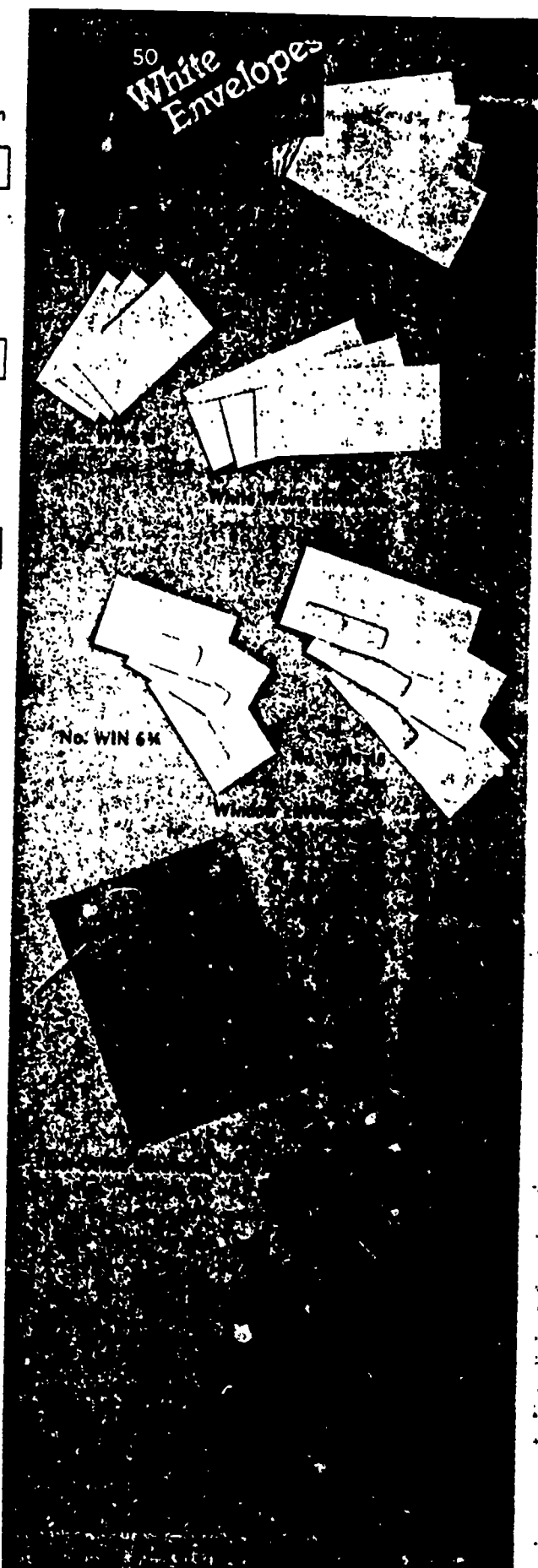
Open end style with gummed flap. Made from manila stock for extra service. Ideal for small parts, etc. 500 per box

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	BOX
SAX-1	SAX-135	2 1/2" x 3 1/2"	\$11.28
SAX-3	SAX-140	2 1/2" x 4 1/2"	12.15
SAX-4	SAX-139	3" x 4 1/2"	12.15
SAX-45	SAX-141	3" x 4 1/2"	19.04
SAX-5	SAX-142	2 1/2" x 5 1/2"	18.84
SAX-55	SAX-145	3 1/2" x 5 1/2"	18.27
SAX-6	SAX-146	3 1/2" x 6"	19.34
SAX-7	SAX-147	3 1/2" x 6 1/2"	18.75

## CATALOG ENVELOPES BY PRIME

Gummed flap, made from durable 28 lb. kraft. For extended service 500 per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	PER C
PRI-OE-55	PRI-080	6" x 9"	\$ 7.02
PRI-OE-63	PRI-085	6 1/2" x 9 1/2"	7.44
PRI-OE-68	PRI-090	7" x 10"	8.84
PRI-OE-75	PRI-095	7 1/2" x 10 1/2"	9.66
PRI-OE-83	PRI-100	8 1/2" x 11 1/2"	11.09
PRI-OE-90	PRI-105	9" x 12"	10.84
PRI-OE-93	PRI-110	9 1/2" x 12 1/2"	13.54
PRI-OE-95	PRI-115	10" x 12"	12.32
PRI-OE-97	PRI-120	10" x 13"	12.96
PRI-OE-98	PRI-121	10" x 15"	16.44
PRI-OE-105	PRI-125	11 1/2" x 14 1/2"	20.77
PRI-OE-110	PRI-130	12" x 15 1/2"	20.73

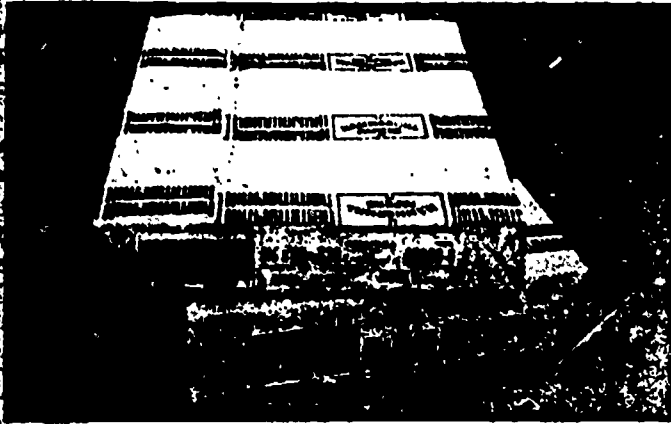


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# Copier Supplies



## HAMMERMILL FORE 9000 DP

Outstanding paper for use in Dry Toner Xerographic copiers. Hammermill Fore meets the performance demands of high output machines. Rigid specifications for moisture curl and filler content ensure trouble-free feedings and delivery.

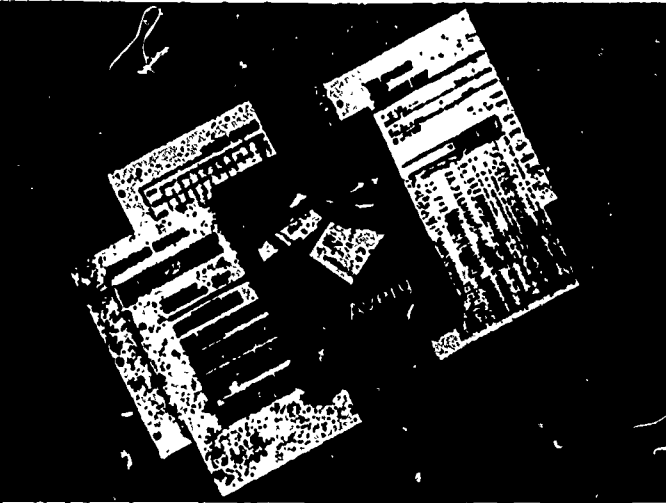
STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	REAM
HAM-10326-7	HAM-005	20 lb	8 1/2" x 11"	\$6.77
HAM-10329-1	HAM-010	20 lb	8 1/2" x 14"	8.62

## HAMMERMILL SV4 COPIER PAPER

Specially-designed paper for use with Liquid Toner and the following machines:

Copico/Savin	2001 Savin	600,750,755,760
Nashua	2210	770,772,780,790
Saxon	SX20,SX20S	840,870,880
Toshiba	BD727,BD728	880/3,765

STOCK ORDER NO.	SPEEDIE ORDER NO.	SUB WEIGHT	SIZE	REAM
HAM-10300-6	HAM-015	20 lb.	8 1/2" x 11"	\$6.77
HAM-10301-4	HAM-020	20 lb.	8 1/2" x 14"	8.62



## BINDER PAPER FOR COPIERS BY AVERY

Reinforced, three-hole punched binder paper for use in most plain copiers.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	NO. OF SHEETS	COLOR	PRICE
AVY-6701	AVY-900	8 1/2" x 11"	100	White	\$5.74 bx
AVY-6702	AVY-901	8 1/2" x 11"	500	White	24.48 bx

## NON-TEAR SHEETS FOR COPIERS BY AVERY

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	NO. OF SHEETS	COLOR	PRICE
AVY-6725	AVY-926	8 1/2" x 11"	25/pkg	White	\$11.66 pkg
AVY-6726	AVY-925	8 1/2" x 11"	100/box	White	42.40 bx
AVY-6728	AVY-927	8 1/2" x 11"	500/box	White	191.00 bx
AVY-6734	AVY-928	8 1/2" x 11"	25/pkg	Canary	12.25 pkg
AVY-6738	AVY-929	8 1/2" x 11"	25/pkg	Lt Blue	12.25 pkg
AVY-6739	AVY-930	8 1/2" x 11"	100/box	White	42.40 bx
AVY-6731	AVY-931	8 1/2" x 11"	500/box	White	191.00 bx.
AVY-6735	AVY-932	8 1/2" x 11"	25/pkg	Canary	12.25 pkg
AVY-6733	AVY-933	8 1/2" x 11"	25/pkg	Lt Blue	12.25 pkg
AVY-6737	AVY-934	8 1/2" x 14"	25/pkg	White	15.29 pkg



## COPIER LABELS BY AVERY

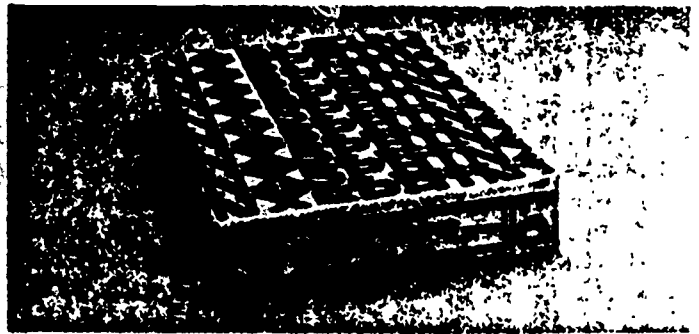
Save time and money — type addresses just once, make as many self-adhesive label copies as needed

STOCK ORDER NO.	SPEEDIE ORDER NO.	LABEL SIZE	LABELS PER SHEET	LABELS PER BOX	FOR MACHINE TYPE	PRICE
AVY-5331	AVY-845	1" x 2 1/4"	30	3000	Liquid Toner	\$26.85 bx
AVY-5332	AVY-850	1" x 2 1/4"	33	8250	Plain Bond	55.85 bx
AVY-5334	AVY-856	1" x 2 1/4"	33	1,500	Plain Bond	100.75 bx
AVY-5350	AVY-330	1" x 2 1/4"	30	3000	Mimeo/Verifax	43.79 bx
AVY-5351	AVY-335	1" x 2 1/4"	33	3300	Plain Bond	26.85 bx
AVY-5352	AVY-340	2" x 4 1/4"	10	1000	Plain Bond	26.85 bx
AVY-5353	AVY-341	8 1/2" x 11"		100	Plain Bond	26.85 bx
AVY-5354	AVY-343	1" x 2 1/4"	25/pkg	825/pkg	Plain Bond	8.19 pkg
AVY-5357	AVY-392	1" strips		3200/bx	Roll Fed	34.95 rl
AVY-5360	AVY-345	1 1/8" x 2 1/8"	21	2100	Plain Bond	26.85 bx
AVY-5368	AVY-360	1" x 2 1/4"	33	3300	Electrostatic	53.65 bx

## PAPER FOR XEROX COPIER

Designed specifically for use in Xerox machines. The special finish and long grain cut of this fine bond assures excellent reproduction and jam-free performance. Brilliant White, 500 sheets per ream

STOCK ORDER NO.	SPEEDIE ORDER NO.	SHEET SIZE	SUB WEIGHT	COLOR	REAM
SAX-950B	SAX-240	8 1/2" x 11"	20 lb	White	\$ 8.33
SAX-950C	SAX-245	8 1/2" x 14"	20 lb	White	11.25



## PAPER FOR SAVIN COPIERS

Designed for use in Savin Copiers. Features an extra smooth finish for best copy results. 500 sheets per ream.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	REAM
SAX-ARD-11D	SAX-175	8 1/2" x 11"	\$7.25
SAX-ARD-14D	SAX-180	8 1/2" x 14"	9.15

## PAPER FOR CANON NPL7 AND NP70

Designed for use in Canon Copiers

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	REAM
SAX-PPC-1	SAX-185	8 1/2" x 11"	\$8.86
SAX-PC-11	SAX-190	8 1/2" x 14"	11.24

Prices subject to change without notice

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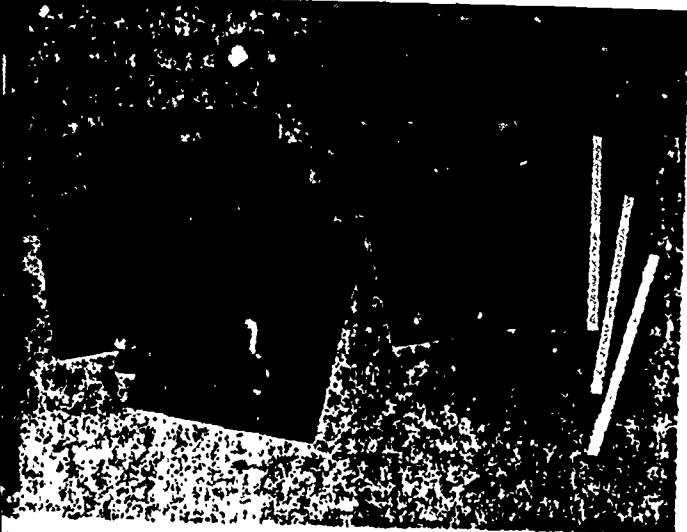
# Copier Supplies



## DUAL SPECTRUM COPY PAPER BY 3M®

For use with 3M Brand Manual Dual Spectrum Copiers. 3M Brand Dual Spectrum copy paper is excellent for almost any copying job. Conveniently packaged copy sets (copy receptors & intermediates) per box.

STOCK ORDER NO.	SPEEDIE ORDER NO.	SIZE	SETS PER BOX	PER BOX
MM-263	MMM-345	8 1/2" x 11"	100	\$18.99
MM-263-4	MMM-350	8 1/2" x 14"	100	23.46



## TRANSPARENCY FILM BY 3M® FOR PLAIN BOND COPIERS

Size: 8 1/2" x 11". Packaged 100 sheets to a box.  
 501 — Produces sharp black images on a clear background. Rainbow Assortment produces sharp black images on Red, Blue, Yellow or Green backgrounds. Does not require a sensing strip.  
 502 — Has a white sensing strip that allows it to be used in photo cell-equipped plain paper copiers. Also available in Rainbow Assortment.

STOCK ORDER NO.	SPEEDIE ORDER NO.	FILM COLOR	FOR MACHINE MODELS	PER BOX
MM-501	MMM-500	Clear	Plain Paper Copiers that do not require a sensing strip	\$41.95
MM-501	MMM-501	Rainbow Asst	As Above	46.95
MM-502	MMM-502	Clear	Plain Paper Copiers that do require a sensing strip	43.95
MM-502	MMM-503	Rainbow Asst	As Above	48.95
MM-504	MMM-504	Clear	NP500/Kodak Ektraprint 100/150	51.95
MM-522	MMM-522	Clear	Xerox 1075 Marathon	51.95

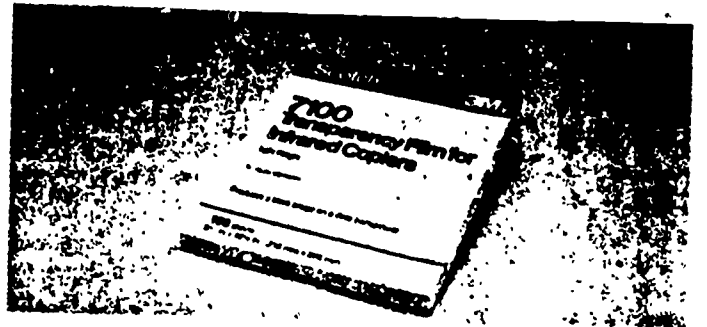
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## TRANSPARENCY FRAMES BY 3M®

Durable cardboard frames for mounting 8 1/2" x 10 1/2" and 8 1/2" x 11" transparencies. Ample room in margins for notes.

STOCK ORDER NO.	SPEEDIE ORDER NO.	FRAMES PER PKG.	PER PKG.
MM-512	MMM-512	50	\$22.25



## INFRARED TRANSPARENCY FILM BY 3M®

Polyester film. Size 8 1/2" x 10 1/2". 100 sheets to a box

STOCK ORDER NO.	SPEEDIE ORDER NO.	THICKNESS	DESCRIPTION	PER BOX
MM-7100	MMM-520	2.0 ml	Clear	\$43.95
MM-7104	MMM-521	2.0 ml	Assorted Rainbow Pack	51.95
MM-7102	MMM-525	2.5 ml	Clear	45.95
MM-7101	MMM-526	4.0 ml	Clear	53.95
MM-7103	MMM-527	4.0 ml	Assorted Rainbow Pack	51.95
MM-7105	MMM-528	5.0 ml	Blue Tint	58.95
MM-7107	MMM-530	7.0 ml	Blue Tint	63.95



## VIS-A-VIS OVERHEAD PROJECTOR PENS BY SANFORD

Writes on all acetates. Smooth, even lay down of color without bubbling. Excellent color protection for maximum clarity and visibility. Quick drying, easy to clean.

STOCK ORDER NO.	SPEEDIE ORDER NO.	DESCRIPTION	EACH
SAN-K16-4	SAN-500	4-Color Set: Black, Red, Blue, Green	\$3.60
SAN-K16-8	SAN-501	8-Color Set: Black, Blue, Red, Green, Yellow, Orange, Brown, Purple	7.20
SAN-K16	SAN-502	Red	.89
SAN-K16	SAN-503	Blue	.89
SAN-K16	SAN-504	Black	.89
SAN-K16	SAN-505	Green	.89

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# GENERAL INDEX

## A

A-Z Card Guides	125	File Folder Sets	110	Ball Point Pens		Visible	122
A-Z File Guides	125	File Guides	113	Berol	37	Wilson Jones	143,148
A-Z Indexes	125	Index Tab Inserts	116	Bic	37	Binding	
AARCO		Indexes	150	Eraser Mate	36	Cases	67
Chalk & Bulletin Boards	49	ALLIANCE Rubber Bands	15	Papermate	37	Machine	134
ACCO		Aluminum		Pilot	37	<b>BINNEY &amp; SMITH</b>	
Chalk		Form Holders	64	Rogers	36	Chalk	50
Anti-Static Mats	223	Framed Bulletin & Chalk Boards	49	Ball Point Refills—Fisher	36	Marking Crayons	50
Binders		Albums		Bands Rubber	15	Blackboard	
Accohide	141	Printwheel	220	<b>BANKER'S BOX</b>		Chalk	50
Accogrip	141	Type Element	182	Bases, Metal	70	Eraser	50
Data	232	American Heritage Dictionary	176	Copvholder	197	Pointer	22
Flexible	146	AMPAD		Draw Files	68	Blackboards	49
Hanging	146	Calculator Rolls	179	High Stax Files	68	<b>BLACKFEET INDIAN</b>	
Pressboard	140,146	Cross Section Pads	163	Home File	70	Pencils	1
Presstex	140	Desk Pads	109	Liberty Files	68	<b>BLAISDELL China Markers</b>	50
Ring	146	Doodle Pads	109	Magazine Files	67	Blotters and Blotting Paper	91
Scored Hinged	140	Easel Pads	46	Masters	214	Boards	
Cable Posts	234	Gluetop Pads	162	Mailing Tubes	28	Arch	23
Clips, Plastic	222	Legal Pads	162	R-Kive	70	Black	49
CRT Filter	226	Letter Pads	162	Shredders	202	Bulletin	49
Data		Quadrille Pads	163	Simplimatic File	70	Chalk	49
Binders	232	While you were-out Pads	168	Stax-on-Steel	68	Clip	23
Handles	234	Analysis Pads	156,157	Storage Files	68-69	Communication	47
Racks	235	<b>ANGLER'S</b>		Systematic File	70	Dry Erase	46-47
Storage	235,236	Briefcase	100	Transfer Files	68	IDL	23
Diskette Trays	213	Card File	128	Wastebags for Shredders	202	Saunders	23
Fasteners	14	Cuff Protectors	22	<b>BANKER'S PRODUCTS</b>		Weber Costello	46-48
File Cabinets	235	File Folders	155	Colored Pencils	2	Bond Box	117
Label Holders	234	Kleerite Folders	153	Bases		Bond Paper	192-193
Library Files	213	Pad Holders	101	Calendar	106,107	Book	
Mailers	214	Pocket Protectors	22	Fastener	14	Ends	76
Plastic Clips	222	Portfolios	100	Storage File	70	Home Budget	63
Post-Cable	234	Sheet Protectors	153	Baskets		Payroll	63
Punches	31,35	"Your Excellency" Padholder	101	Waste	93	Racks	72-73,76
Radiation Shield	226	Write-O-Folios	101	Wire	92	Sets	55,60-61
Self Adhesive Fasteners	14	Anti-Static		<b>BATES</b>		Books	
Staplers	12	Chairmats	223	Anti-Static Kit	222	Account	160,161
Surge Protector	227	Kit	222	Disk Finder	213	Address	168
Transporter Mailers	214	Mats	222	List Finders	174,175	Appointment	102,104
Type Thimble Element	183	Sprays	222	Numbering Machines	55	Atlas	177
Accogrip Binners	141	Appointment		Staplers	12,13	Columnar	160-161
Accordion Files	120	Books	102,104	Underphone Index	174	Composition	164-165
Account Books	160,161	Calendars	106-109	Word Processing Scale	22,2	Diaries	102,104
Accountant's		Rediform/Recordplate	60	Batteries	79	Dictionaries	176
Columnar Pads	156,157	Archboards	23	Battery Clocks	96	Dome	63
Work Sheets	156,157	<b>ARROW PUBLICATIONS</b>		Baud Modem	227	Ledger	160-161
Accounting		Zip Code Directory	177	<b>BEROL</b>		Memo	153
Analysis Pads	156,157	<b>ART SPECIALITY Lamps</b>	97	Ballpoint Pens	37	Payroll	63
Columnar Books	160,161	<b>ARTISTIC</b>		Black Warrior Pencils	1	Record	62
Columnar Pads	156,157	Blotting Paper	91	Broad Tip Markers	40	Recordplate	62
Columnar Sheets	158,159	Desk Pads	91	China Markers	50	Secretarial Handbook	177
Journals	160,161	Wood Sorter	76	Colored Pencils	2	Steno	165
Ledger Sheets	159	Wood Desk Trays	92	Markers	38,40	Tax	60
Posting Trays	166	Ash Trays	80,87	Mechanical Pencils	3	Time Management	101
Worksheets & Pads	156,157	Attache Cases	98,99	Mechanical Lead Holders/Leads	3	Visible	122
<b>ACE</b>		<b>ATTITYPE</b>		Mirado Pencils	1	Wirebound	164
Staple Removers	13	Acoustic Pads	222	Templates	230	Zip Code	177
Staplers	13	Static Mats	223	Turquoise Pencils	3	<b>BORDEN Elmers Glue</b>	16
Staples	10	Typewriter Pads	183	Beverage Set	22	<b>BOSTITCH</b>	
<b>ACEBEE</b>		Auto Forms	56,59	<b>BIC</b>		Staplers	11
Expanding Wallets	120	<b>AVERY</b>		Pens	37	Staples	11
Redropes Wallets	121	Add-Ons	135	Rolling Ball Marker	44	<b>BOSTON Pencil Sharpeners</b>	6
<b>ACE ELECTRIC</b>		Air Mail Labels	29	Bill Sorting Rack	71	Bound Books	
Adapter and Cube Taps	79	Badges Name	135	Billing Forms	57,59	Account	160-161
Extension Cords	79	Binder Paper for Copiers	200	Bill of Lading	57,59	Cash	160-161
<b>ACME UNITED CORP</b>		Envelopes, Shipping	29	Binder		Journal	160,161
Shears	20	Labels		Business Card	128	Ledger	160-161
Acoustical Covers	225	Address	29	Clamps	17	National	160
Action Case	120	Air Mail	20	Clips	17	Wilson Jones	161
Adding Machine Supplies		Cassette	190	Indexes		Box Files	66,115
Ribbons	180,181	Color Coding	131	Data	234	Boxes	
Rolls	179	Copier	200	Post	149	Bond	117
Thermal	179	Correction Strips	190	Ring	150,151	Card File	128,129
Add Ons	135	File Folder	112	Visible	122	Cash	117
Address		First Class	29	Posts	234	Fire Resistant/Security	117
Books	168	Mini	221	Binders		Storage	66-70
Booklets	60,61	Note Holders	14	Acco	140,141	Brass Fasteners	14
Labels	112	Rush	29	Catalog	149	Briecraves	99-100
Adhesives	16	Self Adhesive	130,131,190,221	D-Ring	142,144,147	Broadtip Markers	40-41
<b>AIGNER</b>		Tabulabels	221	Data	232,233	<b>BRODART Book Ends</b>	76
Indexes	150	Word Processing	222	Dennison National	144,145,148,233	<b>BUDDY PRODUCTS</b>	
Insertable Tab	150,151	Non Tear Binder Sheets	200	Easel		Adjustable Pin Tray	75
Phone Memo Book	168	Reinforcements	135	Microfiche	236	Bond Boxes	117
Pressure Stik Tabbing	151	Tape Correction	190	Fasteners	14	Card Files	126
Ring Binder Indexes	150	<b>B</b>		Heavy Duty	148	Cash Boxes	117
Shield Tabs	151	Badge Holders	135	Kingsbacher Murphy	142,147,148	Check File	118
Air Cleaner	226	Badges Name	135	Post	140	Coin & Bill Trays	117
Air Mail Labels	29	Bags		Presentation	147	Desk Organizers	75
<b>AIRWAY INDUSTRIES Attachés</b>	98	Jiffs	29	Printwheel	218	Fire Resistant Boxes	117
Alarm Clock	96	Plastic	93,202	Punchless	141	Index Card Files	126
Alphabetical		Shredder	202	Recordplate	62	Key Cabinets	78
Card Guides	124,175	Ball Elements Typewriter	182	Ring	141,148	Key Tags	78
Expanding Files	120			Scored Hinged	140	Organizers	72,75
				Tower Crossman	141	Personal Files	118
				Vinyl	141,148	Security Boxes	117

Sorting Rack	72
Stacking Trays	92
Stationery Racks	75
Vertical Desk Files	75
Budget Books	63
Bulldog Clips	17
Bulletin Boards	49
<b>BULLETBOARDS</b>	
Adding Machine Ribbons	180-181
Calculator Ribbons	180-181
Correctable Ribbons	184-185
Film Ribbons	184-185
Information Processing Ribbons	216-217
NuKote Carbons	191
NuKote Ribbons	180-181
Pencil Carbon	191
Poly Ribbon	184-185
Selectric Ribbons	184-185
Typewriter Ribbons	184-187
<b>Business</b>	
Card Case	128
Card Files	128-129
Diaries	102-103
Forms	58-59
Papers	192-193

**C**

<b>Cabinets</b>	
Card File	126
Data Systems	235
Key	78
Multi Drawer	126
Security	194
Cables	227
<b>Calculator</b>	
Batteries	79
Ribbons	180-181
Thermal Rolls	179
<b>Calculators</b>	178
<b>Calendars</b>	
Ampad	109
Appointment	105-107
Bases	105-107
Book Style	106-107
Desk	107,109
Desk Pad	109
Ever Ready	105-107
Flip-a-Week	105-107
Heinz Time Teller	105
Keith Clark	105-106,109
Monthly	108-109
Pad Style	105-106
Refills	106-107
Southworth	105
Today is	108
Wall	108
Weekly	108
<b>CAMPBELL ENVELOPES</b>	195
<b>CAMWIL Printwheels</b>	220
Canary Ruled Pads	162-163
Canon Copier Supplies	200
<b>Carbon</b>	
Burroughs	191
Copysetters	193
Paper	191
Tower-Crossman	191
<b>Card</b>	
Cabinets	126
Files	85,126-127,129
Forms	122
Guides	125
Index	123
Protectors	173
Card, Data	235
<b>Cards</b>	
Continuous Index	221
Fanfold	221
Index	123
Rolodex	170,173
Visible Record	122
<b>CARTER'S (See Dennison/Carter's)</b>	
Carton Sealing Tape	28
<b>Cartridge</b>	
Ribbons	184-185
<b>Case Binders</b>	142
<b>Cases</b>	
Airway Industries	98
Anglers	100
Attache	52
Blank	72
Brief	98-100
Catalog	99
Columbia Binding	67
Hazel	100
Master Products	99
Portfolios	100
Salesman's	98-99
Stebco	99

Storage	67,70
Transfer	66
Cash Boxes	117
Cassette Labels	190
Cassettes	
Dictating	190
Catalog	
Binders	149
Cases	99
Envelopes	195
Rack	73
Stands	65
Cellophane Tape	24,27
Cellograf Signals	18
Chair Mats	95,223
Chalk	50
Chalkboards	49
Chalk Board Eraser	50
Change Trays	117
Check	
Files	73,74
Rack	73
Sorting Rack	74
China Markers	50
Clamps, paper	17
Clasp Envelopes	194
<b>Cleaner</b>	
Computer	227
Desk	21
Diskette	214
Markerboard	47
Printwheel	220
Type Element	183
<b>C-LINE</b>	
Sheet Protectors	155
Clipboards	23
Clip Caddy	17
Clip-It Papercutter	22
Clips	
Binder	17
Bulldog	17
Gem	17
Magnetic	17
Plastic Paper	222
Clix Punch	32
Clocks	96
<b>COLO Spirit Masters</b>	198
Coin and Bill Trays	117
Coin Envelopes	195
Collators	121
Color Coding Labels	131
Color Stack Box	167
<b>Colored</b>	
Bond Paper	193
Clipboards	23
File Folders	111,114
Pencils	2
Plastic File Jackets	137
Tags	30
Columbia Binding Cases	67
<b>Columnar</b>	
Books	160-161
Pads	156-157
Sheets	158-159
<b>Communicore, Litning</b>	224
<b>Compatibility Chart, Diskettes</b>	210-211
<b>Composition Books</b>	164-165
<b>CompuCard</b>	221
<b>Computer</b>	
Furniture	224
Paper	230-231
Software	204-205
Supplies	225-230
<b>Comtempo</b>	
Boards	47-47
Easel	46
Weber Costello	46-47
<b>Continuous Cards</b>	
Cards	221
Forms	230
<b>Copier</b>	
Developers	199
Fuser Oil	199
Labels	200
Non Tear Sheets	200
Paper	200-201
Rolls	199
Supplies	199-201
Toner	199
Transparency Film	201
Copyholders	196-197,222
Copy Safe Plastic Pockets	137
Copysettes	193
Cork Boards	48
Correctable Film Ribbon	184-185
Correction Supplies	188-190
<b>Covers</b>	
Duotang	138-139
Report	137-139
Crafty Cutter	28
<b>CRAMER Step Stool</b>	23

<b>Crate-A-File</b>	118
Crayons, Lumber	50
Credit Memo	57
<b>CROSS Refills</b>	36
<b>CRT</b>	
Filters	226
Table	224
Trays	228
Cuff Protectors	22
Cups, Pencils	81-85
Cutter	
Crafty	28
Paper	22

**D**

<b>D-Ring Binders</b>	142-144,147
<b>DAHLE</b>	
Duraclip Covers	137
Reinforcements	135
Shears	20
<b>Daily</b>	
Appointment Books	102-104
Calendar	105-106
Card Guides	124
Diaries	102-103
File Guides	103
Reminders	103
Time Card	77
<b>Data</b>	
Binder Channels and Handles	234
Binder Indexes	234
Binder Posts	234
<b>Binders</b>	
Acco	232
Dennison National	233
Wilson Jones	232
Paks, Banker's Box	214
Printout Rack	235
Storage Rack	235
Systems Furniture	224
Templates	230
<b>Data Processing</b>	
Accountical Covers	225
Air Cleaners	226
Anti Static Mat	222
Binder Storage	235
Binders	232-233
Cards	221
Copyholders	197
CRT Stand	224
Data Drawers	235
Data Readers	230
Diskette Files	212-214
Form Letterheads	230
Forms	230
Furniture	224
Hot Files	228
Label Holoers	234
Labels	221-222
Printer Stands	225
Printwheels	218-220
Racks	234
Ribbons	184-187
Rollaways	234
Ruler	230
Security Cabinet	234
Supplies	203-236
Trays	229
<b>DATA PACKAGING</b>	
Dictation Cassettes	190
Daters	53-55
Dating Numbering Machine	55
Deco Files	67
Delivery Receipt Form	57
<b>DENNISON</b>	
Diskette Labels	214
Floppy Disk Mailers	214
Tags	30
<b>DENNISON CARTER'S</b>	
Adhesives	16
Cassette Labels	190
Diskette Mailers	214
Elephant Diskettes	208
Envelopes, Packing	29
Felt Tip Markers	41
Fluorescent Hi-Liters	43
Hi-Liters	43
Key Tags	30
Marks-A-Lot	41
Metal Rim Tags	30
Pen Style Markers	41
Post-Lite Mailers	29
Rubber Cement and Thinner	16
Shipping Tags	30
Stamp Pads & Inks	54

Typewriter Cleaner	163
<b>DENNISON NATIONAL</b>	
Account Books	160
Analysis Pads	157
Briefolios	136
Catalog Binder	149
Columnar Books	160
Columnar Pads	157
Columnar Sheets	158
Computation Pads	233
Data Binders	163
Data Indexes	234
Diaries	102
Diskettes	209
Diskette File	213
Filler Paper	152
Heavy Duty Binders	149
Insertable Tab Indexes	150
Index Sheets	151
Labels, Cassette	150
Ledger Sheets	158
Memo Books & Fillers	153
Notebooks	164-165
Post Binders	149
Post Binder Indexes	149
Posts, Red Snapper	234
Presentation Binders	147
Quadrille Pads	163
Ring Binders	144-145,147
Ring Book Sheets	152
Stotted Lock Post Binders	149
Special Ruled Sheets	153
Steno Notebooks	165
Telephone Address Book	168
Work Sheet Pads	156-157
<b>Desk</b>	
Accessories	80-92
Blotters	91
Calendars	106-107
Diaries	103
Drawer	
Organizer	74-76
Pendaflexer	116
Stationery Holders	75
Lamps	97
Organizers	71-77,229
<b>Pads</b>	
Ampad	69
Artistic	92
Calendar	109
Doodie	109
Eldon	82-84,229
Rubbermaid	86
Typewriter	163
Staplers	8
Tape Dispenser	26
Top Book Rack	73
Top Sorter	76
<b>Trays</b>	
Artistic	92
Buddy	82
Eldon	82-84,84
Globe Weis	92
Rubbermaid	86-87-91,229
Sterling	85
Wire	92
Wood	92
Worcester	92
<b>DEVCON</b>	
Duco Cement	16
Developers	199
<b>DIABLO</b>	
Printwheels Compatible	218
Information-Processing	
Ribbons	215-217
Dial-A-Phrase Stamp	55
Diaries	102-103
Dictation Cassettes	190
Dictionaries	176
<b>Digital</b>	
Clocks	96
Scales	31
<b>Diskette</b>	
Compatibility Chart	210-211
File	212
Tray	212
Storage	212-214
<b>Diskettes</b>	
Dennison Carters	208
Elephant	208
Flexible	207-208
Fuji	207
IBM	209
3M	206
Verbatim	209
<b>Dispenser</b>	
Carton Sealing	28
Rubber Cement	16
Tape	25-26
<b>DIXON</b>	
Ink Eraser	5

Lumber Cravons	50
Pencils	1
Rubacore Eraser	5
Tyronderoga Pencils	1
Taperaser	188
<b>DOME Books</b>	
Drafting Pencils	63
Drafting Tape	3
Dry-Erase Boards	27
Dual Spectrum Paper	46
Duco Cement	201
16	
<b>DUOTANG</b>	
Covers	138-139
Portfolios	138
Report Covers	138-139
Window Covers	139
<b>Duplicating Supplies</b>	
Fluid	198
Ink	198
Paper	198
Spirit Masters	198
Stencils	198
<b>DURACELL</b>	
Batteries	79
Flashlights	79
<b>DYMO</b>	
Embossing Machine	132
Tape	132-133
Tape Writers	132
<b>E</b>	
Easel	
Binders	236
Microfiche	236
Pads	46
Easels	46
<b>EATON ALLEN</b>	
Ko-Rec-Type	188
Ribbons	215
<b>EBERHARD FABER</b>	
Colored Pencils	2
Erasers	5
Markers	41
Pencils	1-2
Type Cleaner	183
<b>EICHNER</b>	
Diskette Filing Trays	212
El Marko Markers	40
<b>ELDON</b>	
Add-A-File	89
Ashtrays	80-84
Bookends	82-84
Business Card File	82-83-129
Calendar Holder	80-84
Card Files	83
Catch-All Organizer	76
Copy Holder	196
CRT Tray	228
Data Cards	235
Data Dolly	230
Desk Accessories	80-84-88-90
Desk Organizers	76
Desk Pads	80-84
Elf File	168
Emphasis 6000	80
Hot Files	90-229
Hot Tub File	74
Image 1500	82
Letter Openers	84
Letter Tray	80-84
List Finder	175
Magazine File	67
Mediabank	229
Memo Holder	80-84
Note Rack	88
Paper Clip Dispenser	81
Pencil Cups	80-84
Pencil Palace	88
Pen Stand	81-84
Plastic Sorters	88
Printer Stand	225
Reflection 2000	83
Stackable Trays	82-84-229
Starter Sets	82-84
Tape Dispenser	82
Thirteen Hundred Series	84
Tray Supports	82-84-89
Versatilt Sorter	88
Vertical Sorter	89
Wood...skets	82-84
Woodme 6500	81
<b>Electric</b>	
Clocks	96
Letter Opener	21
Pencil Sharpeners	6
Staplers	9-10
<b>Electrical Supplies</b>	
79	
<b>ELECTRONIC</b>	
Ribbons	186-187

Scales	31
<b>ELECTRO-OPTICS Magnifiers</b>	
Elements, Typewriter	51
Elmer's Glue	182
16	
Embossing Machines & Tape	132
<b>Envelopes</b>	
Bond	195
Boxed	195
Catalog	195
Clasp	194
Coin	195
Continuous	231
Interoffice	195
Post Lite	29
Self-Seal	194
Shipping	29
White Wove	195
Window	195
Tyvek	194
<b>Erasers</b>	
Blackboard	50
Dixon	5
Dry-Erase	50
Eberhard Faber	5
Faber Castell	5
Mechanical Pencil	4
Paper Wrapped	5
Pencil	5
Rose Art	50
Sticks	5
Tips	5
Weber Costello	47
<b>ESGRAPH</b>	
Toners & Developers	199
<b>ESSELTE (See Oxford)</b>	
<b>EVANS</b>	
Anti-static Spray	222
Collators	121
Tacky Fingers	21
Ever Ready Calendars	105-106
Expanding Files	120-121
Expresso Pen	38
<b>F</b>	
<b>FABER CASTELL</b>	
Col Erase	2
Colored Pencils	2
Erasers	5
Glue Stick	16
Golf Pencils	2
Highlighters	42
Lead Pencils	1
Markers	38-40
Neon Lites	45
Permanent Markers	40
Staplers	13
Uni Ball Pens	45
Wunderwriter	38
<b>FALCON Rulers</b>	
19	
<b>Fasteners</b>	
Acco	14
Avery	14
Brass	14
File	14
Noesting	14
<b>FELLOWES MFG.</b>	
Copy Holders	197-222
Felt Blackboard Eraser	50
Felt Stamp Pads	54
Filament Tape & Dispenser	26
<b>File</b>	
Boxes	118
Business Card	128
Cabinets	126
Card	127
Fasteners	14
Folder, Labels	112
<b>Folders</b>	
Colored	113-114
Hanging	114-115
Interior	114
Island Brand	115
Kleer	155
Kraft	111
Manila	110-111
Packaged	110
Partition	110
Pendaflex	114-115
Shelf	111
Guides	113
Index Card	126-127
Jackets	115,120-121
Pockets	121
Signal	18
<b>Files</b>	
Accordian	120
Add On	195
Banker's Box	66-70
Box	67

<b>Business Card</b>	
128-129	
Card	126-127
Carrying	119
Check	73-74
Data Binder	233
Data Pak	194
Deco	67
Desk Drawer	74-76
Diskette	212-217
Everyday	121
Expanding	120
Hanging	114-115,214
Horizontal	72
Key	78
Liberty	68
Looseleaf	212
Magazine	66-67
Pendaflex	116
Personal	118
R-Kive	70
Rolodex	170-171
Storage	68
Transfer	68
Visible	122
Filing Tub	73
Film Ribbon	184-185
Fine Point Pens	36-37
Fineline Markers	38-39
Finger Moisteners	21
First Class Labels	29
<b>FIRST SOFTWARE INC.</b>	
204-205	
<b>FISKARS Scissors</b>	
20	
<b>FISHER Ballpoint Refills</b>	
36	
Flair Pens	39
Flashlights	79
<b>Flexible</b>	
Data Binders	232-233
Diskette labels	214
Diskettes	206-209
Steel Rulers	19
<b>FLEXIDUCT</b>	
Power Extensions	79
Flip Files	212
Fluid Correction	189
<b>Fluorescent</b>	
Hi Liters	43
Lamps	97
<b>Foam Stamp Pads</b>	
54	
<b>Folders</b>	
Colored	111
Colored Pendaflex	114
Hanging	114-115
Interior	114
Island Brand	115
Kraft	111
Manila	110-111
Packaged	110
Partition	110
Pendaflex	114-115
Shelf	111
<b>Forms</b>	
Accounting	158-159
Business	56-59
Data Processing	230
Recordplate	61-63
Rediform	56-59
Stock	57-59
Visible Record	122
<b>FOX RIVER Papers</b>	
192-193	
<b>Frames</b>	
Classic Housing Microfiche	236
Pendaflex	116
Transparencys	201
<b>FUJI Diskettes</b>	
207	
<b>Fuser Oil</b>	
199	
<b>G</b>	
<b>Gender Changes</b>	
227	
<b>GENERAL RIBBON</b>	
Information Processing	216-217
Ribbons	186-187,216-217
<b>GENTECH Sealing Tape</b>	
28	
<b>GLOBEWEIS</b>	
Binding Case	66
Box File	66
Deck Trays	92
Everyday Files	121
Metal Card Files	127
Transfer Case	66
Clue	16
Golf Pencils	2
<b>GP TECHNOLOGIES</b>	
Type Elements	182
Printwheels	218-219
Graph Pads	163
Cripez Finger Tips	21
Guides	1-31
113-124	
File Folders	113

Index Card	124-125
Monthly	124
Rolodex	173
<b>GUILFORD</b>	
Appointment Books	103-104
Tele Address Books	129
Cummed Reinforced Tape	28
<b>GUSSCO</b>	
Daily Card Guides	124-125
File Folders	110
File Guides	113
Folders, Press Board	110
Monthly Guides	124
Partition Folders	110
Transfiles	69
<b>H</b>	
<b>HAMMERMILL Copier Paper</b>	
200	
<b>Hand</b>	
Punch	32
Tape Dispenser	26
Handles and Channels, Binder	234
Handy Panels, Visible	122
<b>Hanging</b>	
Folder Files—Diskette	214
Folder Frames	116
Folder Inserts	116
Folder—Pendaflex	114-115
<b>HAZEL Portfolios</b>	
100	
<b>Hardwood Rulers</b>	
19	
<b>Head Cleaner Kit</b>	
214	
<b>Heavy Duty</b>	
Binders	148
Punches	35
Scales	31
Staples	9-11
Heinz Time Teller	105
<b>HERLITZ</b>	
Memoland II	167
Color Stack Box	167
Memo & Note Cubes	167
<b>Highlighters</b>	
Dennison Carters	43
Faber Castell	42
Sanford	42
Schwan Stabilo	42
High Stax Files	68
Highland Tape	24,26
<b>Holders</b>	
Badge	135
Business Card	82
Business Forms	64
Holders	64
Job Ticket	77
Label	135-234
Memo	80-87
Pad	101
Paper Clip	82-85
Pencil	82-86
Sheet	64
Stationery	75-76
Telefax	169
Telephone	169
<b>Holders Copy</b>	
196-197	
<b>Home</b>	
Budget and Book Record	63
Files	70-119
Horizontal Organizers	71-72,75
Hot Files	90,228
<b>HORMEL CORPORATION</b>	
Beverage Set	22
<b>HOUGHTON-MIFFLIN</b>	
Dictionary	176
Reference Books	176
Secretarial Handbook	177
Software	205
Thesaurus	176
Word Desk Book	176
<b>Housing Frames Microfiche</b>	
236	
<b>HUNT-BOSTON</b>	
Air Cleaners	226
Bulldog Clips	17
Electric Letter Opener	21
Paper Punch	32,35
Pencil Sharpeners	6-7
<b>HUNT (See Litling)</b>	
2	
<b>HURON</b>	
Copyettes	193
Manifold Paper	193
Second Sheets	193
<b>I</b>	
<b>IBM</b>	
Copier Rolls	199
Ribbons	184-185
Toners	194
Type Elements	182

IDEAL Paper Clamps	17
IDL	
Aish Boards	23
Binder Clips	17
Clipboards	23
Date Stamps	55
Letter Openers	21
Memo Holders	167
Postal Scales	31
Incandescent Lamps	97
Index	
Card Cabinets	126
Card Files	126
Card Guides	124-125
Cards	123
List Finders	174-175
Tabs	150-151
Telephone	62,174
Indexes	
Aigner	150,234
Data Binder	234
Dennison National	149-151,234
Monarch	151
Post Binder	149
Recordplate	62
Ring Binder	150-151
Visible binder	122
Write-on-Tabs	151
Information Processing	203-236
Acoustical Covers	225
Air Cleaners	226
Anti Static Mats	223
Binder Storage	235
Binder Supplies	234
Cables	227
Cassettes	190
Cassette Accessories	190
Computer Paper	230-231
Computer Supplies	225-230
Continuous Cards	221
Copier Supplies	199-201
Copyholders	197
CRT Filters	226
CRT Stands	224
CRT Trays	228
Data Binders	232-233
Data Cart	235
Data Dolly	230
Diskette Chart	210-211
Diskette Storage	212-214
Diskettes	206-209
Flexible Disk Mailers	214
Forms, Letterhead	230
Forms, Stock	230
Furniture	224
Gender Changes	227
Labels	
Binder Holder	234
Cassette	190
Copier	200
Data Processing	221
Diskette	214
Mini	221
Tabulabels	221
Word Processing	222
Mediabank	229
Microfiche	236
Modems	227
Paper	230-231
Printer Stands	225
Printwheel Supplies	220
Printwheels	218-220
Radiation Screen	226
Ribbons	215-217
Shredders	202
Software	204-205
Stackable Trays	229
Surge Protector	227
Toners & Developers	199
Turntables	226
Typing Elements	182
Videocassettes	236
Word Processing Supplies	222
Ink	
Mimeo	198
Numbering Machine	55
Pom Stamper	53
Stamp Pad	54
X Stamper	52
Ink Eraser	5
INNOVATIVE CONCEPTS	
Flip 'n File	213
Insertable Binder Indexes	150-151
Inserts - Pendaflex	116
Interior Folders	114
INTERNATIONAL ENVELOPES	
Tyvek Envelopes	194
Interoffice Envelopes	195
Inventory Control Form	122
Invoices	57,59
Island Brand Hanging Folders	115

J	
Jiffy Envelopes	29
Job Ticket Holders and Rack	77
JOSHUA MEIER	
Badges	135
Business Card File	128
Desk Pad Protector	91
Factory Sheet Holder	154
Have Desk Will Travel	101
Job Ticket Holder	77
Pad Holder	101
Pin - On Badges	135
Report Covers	154
Sheet Protectors	154
Visible Covers	154
Journal Books	160-161

K	
KEITH CLARK	
Appointment Books	102-104
Calendars	105-109
Planners	105,109
Wall Calendars	108
KE-MASTER	
Key Cabinets	78
Key Racks	78
Key	
Cabinets	78
Racks	78
Tags	30,78
Kik, Step Stool	23
KINGSBACHER-MURPHY	
Heavy Duty Ring Binders	148
Pad Holders	101
Presentation Binders	147
Report Covers	136
Ring Binders	142,147
Sheet Protectors	154
Knives	28
KO-REC-TYPE	
Correction Tape	188
Electronic Ribbons	186-187
Film Ribbons	184-185
Kit	184-185
Lift-Off Tape	186-187
Kraft	
Envelopes	194-195
File Folders	111
Sealing Tape	28
KRAZY GLUE	16

L	
Label Holders	
Self Adhesive	234
Spring Lock	135
Tab	234
Labels	
Address	29,112
Air Mail	29
Avery	112,130,221
Cassette	190
Color Coding	130-131
Copier	200
Data Processing	221
Diskette	214
Dry-Labels	112
Electrostatic Copier	200
File folder	112
First Class	29
Mini	221
Name Badges	135
Roll	112
Rush	29
Self Adhesive	130-131
Tabulabels	221
Word Processing	222
LABELON	
File Signals	18
Map Tacks	18
Push Pins	18
Thermal Copy Paper	198
Lamps	97
Lead Pencils	1-3
Leads, Pentel	3
Ledger	
Binders	149
Books	160-161
Cards	122
Forms	158-159
Sheets	158-159
Legal Ruled Pads	162
Letter Openers	21
Ruled Pads	162-163
Scales	31
Letter Size Pads	162-163

Lift Off Correction Ribbon	184-185
Linear Scales	31
Line Daters	55
LIDN Numbering Machine	55
LIQUID PAPER	
Correction Film	188
Correction Fluid	189
Finger Pinkies	21
Mistake Out	189
Moisturizers, Finger	21
Paper Creme	21
Pen & Ink Correction Fluid	189
List Finders	
Bates	174-175
Eldon	175
Refills	174
Rolodex	168,175
LITNING	
Book Racks	72-73
Blank Case	72
Business Card File	128
Catalog Racks	73
Check Racks	73-74
Communicore	224
Display Rack	77
Horizontal Files	72
Horizontal Organizers	72
Magazine Racks	77
Memo Minder	71
Message Racks	71
Organizers	71-74,76-77,229
Posting Tub	74
Printout form Desk Organizer	229
Sorter Files	72,74,76
Stationery Holder	76
Ticket Rack	77
Time Card Rack	77
Vertical File	71
Vertical Organizer	71,73
Wire Organizers	73
Long Reach Stapler	11
Looseleaf	
Binders	141-147
Indexes	148-149
Reinforcements	135
Sheets	152-153
Lumber Crayons	50

M	
Machines	
Label Maker	132
Numbering	55
Stapling	8-13
Magazine	
Files	66-67
Racks	77
Magic Rub Eraser	5
Magic Cellophane Tape	24,27
Magic Tape Plus	24
Magnetic	
Bulldog Clips	17
Hot Files	90
Magnifiers	51
Electro Optics	51
Ultra-Optix	51
Mail	
Labels	112
Sorter	76
Mailers	
Data Pak	214
Diskette	214
Mailing Tubes	28
Manifold	
Copyettes	193
Second Sheets	193
Manila	
Coin Envelopes	195
File Pockets	121
Folders	110-111
Shell Folders	111
Shipping Tags	30
Tags	30
Map Tacks	18
Maps	
Rand McNally	177
Road Atlas	177
Markers	
Berol	38-40
Bic	44
Blaisdell	50
Broad Tip	40
China	50
Dennison Carters	41-42
Dry-Erase	47,50
Eberhard Faber	41
El Mark-o	40
Erasable	47-50
Expresso	38

Faber Castell	38-40
felt Tip	40
Fine Line	38-39
Flair	39
Highlighters	42
Le Pen	41
Marks A Lot	44
Metallic Marker	44
Outliners	44
Papermate	39-40
Pentel	44
Pen Style Markers	41
Permanent	40
Pilot	39
Plastic Point	39
Razor Point	39
Rolling Writers	44-45
Sakura	44
Sanford	38-40
Schwan Stabilo	41
Sharpie	40
Uchida	38
Uniball	45
Weber Costello	47
Marks-A-Lot	41
Masking Tape	26
MASTER PRODUCTS	
Attache Cases	99
Catalog Stands & Accessories	65
Mats	
Anti-Static	223
Chair	94-95,223
Typewriter	163
McFile	118
McGILL Punches	32
Mechanical	
Lead Holder and Leads	5
Pencils	3-4
Mediabank	229
Memo	
Book Filler Paper	153
Books	153
Cubes	167
Holders	167
Slips	167
MERRIAM-WEBSTER	
Dictionary	176
Secretarial Handbook	176
Message	
Book, Telephone	169
Forms	58
Holders	169
Pads	166-167
Rack	71
Metal	
Bases for Storage Files	70
Book Ends	76
Card Files	126-127
Rim Tags	30
Rulers	19
Tab Guides	113
Micro	
Cassettes	236
Diskettes	206-209
Fiche	236
Micropore Stamp Pads	54
Ink	196
Paper	196
Stencils	198
Mini	
Diskettes	207-209
Labels	221
Rack	235
Mistake Out	189
MMM (3M)	
Carton Sealing Tape	27-28
Cellophane Tape	24-27
Colored Post It Notes	166
Correction Tape	190
Desk Cleaner	21
Desk Tape Dispenser	25-26
Diskettes	206
Double Stick Tape	27
Drafting Tape	27
Dual Spectrum	201
Expression Post-it-Notes	167
Filament Tape	26
Filament Tape Dispenser	26
Highland Mending Tape	26
Infrared Transparency Film	201
Magic Tape	24-27
Magic Tape Plus	24
Masking Tape	26
Package Sealing Tape	27
Permanent Mending Tape	24
Post It Notes	166-167
Post It Note Trays	166
Strapping Tape	27
Transparency Film Frames	201
Videocassettes	236



Diablo Compatible	218
GP Technologies	218-219
Qume Compatible	219
Thumbles	219
Pritt Glue Stick	16
Prong Fasteners	14
Protectors	
Card	173
Cuff	22
Desk Pad	91
Floor	94 95
Pocket	22
Sheet	154 155
Punches	
Acco	33.35
Clix	32
Hunt-Boston	35
McGill	32
Paper	33.35
Rolodex	33.35
Purchase Order Books & Forms	56-59
Push Pins	18

## Q

Quadrille	
Desk Pads	109
Pads	163
QUME	
Printwheels Compatible	219
Information Processing	
Ribbons	215

## R

<b>R &amp; D PRODUCTS</b>	
Message Holders	169
R-Rive Files and Organizers	70
Racks	
Book	72-73 76
Catalog	65.73
Check	74
Deco	67
Desktop	73,234
Display	77
Job Ticket	77
Key	78
Magazine	77
Message	73
Mini	235
Note	88
Printout Reader Rack	195
Sorting	74 76
Time Card	77
Radiation Shield	226
<b>RAND McNALLY</b>	
Zip Code Atlas	177
Road Atlas	177
Razor Blades	28
Reading Glasses (Magnifiers)	51
Receipt	
Books	57
Cash	57
Delivery	57
Money	56
Rent	57
Receptacles, Waste	82-84,87,93
Record	
Auto	56
Books	
At-A-Glance	104-105
Accounting	160-161
Budget	63
Payroll	63
Personal	60,63
Sales	61
Tax	63
Booksets	60-61
Expense	59.62
Payroll	63
Receiving	56
Recordplate	60-62
Visible	122
Recordplate	60-62
Red Fibre Pockets	121
<b>RED ROPE</b>	
Expanding Files	121
<b>REDIFORM</b>	
Auto Repair Order	58
Avoid Verbal Orders	56
Bills of Lading	57-59
Continuous Sales Forms	58
Credit Memo	57
Daily Time Card	56
Delivery Receipt	57
Invoices	57-59
Material Requisition	56
Money Receipt	57
Packing Slip	57

Paid Out Voucher	57
Purchase Order	56-59
Receiving Records	56-59
Recordplate	60-62
Rediletter	58
Redinote	59
Rent Receipt	57
Repair Order	56
Sales Book	58
Sales Form	58 59
Sale-man's Order	58
Speedimemo	58
Speediset	58
Statement	57
Stock Data Carbonless Paper	230
Travel Expense Report	59
Weekly Time Ticket	56
Reference Books	176-177
Refills, Ballpoint Pens	36
Reinforced	
File Folders	111
Kraft folders	111
Tape	28
Reinforcements Looseleaf	135
Reminder Books	102 104-105
Removers Staple	13
<b>RENNER Tele-Rest</b>	169
Rent Receipt	57
Repair Forms	56
<b>REPEAT-O-TYPE</b>	
Fluid	198
Ink	198
Stencils	198
Report Covers	136 137
RESt. Telephone	109
<b>REVERE</b>	
Rubber Bands	15
Ribbons	
Adding Machine	180-181
Burrroughs	180-181 184-187,216 217
Calculator	180 181
Cartridge	184 185
Correctable Film	184 187
Diablo	215
Eaton Allen	184 185
Electronic	186-187
General Ribbon	186-187,216-217
Information Processing	215-217
Ko-Rec Type	184-185,215
Nec Compatible	215
Qume	215
Selectric	184-185
Smith Corona	184-185
Typewriter	184-187
Ring Binders	
Acco	146
Briefcase	149
Catalog	149
Dennison National	144 145,147
Heavy Duty	148
Kingsbacher-Murphy	142,147
Post	149
Presentation	147
Tower-Crossman	141,147
Wilson Jones	143
Ring Book Sheets	152
<b>RING KING</b>	
Acoustical Covers	225
Classic Housing Frame	236
Diskette Files	212
Diskette File Trays	212
Easel Binders, Microfiche	236
Flip Files	212
Looseleaf Files	212
Microfiche File Trays	236
Printwheel Binder	235
Printer Stars	225
Thimble Storage Binder	235
Turntable	226
<b>ROGER'S</b>	
Crate-A-File	118
Stay Put Pen	36
Roget's Thesaurus	176
Roll-labels	112
Roller Pens	44-45
Roll-on Stamp Pad Ink	54
Rolls	
Adding Machine	179
Address Labels	112
Calculator	179
Copier	199
Teletype	179
Thermal Add	179
<b>ROLODEX</b>	
Business Card File	128
Card Protectors	173
Cards	173
Companion File	171
Compucard	205
Continuous Cards	221
Files	170 171

Guides	173
Label Express	221
List Finders	168,175
Memodex	173
Petite Organizer File	171
Punches	34 35
Rotary Files	171 173
Swivel File	170
Utility File	171
V-Files	170
VIP File	171
V Guide File	172
<b>ROSE ART</b>	
Blackboard Eraser	50
<b>ROSS</b>	
Pritt Glue Sticks	16
Rotary Card Files	171-173
Round Head Fasteners	17
Round Ring Binders	141-148
Rubacore Erasers	5
Rubber	
Bands	15
Cement	16
Cement Dispenser	16
Cement Thinner	16
Erasers	5
Finger Tips	21
Stamps	52-53
Stamp Pads	54
Typewriter Pads	183
<b>RUBBERMAID</b>	
Anti-Static Chairmats	223
Ashtrays	86-87
Business Card File	87
Calendar Bases	86-87
Calendar/Memo Holder	86 87
Chairmats	95,223
Combase	224
CRT Tray	228
Desk Pads	86 87
Desk Trays	229
Designer II Series	87
Form 1000	86
Letter Trays	86 87,91,229
Memo Holder	86 87
Pencil Cups	86 87
Plastic Poly Liners	93
Poly Chairmats	95
Quickstack Trays	91,229
Snap Files	87
Step Stool	23
Tray Supports	86 87
Typewriter Pads	183
Vinyl Chairmats	95
Wastebaskets	86-87,93
Ruled	
Columnar	
Books	160-161
Pads	156
Sheets	158 159
Index Cards	123
Ledger Sheets	158 159
Pads	
Columnar	156 159
Cross Section	163
Legal	162
Quadrule	163
Scratch	162
Rulers	
Data	230
Falcon	19
Plastic	19
Stanley	19
Steel	19
Tape	19
Wood	19
Rush Labels	29

## S

Saddle Stapler	9
SAFCO Hand Truck	230
<b>SAKURA</b>	
Nocks Pencils	3
Outliners	44
Pencils	3
Safety Knives	28
Sales Books	58
Salesman's Catalog Case	99
<b>SANFORD</b>	
Broad Tip Markers	41
Dry-Erase Markers	50
Expresso Pen	38
Highlighter	42
Accent Markers	42
Pom Stampers & Ink	53
Roll-On Ink	54
Sharpie Marker	40

Vis A Vis	201
<b>SAUNDER'S</b>	
Clipboard	23
Form Holders	64
<b>SAVIN</b>	
Copier Paper	200
Copier Supplies	200 201
<b>SAXON</b>	
Bond Paper	193
Blotters	91
Coin Envelopes	195
Copier Supplies	200
Duplicator Paper	200
Esquire Bond	192
Mimeo Paper	198
Onionskin	193
Self Seal Envelopes	194
Xerographic Paper	200
Scales	31
School	
Binders	141 147
Chalk	49
Colored Pencils	2
Composition Books	164-165
Dictionaries	176
Erasers	5
Filler Paper	152-153
Glue	16
Indexes	150 151
Notebooks	164 165
Pads	162 163
Pencils	1,2 3
Report Covers	137 139
Ring Binders	140 146
Scissors	20
<b>SCHWAN-STABILO</b>	
Highlighters	42
Scissors	20
Scotch Tape	24 26 27
<b>SCOVILLE</b>	
Clip Caddy	17
Scratch Pads	162
<b>SEALO-MATIC CORP</b>	
Safety Knives	28
Sealing Tape	27
Secretarial Handbooks	177
Second Sheets	193
Security Boxes	117
Self-Adhesive fasteners	14
Self-Inking	
Dater	53
Rubber Stamps	53
<b>SETH THOMAS</b>	
Clocks	96
Self Seal Envelopes	173
<b>SHACHIHATA</b>	
Daters	53
Ink	52
Stampers	52
Tray	52
Sharpeners	
Hunt	6 7
Panasonic	6
Pocket	7
Sharpie Markers	40
Shears	20
Sheet Holders and Protectors	64
Shelf Folders	111
Shipping	
Bags	29
Envelopes	24
Forms	56-59
Tags	30
Shoulder Rest Telephone	169
Shredders	202
Signals, File	18
Singlex Erasers	5
<b>SL WABER</b>	
Outlet Strip	79
<b>SMITH CORONA</b>	
Ribbons	184 185
Snopake Correction Fluid	189
<b>SOFTALK</b>	
Telephone Shoulder Rest	169
Software	204 205
Sorters	
Mail	72 74 76
Rack	72 74 76
Tub	74
<b>SOUTHWORTH</b>	
Bond Paper	192
Continuous Letter forms	230
Flip A Week Calendar	105
Racerase	193
Second Sheets	193
Special Delivery Labels	29
Speedimemo	58 59
Speediset Forms & Letters	58 59
Spindle	2
<b>SPIRIT</b>	
Duplicator	198

Fluid	198
Ma-ers	198
Squeeze Bottle Moistener	29
<b>SRW</b>	
Library Case	213
Minidex/60	213
<b>Stamps</b>	
Dial-A-Phrase	55
Pom Stampers	53
Rubber	52-53
X-Stampers	52
<b>Stands</b>	
Catalog	65
CRT	224
<b>STANLEY</b>	
Tape Ruler	19
Staonal Crayon	50
<b>Staple</b>	
Gun	13
Remover	13
<b>Staplers</b>	
Acco	12
Ace	10,13
Bates	12-13
Bostitch	11
Electric	10
Etona	10
Faber Castell	13
Staplex	9
Swingline	8-11,13
Staples	10-11,13
<b>STAPLEX</b>	
Staplers	9
Statement Forms	57-58
Stax Data Pak	194
Stax-On-Steel Files	68
<b>STEBCO</b>	
Attache Case	99
Catalog Cases	99
Steel Rulers	19
Stencil Supplies	198
Stenographer	
Copyholders	196
Notebooks	165
Stenorace Eraser	5
Step Stools	23
<b>STERLING</b>	
Business Card File	85-129
Desk Accessories	85
Desk Mate	85
Moistener	29
Multi-File	119
Ruler	7
Sharpener	119
Super File	85
Trays	85
<b>Stick</b>	
Erasers	5
Glue	16
Stock Forms	56-59
Stools	23
<b>Storage</b>	
Binder	235
Data Processing	212-214
Organizers	71-77
Files	66-70
Strapping Tape	27
Strk Eraser	5
Strung Tags	30
Student Lamps	97
<b>SUCCESS</b>	
Book Style Calendars	106-107
Weekly Desk Calendar	105
Surge Protector	227
<b>SWINGLINE</b>	
Electric Stapler	10
Gripeeze Fingers	71
Heavy Duty Stapler	
Long Reach Stapler	11
Plier Stapler	9
Rubber Fingers	21
Saddler Staplers	9
Staplers	8-11,13
Staples	10-11,13
Tackers	9
Swivel File, Rolodex	170

## T

Tabulabels	221
Tabbing	151
<b>Tags</b>	
Aigner	151
Index	150-151
Monarch	151
Pendaflex	116
Pressure Sensitive	151
Write-On	151
Tackers	9

Tacks, Thumb	18
Tacky Finger	21
<b>Tags</b>	
Colored	30
Key	30
Manila	30
Merchandising Tags	30
Shipping	30
Strung	30
Unstrung	30
<b>Tape</b>	
Adding Machine	179
Calculator	179
Carton Sealing	28
Cellophane	24,27
Correction	190
Dispensers	25-26
Double Stik	27
Drafting	27
Dymo	132
Embossing	132
Filament	26
Magic	24,27
Masking	26
Mending	24
Package Sealing	27-28
Perforator	179
Reinforced	28
Scotch	24,26-27
Strapping	27
Transparent	24,27
Tape Dispensers	25-26
Taperaser	188
Tapewriter	132
<b>TDS</b>	
Gender Changes	227
Interface Cables	227
<b>Telephone</b>	
Accessories	169
Address Books	168
Bates	174-175
Files	168
Headsets	169
Holders	169
List Finders	174-175
Message Pads	166,168
Rediform/Recordplate	60
Rest	169
Rolodex	170-174
Rotary File	173
Shoulder Rest	169
Teletype Rolls	179
Templates	230
<b>TENEX</b>	
Chairmats	95,223
Wastebaskets	93
<b>TEXAS INSTRUMENTS</b>	
Calculators	178
Thermal	
Calculator Rolls	179
Copy Paper	200
Labels	200
Thesaurus	176
Thimble Storage Binder	220
Thimbles	219
Thinner	
Correction Fluid	189
Rubber Cement	16
Thumb Tacks	18
Ticket Racks	77
<b>TIFFANY</b>	
Tape Dispenser	28
Time Card Rack	77
Time Tickets	77
<b>Toners</b>	
Esgraph	199
IBM	199
Savin	199
Xerox	199
Tote File	118
<b>TOWER-CROSSMAN</b>	
Carbon Paper	191
Memo Slips	167
Pads	162-163
Ring Binders	141
Steno Notebook	165
Tags	30
Transfer Files	66,68
Transparency	
Film	201
Frames	201
Transparent	
Card Protectors	173
Report Covers	139
Tape	24,27
<b>Travel</b>	
Desk Pads	101
Expense Report Forms	59
Trash Bags	93,201
<b>Trays</b>	
CRT Tray	228

## U

<b>UCHIDA</b>	
LePen	38
<b>ULTRA-OPTIX</b>	
Magnifiers	51
Unda Wunda Pads	183
Under Phone List Finder	174
Uni-Ball Pens	45
<b>UNION RUBBER</b>	
Rubber Cement	16
Rubber Cement Dispenser	16
Thinner	16
Unstrung Tags	30
<b>UNITED TECHNICAL PRODUCTS</b>	
Compu-Mat	223
<b>UNIVERSAL DATA SYSTEMS</b>	
Auto Dialer Modem	227
Line Powered Modems	227

## V

<b>VARI-LINE</b>	
Continuous Index Cards	221
Continuous Fan Fold Cards	221
Rulers	19-230
<b>VELO-BIND</b>	
Personal Velobinder	134
Starter Set	134
V-Files	170
V-Glide File	172
<b>VERBATIM</b>	
Head Cleaning	202
Flexible Diskettes	209
<b>Vertical</b>	
File	71
Organizers	71
<b>VICTOR</b>	
Book Visible	122
Card Files	122
Card Forms	122
Handy Panels	122
Visible Files	122
Visible Pockets	122
Videocassettes	236
Vinyl Binders	141-146
Vis-A-Vis Pens	201
<b>Visible</b>	
Books	122
Card Files	122
Card Forms	122
Covers	136-137
Files	122
Panels	122
Pockets	122
Report Covers	136-137
Sheet Holders	154-155
Voucher	57
Vu Line Rulers	230

## W

Wall Calendars	108
<b>Wallets</b>	
Expanding	120
School	120
Wall Clocks	96
Wastebaskets	82-84-86-87,93
<b>WEBER COSTELLO</b>	
Contour Boards	47
Contempo Boards	47
Contempo Erasers	47
Directory Boards	48
Dry-Erase Contempo Markers	47
Letter Boards	48
Markerboard Cleaner	47
Message Center	48

<b>Presentation Easel</b>	46
<b>Weekly</b>	
Appointment Books	103-105
Minder	104
Reminder Wall Calendar	108
Time Ticket	77
<b>While You Were Out</b>	
Book	168
Pad	168
<b>WILSON JONES</b>	
Accountant Worksheets	156
Accounting Books	161
Columnar Books	161
Columnar Pads	156
Columnar Sheets	159
Copyholders	196,222
Data Binder Indexes	234
Data Binders	232
Data Drawers	235
D-Ring Binders	143
Expanding Files	120
Heavy Duty Binders	148
Posts	234
Ledger Sheets	159
Mini Rack	235
Ring Binders	143
Tear Proof Ring Book Sheets	152
Vertical Filing Pockets	121
Worksheet Pads	156
Wire Desk Trays	92
<b>WITE OUT</b>	
Correction Fluid	189
<b>WITT</b>	
Wastebaskets	93
Wood Desk Trays	92
<b>WORCESTER WIRE</b>	
Spindle	22
Wire Desk Tray	92
Wood Desk Set	177
Word Processing Supplies	182-183
Write-On Tabs	151
Writing Pencils	1-2-3

## X

<b>X-STAMPER</b>	
Daters	53
Ink	52
Stamp	52
Tray	52
<b>Xerographic</b>	
Address Labels	200
Developers	199
Fuser Oil	199
Paper	200-201
Toner	199

## Y

Yellow Pads	162
-------------	-----

## Z

<b>Zip Code</b>	
Arrow Publications	177
Atlas	177
Directory	177
Rand McNally	177



HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE:

1. Obtain purchase requisition form.
2. Obtain supply catalogues.
3. Read the list of supplies needed on purchase requisition form. Pick out the most costly item.
4. Consult the catalogue index of each supply catalogue to find the general category for that item in each catalogue.
5. Compare the price and shipping information on each catalogue for that item. Pick the company with the best price and fastest delivery time.
6. Look up each item on the supply requisition in the appropriate sectors of the supply catalogue, use the index to obtain the page numbers.
7. On a piece of paper, write down: The item name, quantity, units, catalogue #, page number from catalogue, description from catalogue, unit price and amount. Do your computations on a calculator. (Unit price X number of items = amount)
8. Check each item against description on purchase requisition.
9. Obtain purchase order and fill it out by typing the required information in the appropriate sections and columns.
10. Call the supplier to verify prices, amount of items, and delivery dates. This step is done after the purchase order has been mailed out.\*

\* Wait three days before making your follow-up call to the supplier. This allows the supplier sufficient time to have received the purchase order.

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

OPERATION SHEET

I. MATERIALS

- a. Quill Supply Catalog
- b. Pencil or pen
- c. Paper
- d. Typewriter
- e. Purchase order
- f. Calculator

II. PROCEDURE

How to order supplies using purchase order.

1. Obtain purchase requisition form.
2. Obtain supply catalogues.
3. Read the list of supplies needed on purchase requisition form. Pick out the most costly item.
4. Consult the catalogue index of each supply catalogue to find the general category for that item in each catalogue.
5. Compare the price and shipping information on each catalogue for that item. Pick the company with the best price and fastest delivery time.
6. Look up each item on the supply requisition in the appropriate sectors of the supply catalogue, use the index to obtain the page numbers.
7. On a piece of paper, write down: The item name, quantity, units, catalogue #, page number from catalogue, description from catalogue, unit price and amount. Do your computations on a calculator. (Unit price X number of items = amount)
8. Check each item against description on purchase requisition.
9. Obtain purchase order and fill it out by typing the required information in the appropriate sections and columns.
10. Call the supplier to verify prices, amount of items, and delivery dates. This step is done after the purchase order has been mailed out.\*

\* Wait three days before making your follow-up call to the supplier. This allows the supplier sufficient time to have received the purchase order.

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

WRITTEN TEST J.R.ESL

COMMUNICATIVE TASK: Categorization.

DIRECTIONS: Convert each mass noun to a count noun.

EXAMPLE: WORK: jobs/assignment/duties/tasks

<u>MASS NOUN</u>	<u>COUNT NOUN</u>
1. Toner	_____
2. Paper	_____
3. Glue	_____
4. Software	_____
5. Tape	_____
6. Ink	_____
7. Correction Fluid	_____
8. Postage	_____
9. Stationery	_____
10. Ribbon	_____

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

WRITTEN TEST J.R.ESL

COMMUNICATIVE TASK: Categorization.

DIRECTIONS: Convert each mass noun to a count noun.

EXAMPLE: WORK: jobs/assignment/duties/tasks

<u>MASS NOUN</u>	<u>COUNT NOUN</u>
1. Toner	( bottles )
2. Paper	( sheets/ream/reams/ )
3. Glue	( bottles/containers )
4. Software	( disks/programs )
5. Tape	( rolls/cassettes )
6. Ink	( bottles/cartridges )
7. Correction Fluid	( bottles )
8. Postage	( stamps )
9. Stationery	( envelopes/letterhead )
10. Ribbon	( cassettes/ cartridges )

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

JOB SHEET

PRACTICE

DIRECTIONS: Complete the attached purchase order form using a supply catalogue.

I. MATERIALS

- a. Supply catalogues
- b. Pencil or pen
- c. Paper
- d. Typewriter
- e. Purchase Order
- f. Calculator

II. PROCEDURE\*

1. Obtain purchase requisition form.
2. Obtain supply catalogues.
3. Obtain price quotes and shipping information. Compare the prices and shipping information on the most costly item on the requisition form on each supply catalogue.
4. Fill-out the purchase order by typing in the required information in the appropriate sections and columns.
5. Follow-up on the purchase order by calling the supplier to verify prices, delivery date, amount and description. Wait three days before making your call.

\* See operation sheet

III. SUPPLIES TO BE ORDERED

- 12 masking tapes 1/2" by 60"
- 5 doz glue top paper pad (yellow) 8 1/2" x 11"
- 60 Post-it notes 3" x 3"
- 800 sheets of Telephone Message Pads 4" x 5 1/2"
- 20 reams Park Lane Bond Paper 8 1/2" x 11"

HACER INC/ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 17  
REQUISITION FOR SUPPLIES  
PRACTICE

HACER INC/HISPANIC WOMEN'S CENTER  
611 Broadway, rm 812  
New York, NY 10012

Requisition # 1

Date Issued March 2, 19--

Date Required April 2, 19--

Approved by: C. Vasquez

Quantity	Description	Unit Price	Amount
12 units	Masking Tapes 1/2" X 60"		
5 dozen	Glue Top Paper Pads (yellow) 8½" X 11"		
60 units	Post-It Notes 3" X 3"		
800 sheets	Telephone Message pads 4" x 5½"		
20 reams	Park Lane Bond Paper 8½" X 11"		

\_\_\_\_\_  
Signature



HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #17

JOB SHEET  
EVALUATION

DIRECTIONS: Complete the attached purchase order form using a supply catalogue.

I. MATERIALS

- a. Supply catalogues
- b. Pencil or pen
- c. Paper
- d. Typewriter
- e. Purchase Order
- f. Calculator

II. PROCEDURE\*

1. Obtain purchase requisition form.
2. Obtain supply catalogues.
3. Obtain price quotes and shipping information  
Compare the prices and shipping information on the most costly item on the requisition form on each supply catalogue.
4. Fill-out the purchase order by typing in the required information in the appropriate sections and columns.
5. Follow-up on the purchase order by calling the supplier to verify prices, delivery date, amount and description. Wait three days before making your call.

\* See operation sheet

III. SUPPLIES TO BE ORDERED

- 3 dozen Mongol pencils by Eberhard Farber (medium hard)
- 1 pound (lb) Reverse rubber bands 5/8" x 5"
- 3 boxes Magic Transparent Tape by Plymouth 1/2" x 950"
- 36 bottles Just for Copies Liquid Paper (white)
- 10 reams Park Lane Bond paper (white) by Sazon



HACER INC/ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 17  
REQUISITION FOR SUPPLIES  
EVALUATION

HACER INC/HISPANIC WOMEN'S CENTER  
611 Broadway, rm 812  
New York, NY 10012

Requisition # 2

Date Issued December 25, 19--

Date Required January 16, 19--

Approved by: C. Vasquez

Quantity	Description	Unit Price	Amount
3 dozen	Mongol pencils by Eberhard Farber (medium)		
one pound 1 lb.	Revere rubber bands 5/8" X 5"		
3 boxes	Magic Transparent tape by Plymouth 1/2" X 950"		
36 bottles	Just for Copies Liquid Paper (white)		
10 Reams	Park Lane Bond paper (white) by Saxon		

\_\_\_\_\_  
Signature



HACER INC/ HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

PERFORMANCE TEST

TASK: Order office supplies using purchase order form

Directions: Demonstrate mastery of ordering office supplies by doing the following:

This test evaluates your ability to: Order office supplies using a purchase order form. Given a filled requisition form, a blank purchase order form, and supply catalogues, Select the supplier identify the supplies and fill out the purchase order with 100% accuracy

No. Your performance will be evaluated using the items below. All must be "YES"

No.		YES	NO
1.	Were shipping information and prices compared?		
2.	Was the best supplier utilized?		
3.	Was the catalogue index used to find supplies?		
4.	Were the supplies correctly described on the purchase order ?		
5.	Were quantities correct ?		
6.	Were unit prices correct ?		
7.	Were totals accurate ?		
8.	Did participant follow-up purchase order ?		
9.			
10.			

Trainee	Date	Attempts	Instructor's Signature

TASK # 18  
FILE IN ALPHABETICAL ORDER

RELATED COMMUNICATIVE TASK: Read for factual information.

VOCATIONAL TASK: #18 File in alphabetical order.

PERFORMANCE OBJECTIVE Given 20 documents, file them in alphabetical order with 100% accuracy.

STEPS AND TECHNICAL KNOWLEDGE	TECHNICAL TERMS	LANGUAGE FUNCTIONS	STRUCTURES
1. 2. 3. SEE ATTACHMENT 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	Filing Alphabetizing Indexing Indexing Unit Coding Filing order Natural codes Alphabetical filing order Personal name Surname Given name Full name Business name	<u>COMMUNICATIVE SKILLS</u> Passive: reading comprehension  <u>FUNCTIONS</u> alphabetizé (indexing)  Ordering (putting information in correct order)	Prepositions (before/after)  "File" = noun/verb Verb tenses
<b>TOOLS AND MATERIALS</b> File folders File labels File cabinet <u>Indexing worksheet</u>	<b>LEARNING ACTIVITIES AND RESOURCES</b>		
<b>BACKGROUND KNOWLEDGE</b> Knowledge of alphabetical order.	<b>VOCATIONAL</b>		
<b>SAFETY</b> Do not handle paper edges. Be careful of drawer edges.	<b>1. LEARNING STRATEGIES</b>		
<b>ATTITUDES</b> Concentrate on accuracy and proper sequence. Maintain orderly arrangement of documents. Concentrate on correct indexing order.	a. Facilitator outlines procedure used for alphabetizing. b. Facilitator demonstrates how to index a personal name and business name c. Discussion of importance of accurate filing. d. Participants study filing rules e. Participants complete activity sheets #1,2,3. f. Hands-on skill(individual) Participants code, index and file 20 documents.  2. <b>EVALUATION</b> Performance test  3. <b>RESOURCES</b> a. Job, Information, Activity & Operation Sheets. b. Facilitator c. Alphabetic Indexing - Guthrie d. Filing Business Names- Duncar, Schultheis e. Files and Filing Systems-HACER INC. 1979	<b>J.R.ESL</b>  1. <b>LEARNING STRATEGIES</b> a. Guest speaker-former participant working with filing systems lectures on importance of filing and its use in the modern office. b. Participants practice language functions and structures, Activity Sheets #1,2,3,4 and 5.  2. <b>EVALUATION</b> Written Test  3. <b>RESOURCES</b> a. Activity Sheets b. Facilitator c. Guest speaker	

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #18

INFORMATION SHEET: FILING

I. INTRODUCTION

Filing is an important activity in most business offices, and every secretary should have knowledge of the best and correct filing methods.

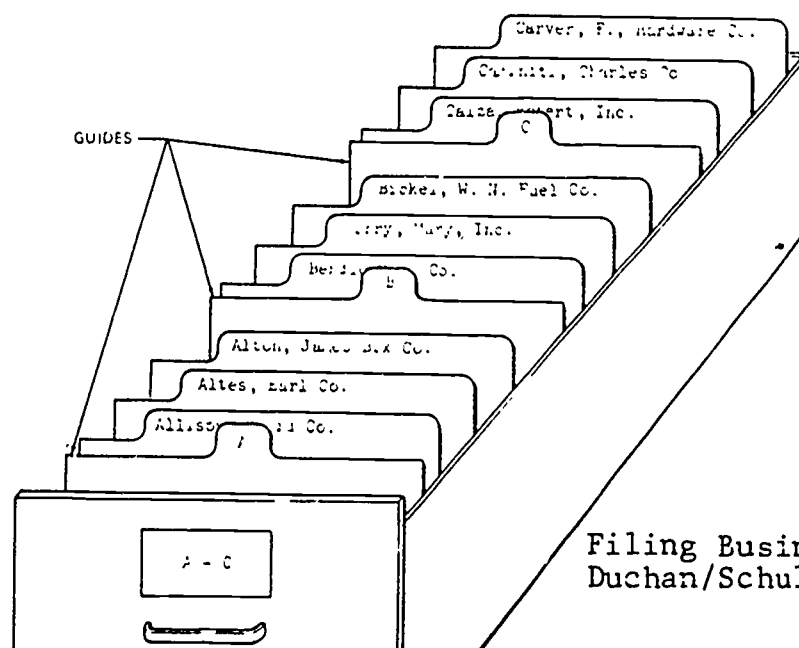
Correspondence, documents and other business reports must be filed so that they can be found easily. A dictionary and a telephone directory are good illustrations of excellent filing processes because words and names have their particular places in which they can always be found.

In order to find the right place for all business records, it is first necessary to classify the records properly. All records of a similar nature should be kept together for easy reference. This classifying of papers according to a systematic scheme is known as indexing.

II. FILING SYSTEMS

Basic Systems

1. The alphabetic system in which filing is according to personal names, is the most widely used. In this system all correspondence or other filing material is placed in alphabetical order according to the spelling of the last name of the person or firm for whom correspondence is addressed or with whom the material is identified.



Filing Business Names  
Duchan/Schultheiss

HACER INC./ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 18  
INFORMATION SHEET  
P. 2

2. The geographic system is also an alphabetic arrangement, but consists in filing according to place names instead of personal names. This geographic system is specially useful for firms which carry on a nationwide business and which consult their correspondence and other records according to towns and cities, rather than individuals. However, within the geographic unit filing would alphabetical according to the name of the person or firm.

Unarranged Names	Indexing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
New York Sales Corp.	New	York	Sales	Corp
New Jersey Textiles, Inc.	New	Jersey	Textiles	Inc
South Carolina Bus Co.	South	Carolina	Bus	Co
South Bend Homes, Inc.	South	Bend	Homes	Inc

Alphabetical Order

New Jersey Textiles, Inc.  
New York Sales Corp.  
South Bend Homes, Inc  
South Carolina Bus Co.

Filing Business Names  
Duchan/Schultheiss

3. The subject system of filing keeps together all correspondence and other matters relating to a single subject, arranging these subjects alphabetically. The subject system is especially useful for firms that consult their records in terms of topics, articles, or activities, rather than individuals or localities.

The Yellow Pages of the telephone book are a good example of listing primarily by

Key Unit	Unit 2	Unit 3	Unit 4	Unit 5
1. Advertising--	Aerial	Derry	Air	Incorporated
2. Advertising--	Aerial	Eagle	Balloon	Advertising
3. Advertising--	Aerial	Louis	Flight	School
4. Advertising--	Newspaper	Leader	Newspapers (The)	
5. Advertising--	Newspaper	London	Southwest	
6. Advertising--	Newspaper	North	Freeway	Leader
7. Advertising--	Outdoor	Ames	Peggy (&)	Associates
8. Advertising--	Outdoor	Downtown	Billboards	Incorporated
9. Advertising--	Outdoor	Foster (&)	Kleiser	

Alphabetic Indexing  
Mearl R. Guthrie

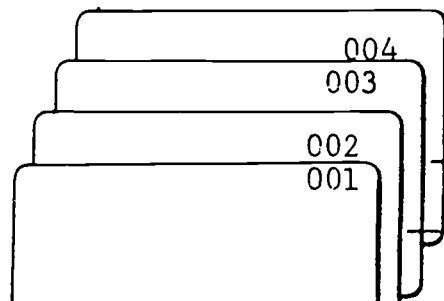
HACER INC. / HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 18  
INFORMATION SHEET  
P.3

4. The numeric system is used by firms that prefer to have a code number for every correspondent. First of all, it is necessary to keep an alphabetically arranged card index file which shows the correspondent code number; and these cards must be consulted before the correspondent's letters can be found in the files. The folders in the files are arranged in strict numerical order, so that it is a very easy matter to find material. However, the disadvantage of this system lies in the need for a second set of records giving the code numbers. Many large concerns, with separate filing departments, prefer the numeric system.

INDEX CARD

001	IBM
002	APPLE COMPUTER
003	WANG COMPUTERS
004	HITECH COMPUTERS





## FILES AND FILING SYSTEMS

### 1. Some General Concepts

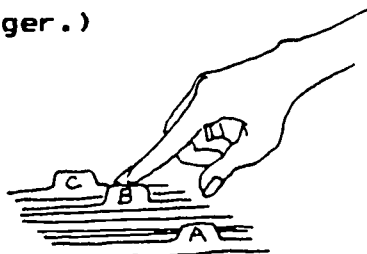
Filing involves organizing papers according to a particular system. Because businesses have to deal with thousands of papers of various kinds, they must find ways of managing all this information. The usual method is to first divide the papers into different categories or "files", and then put these files in a logical order.

- \* A person who works on files is a file clerk.
- \* "FILE" can be either a noun or a verb.  
"To file" = to arrange in order  
"A file" = a device (such as a folder, case, or cabinet with which papers are kept in order)
- \* INDEX is a related word. "Indexing" is the kind of system which you choose for organizing your filing. Subject indexing means that the files or information are arranged according to subject headings. If you use an alphabetical indexing system, that means that you have divisions in your filing system labelled "A, B, C, D,..."
- \* The first step in filing or indexing material is to divide, sort, or classify the material into groups according to similar characteristics.
- \* When a group becomes too large, you must subdivide that group into smaller groups. Each of these is called a subdivision.
- \* Finally, you must give each group a heading or guide. This is the name of the category to which the file belongs. This may be a subject heading, a numerical guide, a chronological guide, or an alphabetical guide.
- \* People speak of files which are organized into a particular group as being located "under" the heading of that particular group.
- \* Files are usually arranged behind their heading.
- \* Very often there are extra pieces of information which do not fit easily into a particular classification or division. Often these "extra" pieces are filed together under the heading "miscellaneous". Some people call "miscellaneous" files "catch-all" files. Another name for these

TASK #18  
INFORMATION SHEET

P. 5 extra pieces of information is "odds and ends".

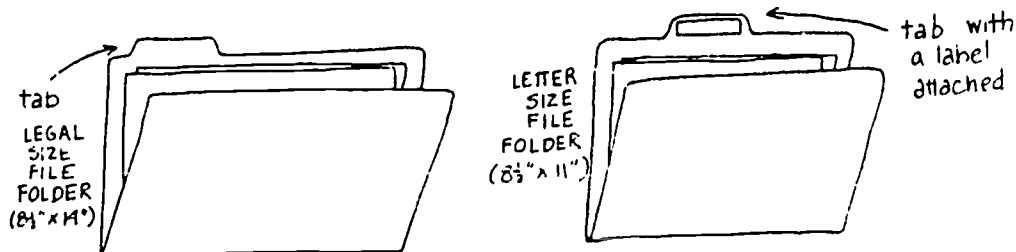
- \* It is no mistake that another name for the first finger of your hand (next to your thumb) is the index finger. (The other common name for this same finger is the forefinger.)



- \* To audit files means to revise and reorganize files in order to keep the system up-to-date and efficient.
- \* Active files are usually recent files which are used frequently.
- \* Inactive files are files which are no longer being used. When a file clerk audits a file system, they usually "pull" (remove, take out) the inactive files and put them into storage.

## 2. All about File Folders

- \* The most common way of organizing files in an office is to use file folders. File folders come in two basic sizes: letter-size (to fit 8 1/2" x 11" sheets of paper) and legal-size (to fit the longer size of paper, which measures 8 1/2" x 14"). They are sometimes made of colored paper or plastic, but by far the most common kind of file folder is the manila folder, which is made of stiff, cream-colored paper. Most folders have tabs on the top edge where the heading of the file can be written or where a typed label may be attached.

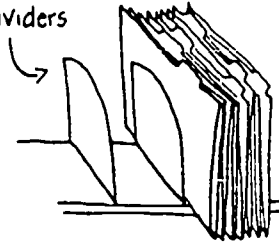


- \* After a company has a large number of files and file folders, then they need a system for organizing the folders. These systems fall into two basic types: suspension and non-suspension.

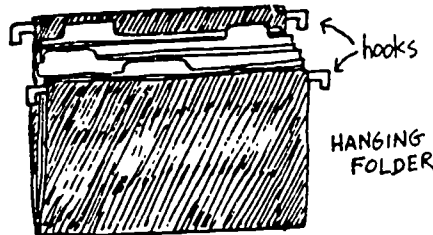
TASK #18  
INFORMATION SHEET

P. 6

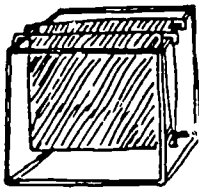
- \* Non-suspension systems are usually "upright" systems. Folders rest on a shelf or in a drawer and are held upright with file dividers. file dividers



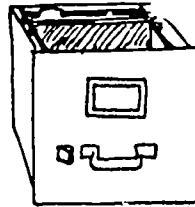
- \* Suspension systems use hanging folders. These each hold several file folders, and they hang from small hooks. The most common brand of hanging folder is Pendaflex, and so some people use that name instead of "hanging folder".



- \* Hanging folders are suspended in file cabinet or desk drawers, which are either specially made with small rods at the side for the hanging folder hooks, or else adapted for this purpose by means of racks which fit inside a regular drawer.

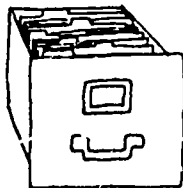


rack which fits inside a regular drawer in order to use it with hanging folders

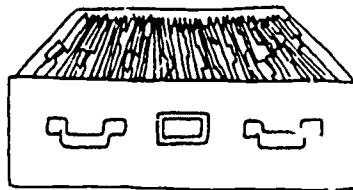


specially made drawer with rods at the sides for suspending or hanging the hanging folders

- \* Both suspension and non-suspension systems can be arranged in either regular or lateral order. Lateral files are arranged at right angles to the front of the drawer or shelf.



REGULAR FILES

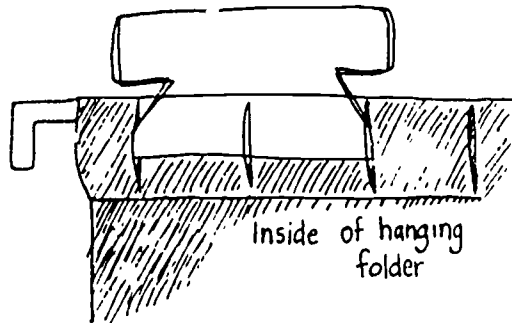


LATERAL FILES

- \* Hanging folders are usually made with slits along the top where a plastic tab with a label in it can be attached.

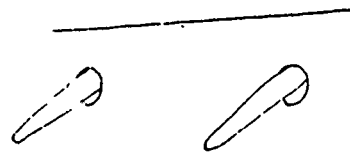
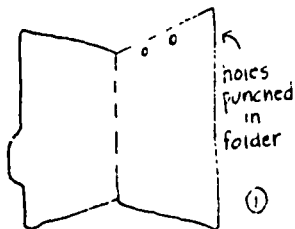


clear plastic tab for a label

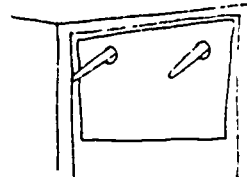


TASK #18  
INFORMATION SHEET  
P. 7

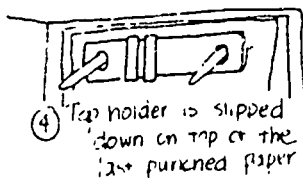
- \* When a large number of papers or documents are being stored inside file folders, often it helps to organize the material inside each folder with file fasteners. Prong-type fasteners may be attached on both sides of the inside of the folder. These hold papers which have been punched with two holes.



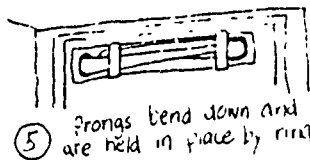
Prongs of the fastener are inserted into the holes



Punched papers are also slipped onto the prongs



Top holder is slipped down on top of the last punched paper



Prongs bend down and are held in place by rings

Developed by HACER INC. 1979

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TASK #18

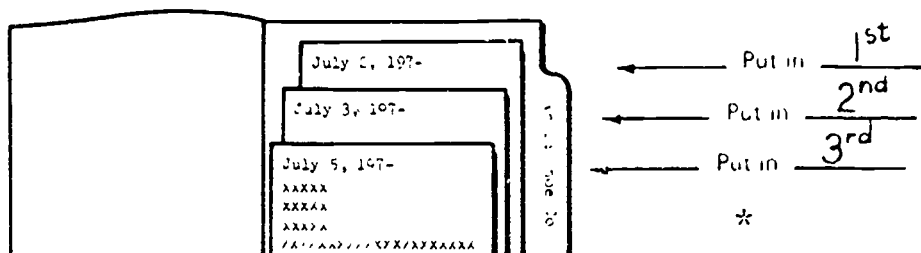
INFORMATION SHEET:

P.8

III. ARRANGEMENT WITHIN FOLDERS

In any of the 4 basic systems there is also the question of arranging the correspondence within a folder devoted to a single person, firm, place, or subject. Within such a folder, the correspondence should be kept according to date, always placing the correspondence with the most recent date at the top (or front) of the folder. Carbon copies of replies should take their place according to date in the same file, or they may be attached to the letter which they answer.

When you file letters in an *individual folder*, you file them by date, with the latest date on top. You do this so that when you open the folder, it is easy to find the most recent letter you filed.



\*Resource: Alphabetic Indexing: Mearl R. Guthrie

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## IV. INDEXING

In order to file papers correctly, it is essential to adopt a set of guiding rules for proper indexing. Indexing is the process of deciding under which name, place, or subject certain correspondence or other material shall be filed, and then how it shall be filed in relation to other names in the files. Some correspondence can be indexed in more than one way. Where doubt exists as to the correct way of indexing a name or subject, it is a good plan to use cross-reference.

For cross-reference purposes in a correspondence file, it is desirable to use letter-size sheets of paper since these will fit into the folders and files just as the correspondence itself does and will not fall out or be misplaced as small slips or cards would be. Such cross-reference to the name or heading under which the correspondence will be found.

In the indexing and filing of correspondence according to the alphabet, it is customary to paste a label on each folder used for filing, giving the name of the person whose correspondence is contained in the folder. If the folder contains correspondence with more than one person, the range within the alphabet covered by the names should be indicated on the label. These labels should be prepared according to the accepted rules for alphabetical arrangement of names as used in business offices, which we shall outline here. In general, all names are arranged in order from A to Z; and "nothing comes before something", or if a name "ends first, it is filed first"; for example Green comes before Greene.

Natural Order	Alphabetic Filing Order		
	Key Unit	Unit 2	Unit 3
1. Ralph W. Castle	Castle	Ralph	W
2. J. Carlos Fernandez	Fernandez	J	Carlos
3. John Harris	Harris	John	
4. John David Harris	Harris	John	David
5. Linda M. Harris	Harris	Linda	M
6. G. Robt. Schmidt	Schmidt	G	Robert
7. Garland F. Schmidt	Schmidt	Garland	F
8. Sara R. Smith	Smith	Sara	R.
9. Sarah R. Smith	Smith	Sarah	R
10. Sarah Rae Smith	Smith	Sarah	Rae

## V. FASTER FILING TECHNIQUES

1. File every day to prevent filing from piling up and becoming too burdensome. If you take 10 minutes every morning, as soon as the day starts, you can accomplish most of your filing.
2. Prefiling--every time you handle a piece of paper that will eventually have to be filed, slip it into the appropriate slot in the expanding file.

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TASK #18

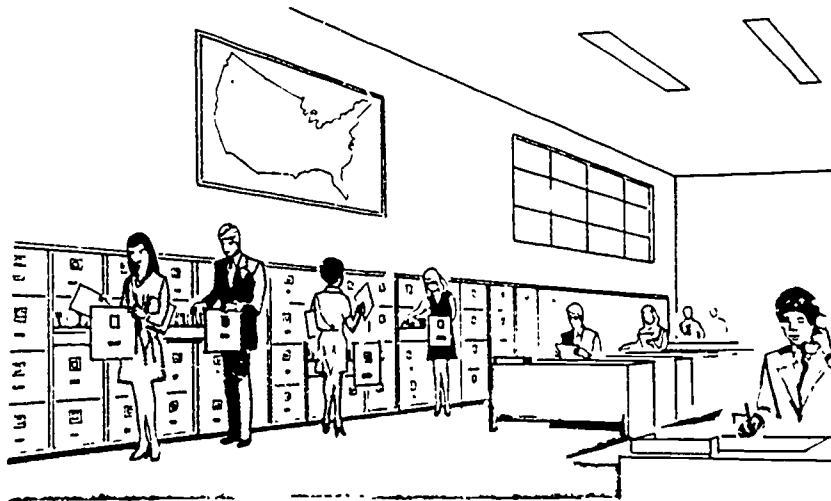
INFORMATION SHEET

P.10

3. Always be sure to have a full description of your filing system readily available for your manager, or anyone else who is authorized to go into your file cabinets. If your system is such that other people can't find things by using your description, you need a new description, a new filing system, or both. You won't always be there to find things for other people, and you will save time if they can find things for themselves.

THE MOST COMMON MISTAKES MADE IN ACTIVE FILING

- a. Failure to allow for future expansion.
- b. Overloading equipment and folders. This makes it difficult to find material and leads to untidiness.
- c. Failure to transfer regularly, either at end of year, every six months, or whatever your schedule may be.
- d. Retention of unnecessary material. Make sure every piece of paper in your files is meaningful.
- e. Failure to insert a card when a file is removed. The card should give information about the location of the file while it is out of the cabinet. Don't forget to remove the card when the file comes back.



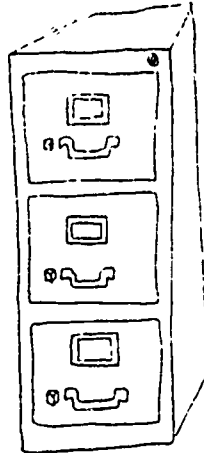
Resource: Filing Business Names  
Duchan, Schultheiss

TASK #18  
INFORMATION SHEET

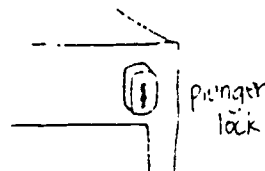
P.11 VI. FILING EQUIPMENT

- \* The basic piece of office equipment for filing is of course the vertical file cabinet. This is a cabinet with drawers which hold either letter or legal size file folders.

VERTICAL  
FILE  
CABINET

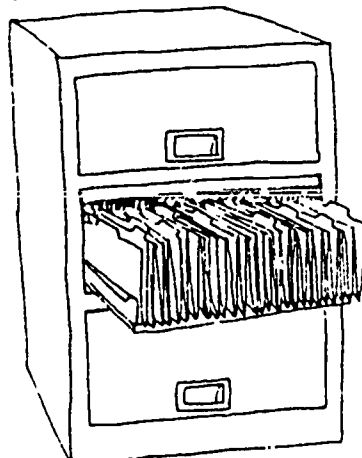


- \* Almost all vertical file cabinets have a "plunger lock" at the top which controls all of the drawers.



- \* The folders in the drawers of a file cabinet may either hang from a rack, or stand upright. They may be lined up either parallel to the front of the cabinet, or they may be perpendicular to it. If they are lined up perpendicularly to the front of the drawer, then they are called lateral files.

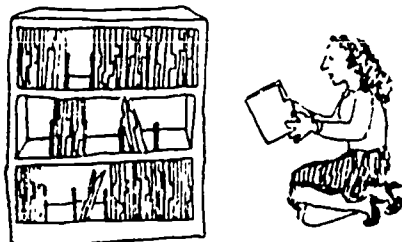
- \* Another kind of file cabinet has roll-out trays in which the files are stored laterally. Sliding doors cover the file trays, and from the outside this cabinet looks very much like a drawer cabinet.



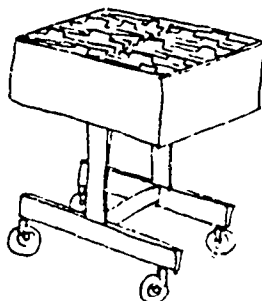
ROLL-OUT  
LATERAL  
FILE CABINET



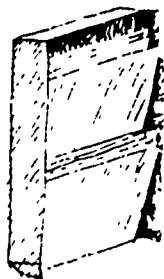
- \* Some offices use shelves for "open filing".



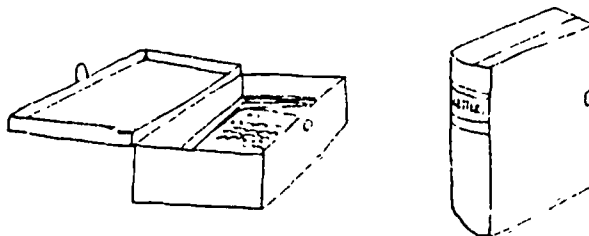
- \* Other offices use moveable filing units which are sometimes called "accessible" files.



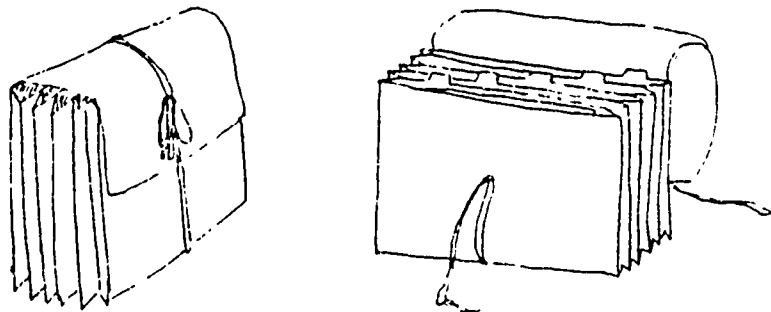
- \* Some people use wall files or filing pockets which hang on the wall for open filing. These units are really only meant to hold small amounts of paper at a time.



- \* File boxes are also meant for smaller amounts of paper. These can be stored on a shelf like books.



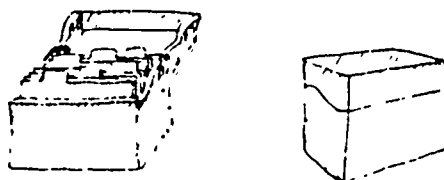
- \* Accordion files, which are also called expanding files, are also useful for smaller files.



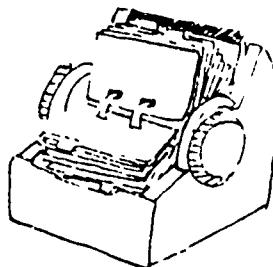
## VII. OTHER KINDS OF FILING

Many other materials besides sheets of paper must be arranged and organized in an office, and businesses use filing or index systems to keep these materials in order.

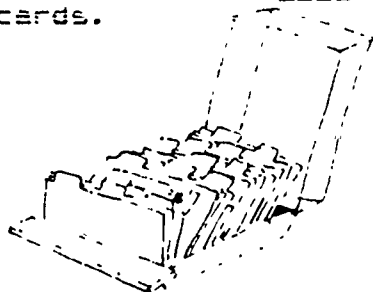
- \* Many people keep information of various kinds on notecards. These are either called notecards, file cards, index cards, or they are named by their dimensions. The usual sizes are 3" x 5" and 5" x 7", and people say "three by five cards" or "five by seven cards". These cards are kept in order in boxes, which are called card files or file boxes.



- \* All companies have their own personal directories of names, addresses, and telephone numbers which they use frequently. One of the most common ways of organizing these is to use a "rolodex". Rolodex is a brand name which means "rolling index". Rolodexes can hold a very large number of information cards and yet they take up a small amount of space, and are very quick and easy to use. "Rolodexes" are also sometimes called "rotary files".



- \* Another kind of file or index which is quite common is one that holds business cards. A business card, of course, contains the name and address of the company a person works for, their name, their position or title, and their phone number and extension. A business card file is specially made to hold these cards.



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TASK #18

INFORMATION SHEET  
RULES FOR INDEXING

1. Names of individuals should be arranged so that the surname is first, the given name or initial next, and the middle name or initial last.

NAME

George W. Adams  
Martin Roy Jones  
T. Harold Snyder

INDEXED

Adams, George W.  
Jones, Martin Roy  
Snyder, T. Harold

2. Surnames containing prefixes, such as De, La, Mac, Mc, O', Van, etc., are considered as though they were not separated, but written as one word.

NAME

John De Forest  
Richard La Follette  
Jean Mac Bride  
Donald Mc Ann  
Hugh O'Neil  
George E. Van Gogh

INDEXED

DeForest, John  
LaFollette, Richard  
MacBride, Jean  
McAnn, Donald  
O'Neil, Hugh  
VanGogh, George E.

3. Titles such as Dr., Prof., Rev., Mr., Mrs., Miss, Jr., etc, are disregarded, and are placed at the end of the name in parentheses.

NAME

Prof. William Elaine  
Dr. Martin Clark  
Mrs. J.R. Marshall

INDEXED

Elaine, William (Prof.)  
Clark, Martin (Dr.)  
Marshall, J.R. (Mrs.)

4. Treat abbreviations, such as Chas., Geo., Wm., Co., Inc., etc., as if they were spelled out in full.

NAME

Chas. Adams  
Wm. Baker  
Geo. Donahue

INDEXED

Adams, Charles  
Baker, William  
Donahue, George

5. Hyphenated surnames of individuals are treated as one word; hyphenated firm names, though treated as separate words, are not inverted for indexing.

NAME

James Duff-Gordon  
Frank Harrison-Forbes  
Scripps-Howard Co.

INDEXED

Duff-Gordon, James  
Harrison-Forbes, Frank  
Scripps-Howard Co.

6. Names of companies should be indexed as written if they do not contain the full name of an individual; if they contain the full name of an individual, the order for indexing is the surname, given name or names, and remainder of name or title.

NAME

Corn Exchange Mart  
Hodges Tailoring Co.  
William Martin Co., Inc.  
Robert Morris Hat Shop

INDEXED

Corn Exchange Mart  
Hodges Tailoring Co.  
Martin, William Co., Inc.  
Morris, Robert, Hat Shop

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TASK #18

INFORMATION SHEET

P. 2

7. Disregard such words as a, an, and, &, the, for, of, etc., in filing.

<u>NAME</u>	<u>INDEXED</u>
The Marvel Bake Shop	Marvel Bake Shop (The)
Jones & Davis Co.	Jones (&) Davis Co.
School of Music	School (of) Music

8. Names containing an apostrophe for the singular possessive case are indexed as though the s were not included. Disregard the apostrophe in names containing plural possessives.

<u>NAME</u>	<u>INDEXED</u>
Bond's Bread Co.	Bond('s) Bread Co.
Bonds' Atlas Shop	Bonds(') Atlas Shop

9. Names of hotels, schools, libraries, and other institutions should be indexed under their distinctive titles.

<u>NAME</u>	<u>INDEXED</u>
Harvard University	Harvard University
Kings County Hospital	Kings County Hospital
Hotel Pennsylvania	Pennsylvania, Hotel

10. Names that begin with numerals are indexed as though the numerals were spelled in full.

<u>NAME</u>	<u>INDEXED</u>
5th Avenue Library	Fifth Avenue Library
1 Park Avenue Building	One Park Avenue Building

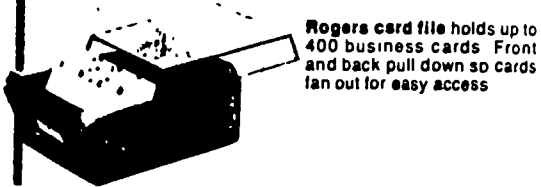
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TASK #18

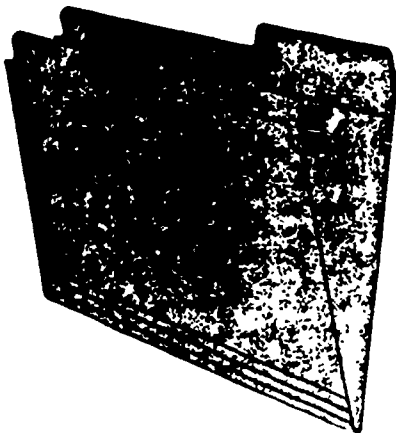
INFORMATION SHEET: FILING EQUIPMENT

CARD FILE

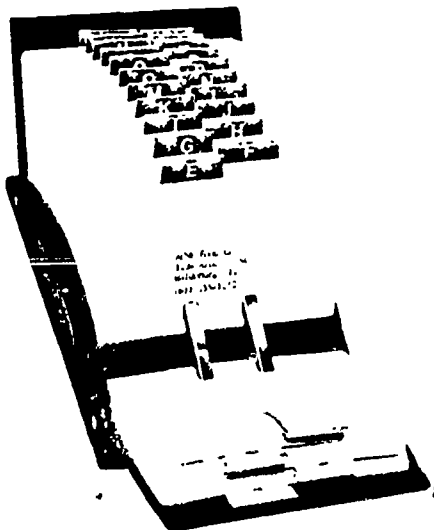
ROGERS BUSINESS CARD FILE



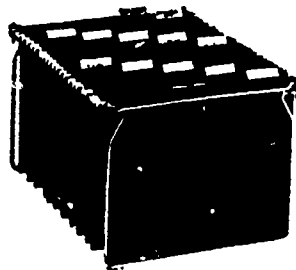
FILE FOLDERS



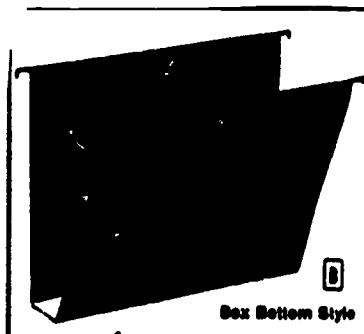
ROLODEX CARD FILE



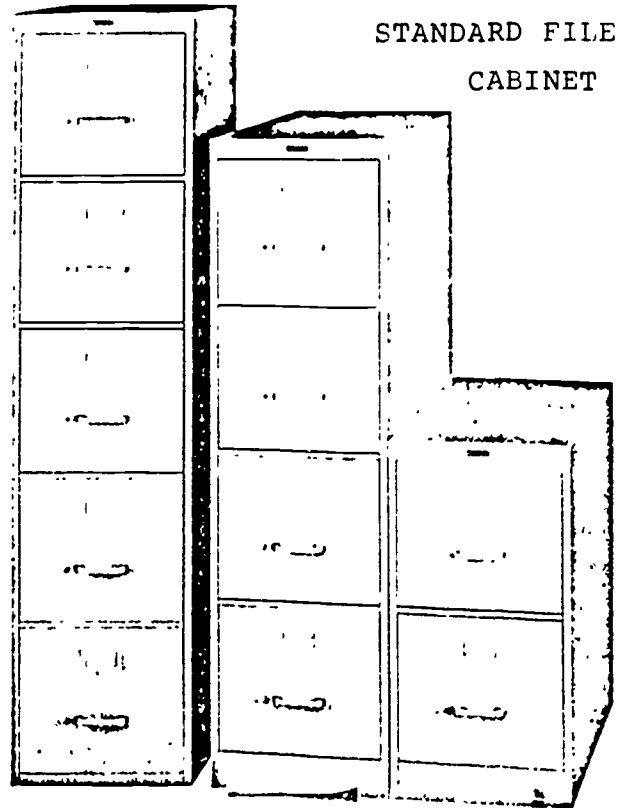
4-18"-DEEP FILE DRAWERS



HANGING FOLDER  
(PENDAFLEX)



STANDARD FILE  
CABINET



FILE SORTER



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TASK #18

TECHNICAL TERMS

- ALPHABETIC FILING ORDER: the final alphabetic arrangement of names.
- ALPHABETIZING: the arrangement of single letters and words in dictionary order from A to Z.
- BUSINESS NAME: the official name of a company, a corporation, a partnership, an organization, or an association.
- CODING: the process of marking the indexing units in a name to indicate the order in which those units are to be considered in filing.
- FILING: the systematic and orderly arrangement and storage of materials (cards, letters, invoices, statements, catalogs, etc.) for future reference.
- FILING ORDER: the order in which a name is written for indexing purposes; that is, the order with the key indexing unit written first, the second indexing unit written second, and so on.
- FULL NAME: the surname and at least one given name or initial of a person.
- GIVEN NAME: the first name or initial of a person and the middle name or initial, if any.
- INDEXING: the mental process of dividing names into indexing units for purposes of alphabetizing and then deciding the order in which the units are to be alphabetized.
- INDEXING UNIT: a part of a name that is used in indexing.
- NATURAL ORDER: the order in which a name normally appears.
- PERSONAL NAME: the legal name of a person, whether that name stands alone or is part of a business name.
- SURNAME: the last name of a person.

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TASK #18

ACTIVITY SHEET #1: J.R.ESL

COMMUNICATIVE TASK: Identify parts of speech

DIRECTIONS: Read the paragraphs below. Identify the word "file" in two (2) grammatical functions: as a noun and as a verb.

- a. Draw a line under "file" when it is used as a noun.
- b. Draw a double line under "file" when it is used as a verb.

Most office workers save a copy of every letter, bill, contract, and memorandum that they write. These copies become office records—permanent accounts of a company's business transactions. Employees refer to these records when they need information about a particular customer, client, or commercial agreement.

*File clerks* make sure this information is carefully stored and always accessible. They decide where documents should be kept, put records away, and retrieve information for other office workers.

When file clerks are given documents to store, they first sort the records according to the *filing system* used in their office. They either put documents in alphabetical order or group records by subject, geographic location, or number. For instance, when file clerks handle customers' bills for an alphabetical filing system, they arrange the bills by customers' last names: they put Mr. Adam's bill before Mrs. Borgia's bill, and Miss Smith's bill before Mr. Stone's. When clerks sort company records for a subject filing system, they group documents by their contents: they put all accounting papers together in one pile, and all personnel papers in another. Once they have organized the records, file clerks actually begin *to file*; they put documents away.

In most companies, file clerks file records in metal cabinets called *vertical files*. These cabinets have drawers designed especially for the storage of papers. The papers in these drawers are arranged according to one of the filing systems mentioned above, and file clerks are responsible for putting each document away in its proper place. In some organizations, however, there are too many records and too much information to be kept in vertical files. So information is stored on microfilm or in computers. Then, instead of filing papers, file clerks either catalog and put away cans of film or keep track of data that are stored on computer cards and tapes.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

IRCE: English for Office Careers. Minerva Books, Ltd.

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BILINGUAL VOCATIONAL TRAINING

TASK #18

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NAME \_\_\_\_\_

DATE \_\_\_\_\_

SOURCE: English for Office Careers. Minerva Books, Ltd.



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BILINGUAL VOCATIONAL TRAINING

TASK #18  
ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: Utilize prepositions

DIRECTIONS :Write before or after on the blanks between the following pairs of names to indicate the correct alphabetical order.

1. MacShann comes \_\_\_\_\_ McShann
2. Marlow, Inc. comes \_\_\_\_\_ Marlowe
3. Harrington comes \_\_\_\_\_ Harington
4. Jaime Jimenez comes \_\_\_\_\_ Jaime G. Jimenez
5. W & J Sloane comes \_\_\_\_\_ W. Sloane
6. A. William Matthews comes \_\_\_\_\_ Walter A. Matthews
7. Martin Van Dyke comes \_\_\_\_\_ Martin V. Dyke
8. John St. James comes \_\_\_\_\_ John Saint
9. Darryl Halle comes \_\_\_\_\_ Darryl Hall
10. Roberto Aguilera comes \_\_\_\_\_ Roberto Aguilar
11. The Five Hundred Club comes \_\_\_\_\_ The Four Hundred Club
12. Mark G. Grosmann comes \_\_\_\_\_ Mark G. Grossman
13. Sinh Nuyen comes \_\_\_\_\_ Sinh Nguyen
14. Yo Shibata comes \_\_\_\_\_ Yoriko Sibata
15. Chong Watch Co. comes \_\_\_\_\_ Cong Watch Company

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #18

ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: Utilize prepositions

DIRECTIONS :Write before or after on the blanks between the following pairs of names to indicate the correct alphabetical order.

1. MacShann comes before McShann
2. Marlow, Inc. comes before Marlowe
3. Harrington comes after Harington
4. Jaime Jimenez comes before Jaime G. Jimenez
5. W. & J. Sloane comes after W. Sloane
6. A. William Matthews comes before Walter A. Matthews
7. Martin Van Dyke comes after Martin V. Dyke
8. John St. James comes after John Saint
9. Darryl Halle comes after Darryl Hall
10. Roberto Aguilera comes after Roberto Aguilar
11. The Five Hundred Club comes before The Four Hundred Club
12. Mark G. Grosmann comes before Mark G. Grossman
13. Sinh Nuyen comes after Sinh Nguyen
14. Yo Shibata comes before Yoriko Sibata
15. Chong Watch Co. comes before Cong Watch Company

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #18

ACTIVITY SHEET # 3: J.R.ESL

COMMUNICATIVE TASK: Alphabetizing

A.

DIRECTIONS: Fill in each blank below with the term that best completes the sentence. Select your answers from the following list.

file clerk  
file  
update  
search

records  
filing system  
vertical file

1. One of a file clerk's jobs is to \_\_\_\_\_, or to put documents away in their proper place.
2. The papers that document a company's business transactions are known as \_\_\_\_\_
3. A \_\_\_\_\_ is a cabinet where records are stored.
4. When a file clerk cannot find a document in the files, he or she conducts a \_\_\_\_\_ for it.
5. In some offices, file clerks \_\_\_\_\_ the files every six months to make room for new records.
6. A \_\_\_\_\_ retrieves information for other employees and keeps stored records organized.
7. A \_\_\_\_\_ is a way of organizing records so that they can be easily located.

B.

DIRECTIONS: Assume you are a file clerk sorting records for an alphabetical file. In what order would you file these customers' records?

Cook  
Adams  
Axelrod

Blanca  
Coleman  
Aguilar

Chin  
Black  
Bellamy

Bernstein  
Bueno  
Abraham

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

RESOURCE: ENGLISH FOR OFFICE CARRIERS, BROMLEY & MILLER  
MINERVA BOOKS LTD.

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #18

ACTIVITY SHEET # 3: J.R.ESL

COMMUNICATIVE TASK: Alphabetizing

A.

DIRECTIONS: Fill in each blank below with the term that best completes the sentence. Select your answers from the following list.

file clerk	records
file	filing system
update	vertical file
search	

1. One of a file clerk's jobs is to file, or to put documents away in their proper place.
2. The papers that document a company's business transactions are known as records.
3. A vertical file is a cabinet where records are stored.
4. When a file clerk cannot find a document in the files, he or she conducts a search for it.
5. In some offices, file clerks update the files every six months to make room for new records.
6. A file clerk retrieves information for other employees and keeps stored records organized.
7. A filing system is a way of organizing records so that they can be easily located.

B.

DIRECTIONS: Assume you are a file clerk sorting records for an alphabetical file. In what order would you file these customers' records?

Cook	Blanca	Chin	Bernstein
Adams	Coleman	Black	Bueno
Axelrod	Aguilar	Bellamy	Abraham
1. <u>Abraham</u>	7. <u>Elack</u>		
2. <u>Adams</u>	8. <u>Blanca</u>		
3. <u>Aguilar</u>	9. <u>Bueno</u>		
4. <u>Axelrod</u>	10. <u>Chin</u>		
5. <u>Bellamy</u>	11. <u>Coleman</u>		
6. <u>Bernstein</u>	12. <u>Cook</u>		

RESOURCE: ENGLISH FOR OFFICE CAREERS, BROMLEY & MILLER  
MINERVA BOOKS LTD.

TASK #18

ACTIVITY SHEET # 4: J.R.FSL

COMMUNICATIVE TASK: USE OF VARIOUS VERB TENSES

A. Adding s or es for Third Person Singular

DIRECTIONS: In each of the following sentences, change the plural subject to singular. Then change any *italicized* verbs so that they agree with a singular subject.

Example: File clerks *sort* and *store* documents.

A file clerk *sorts* and *stores* documents.

1. File clerks *put* records in order.

A file clerk *puts* records in order.

2. File clerks *put* documents away.

A file clerk *puts* documents away.

3. Good clerks *file* each document in its proper place.

A good clerk *files* each document in its proper place.

4. File clerks *retrieve* records whenever the secretaries ask for them.

A file clerk *retrieves* records whenever the secretaries ask for them.

5. Whenever necessary, file clerks *search* for mislaid documents.

Whenever necessary, a file clerk *searches* for mislaid documents.

B. Adding d or ed for the Past Tense

DIRECTIONS: Change each of the following sentences to the past tense by using the proper ending on each *italicized* verb.

Example: Ms. San *receives* dozens of letters every day.

Ms. San *received* dozens of letters every day.

1. Our company *provides* on-the-job training for file clerks.

Our company *provided* on-the-job training for file clerks.

2. Some clerks *learn* how to use mechanical filing systems.

Some clerks *learned* how to use mechanical filing systems.

3. Some clerks *arrange* their file drawers alphabetically.

Some clerks *arranged* their file drawers alphabetically.

4. Others *use* a geographical system.

Others *used* a geographical system.

C. Adding d or ed for the Perfect Tenses

DIRECTIONS: In each blank in the following sentences, fill in the perfect form of the verb in parentheses

Example: In all her years with us, Ms. Santo has never (misfile) *misfiled* a letter.

1. Have you (sort) *sorted* today's papers yet?

2. By October 1, he had (update) *updated* all the 1978 files.

3. He has (search) *searched* for hours, but he has not yet (retrieve) *retrieved* the Garcia file.

4. By January 1, I shall have (store) *stored* all the Garcia files in a separate cabinet.

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #18

ACTIVITY SHEET # 4: J.R.ESL

COMMUNICATIVE TASK: USE OF VARIOUS VERB TENSES

A. Adding *s* or *es* for Third Person Singular

DIRECTIONS: In each of the following sentences, change the plural subject to singular. Then change any *italicized* verbs so that they agree with a singular subject.

Example: File clerks *sort* and *store* documents.

*A file clerk sorts and stores documents.*

1. File clerks *put* records in order.

2. File clerks *put* documents away.

3. Good clerks *file* each document in its proper place.

4. File clerks *retrieve* records whenever the secretaries ask for them.

5. Whenever necessary, file clerks *search* for mislaid documents.

B. Adding *d* or *ed* for the Past Tense

DIRECTIONS: Change each of the following sentences to the past tense by using the proper ending on each *italicized* verb.

Example: Ms. San *receives* dozens of letters every day.

*Ms. San received dozens of letters every day.*

1. Our company *provides* on-the-job training for file clerks.

2. Some clerks *learn* how to use mechanical filing systems.

3. Some clerks *arrange* their file drawers alphabetically.

4. Others *use* a geographical system.

C. Adding *d* or *ed* for the Perfect Tenses

DIRECTIONS: In each blank in the following sentences, fill in the perfect form of the verb in parentheses.

Example: In all her years with us, Ms. Santo has never (misfile) *misfiled* a letter.

1. Have you (sort) \_\_\_\_\_ today's papers yet?

2. By October 1, he had (update) \_\_\_\_\_ all the 1978 files.

3. He has (search) \_\_\_\_\_ for hours, but he has not yet (retrieve) \_\_\_\_\_ the Garcia file.

4. By January 1, I shall have (store) \_\_\_\_\_ all the Garcia files in a separate cabinet.

HACER INC/ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 18

ACTIVITY SHEET # 5 J.R.ESL

COMMUNICATIVE TASK: Reading for factual information.

DIRECTIONS: Consult the attached page to answer the following questions.

1. What can a file clerk learn on the job ? Learns how the company works, gains skills like typing and bookkeeping, and basic understanding of business.
2. What does a file clerk do when another employee asks for another file ?  
The clerk conducts a search to retrieve the file.
3. What equipment does a file clerk use ? Vertical file cabinets, computer, microfilm.
4. How does a file clerk know which filing system to use ?  
Clerk uses the file system used in the office.
5. How could a computer be used like a file cabinet ?  
Instead of filing papers, file clerks either catalog and put away cans of film or keep track of data that are stored on computer cards and tapes.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HACER INC/ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 18

ACTIVITY SHEET # 5 J.R.ESL

COMMUNICATIVE TASK: Reading for factual information.

DIRECTIONS: Consult the attached page to answer the following questions.

1. What can a file clerk learn on the job ? \_\_\_\_\_  
\_\_\_\_\_
2. What does a file clerk do when another employee asks for another file ?  
\_\_\_\_\_  
\_\_\_\_\_
3. What equipment does a file clerk use ? \_\_\_\_\_  
\_\_\_\_\_
4. How does a file clerk know which filing system to use ?  
\_\_\_\_\_
5. How could a computer be used like a file cabinet ?  
\_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_



TASK #18

ACTIVITY SHEET #5: J.R.ESL

p. 2

## File Clerks

Most office workers save a copy of every letter, bill, contract, and memorandum that they write. These copies become office records—permanent accounts of a company's business transactions. Employees refer to these records when they need information about a particular customer, client, or commercial agreement.

*File clerks* make sure this information is carefully stored and always accessible. They decide where documents should be kept, put records away, and retrieve information for other office workers.

When file clerks are given documents to store, they first sort the records according to the *filing system* used in their office. They either put documents in alphabetical order or group records by subject, geographic location, or number. For instance, when file clerks handle customers' bills for an alphabetical filing system, they arrange the bills by customers' last names: they put Mr. Adam's bill before Mrs. Borgia's bill, and Miss Smith's bill before Mr. Stone's. When clerks sort company records for a subject filing system, they group documents by their contents: they put all accounting papers together in one pile, and all personnel papers in another. Once they have organized the records, file clerks actually begin to *file*; they put documents away.

In most companies, file clerks file records in metal cabinets called *vertical files*. These cabinets have drawers designed especially for the storage of papers. The papers in these drawers are arranged according to one of the filing systems mentioned above, and file clerks are responsible for putting each document away in its proper place. In some organizations, however, there are too many records and too much information to be kept in vertical files. So information is stored on microfilm or in computers. Then, instead of filing papers, file clerks either catalog and put away cans of film or keep track of data that are stored on computer cards and tapes.

The amount of filing that a file clerk does depends upon the number of records his or her company keeps. In a small firm, the file clerk may file papers in a few cabinets and then go on to do other clerical tasks, like sorting mail or typing letters. But in a large company, the file clerk may work in a file room filled with hundreds of cabinets and spend the entire day filing.

Most file clerks put away new information as soon as they receive it. They also check files at regular intervals to make sure all records are in their proper places. To keep records up to date, file clerks periodically remove old or obsolete documents from their files. Each office has its own schedule for *updating* files, but usually file clerks go through their files once every six months and take out records that are more than five years old. Then, they either destroy these old records, or send them to warehouses where they are stored just in case anyone will ever need them.

In many companies, employees come to depend upon the file clerk for information. When, for example, an employee needs to review the terms of a contract or to verify a customer's bill, he or she will ask the file clerk to locate it. Like a librarian, the file clerk helps people find information and keeps track of borrowed material. Every time a document is given to another employee, the file clerk writes down the borrower's name, along with a description of the document and the date it was taken. A record is also made when the document is returned.

Occasionally, even the most careful file clerk will go to the files only to find that a record is missing. When this happens, the file clerk conducts a *search* for the missing document. During a search, a file clerk usually checks every cabinet to make sure the file has not been misplaced. Then, he or she asks other employees if they have the missing file and continues to look everywhere in the office until the missing document is found.

Many office workers begin their careers as file clerks. It is a good place to start because organizations do hire people with little or no office experience for this position. Once on the job, file clerks can learn from the records they handle how their company works. They may also gain a basic understanding of business and develop skills like typing and bookkeeping. Since some organizations hire file clerks to work part-time, there are also filing jobs for students and others who cannot work a full week.

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #18

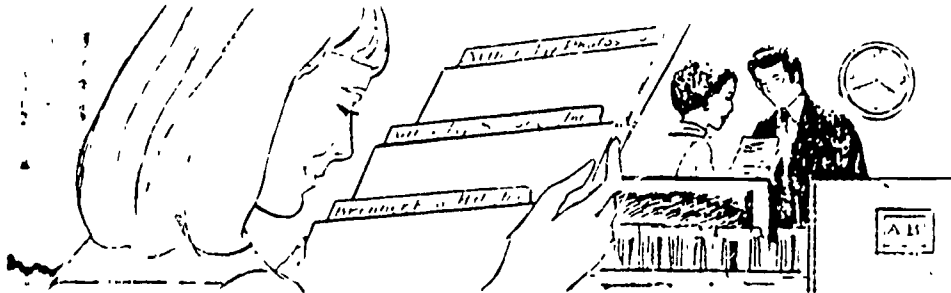
ACTIVITY SHEET #1: VOCATIONAL

A. DIRECTIONS: The unarranged names below have been indexed. If the indexing order is correct, place a check mark under the *Right* column. If the indexing order is *not* correct, place a check mark under the *Wrong* column.

Unarranged Names

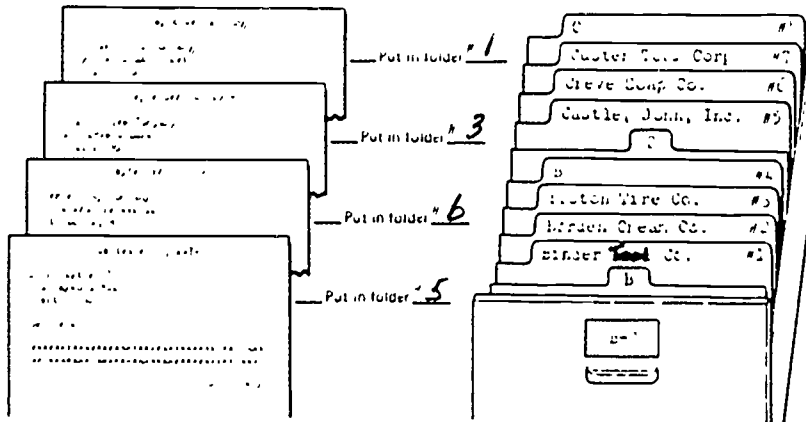
- 1 Lou Nelson Paints, Inc
- 2 Gary Locke Boats Corp
- 3 Nelson Cary Homes Corp

	Indexing Order				Answers	
	Unit 1	Unit 2	Unit 3	Unit 4	Right	Wrong
1	Nelson	Lou	Paints	Inc	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Locke	Gary	Boats	Corp	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Nelson	Cary	Homes	Corp	<input type="checkbox"/>	<input checked="" type="checkbox"/>



B. DIRECTIONS

Each folder in the file drawer at the right has been numbered. You are to index and code the names on the letters. Then you are to write the numbers of the folder in which each letter would be placed beside the letters.



NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #18

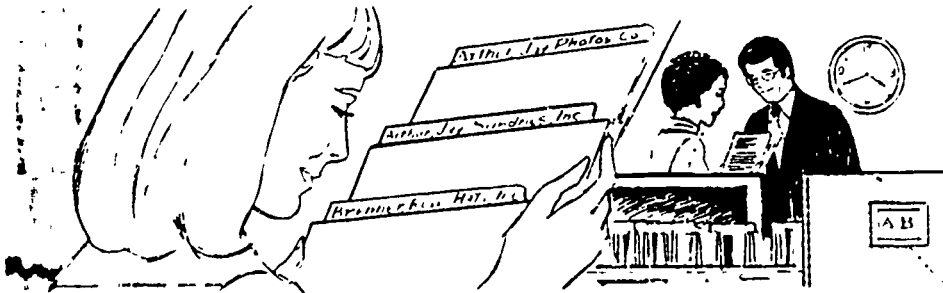
ACTIVITY SHEET #1: VOCATIONAL

- A. DIRECTIONS: The unarranged names below have been indexed. If the indexing order is correct, place a check mark under the *Right* column. If the indexing order is *not* correct, place a check mark under the *Wrong* column.

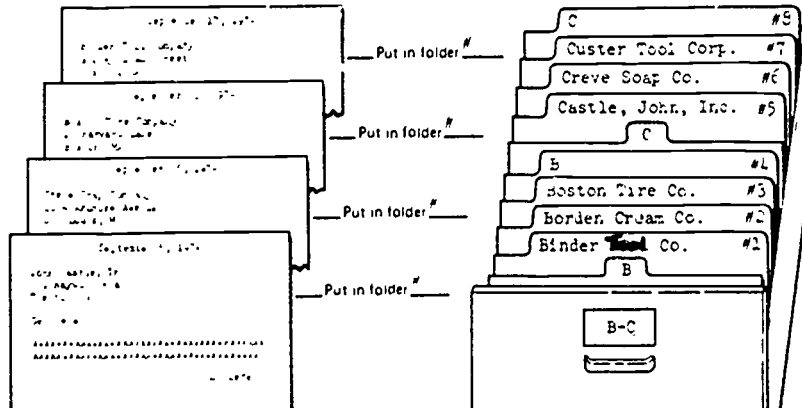
Unarranged Names

1. Lou Nelson Paints, Inc.
2. Gary Locke Boats Corp.
3. Nelson Cary Homes Corp.

	Indexing Order				Answers	
	Unit 1	Unit 2	Unit 3	Unit 4	Right	Wrong
1.	Nelson	Lou	Paints	Inc	_____	_____
2.	Locke	Gary	Boats	Corp	_____	_____
3.	Nelson	Cary	Homes	Corp.	_____	_____



- B. DIRECTIONS : Each folder in the file drawer at the right has been numbered. You are to index and code the names on the letters. Then you are to write the numbers of the folder in which each letter would be placed beside the letters.



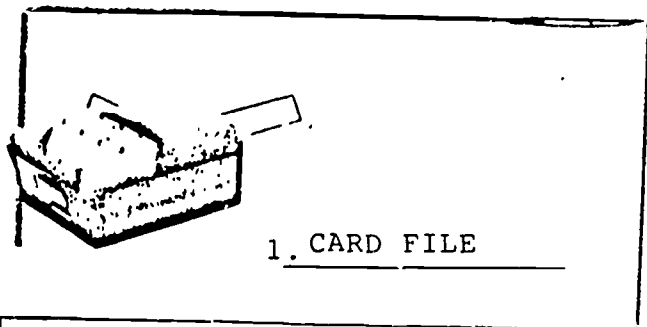
NAME \_\_\_\_\_ DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

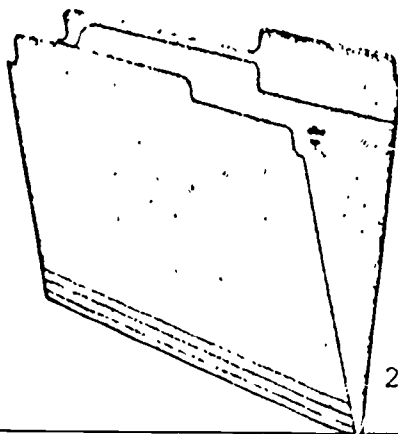
TASK #18

ACTIVITY SHEET #2: VOCATIONAL

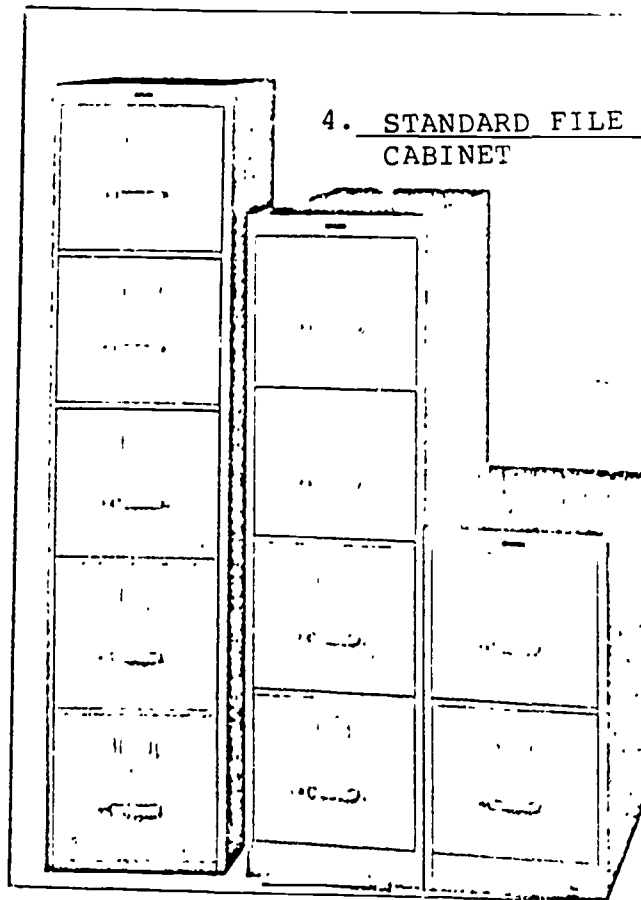
DIRECTIONS: Identify the filing equipment  
on this page.



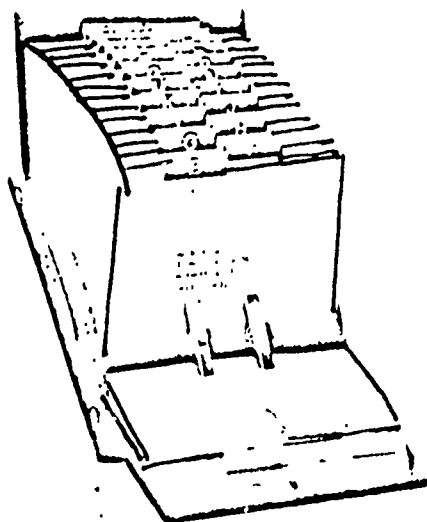
1. CARD FILE



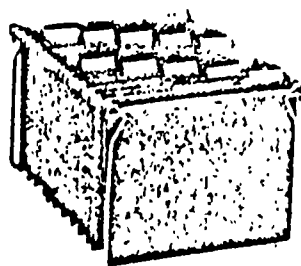
2. FILE FOLDER



4. STANDARD FILE  
CABINET

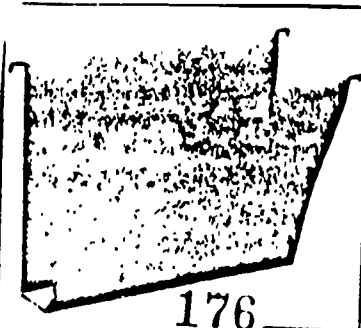


3. ROLODEX CARD FILE

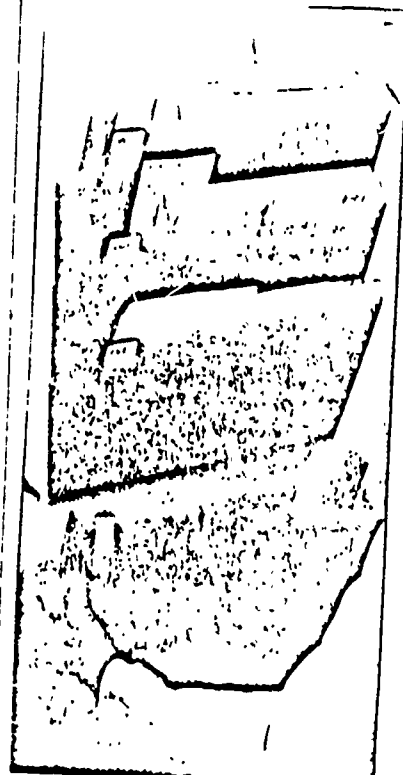


5. DEEP FILE DRAWER

6. HANGING FOLDER



7. FILE SORTER

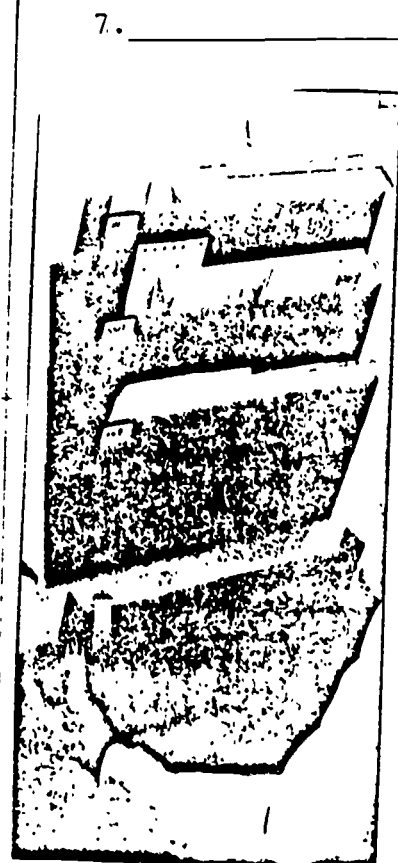
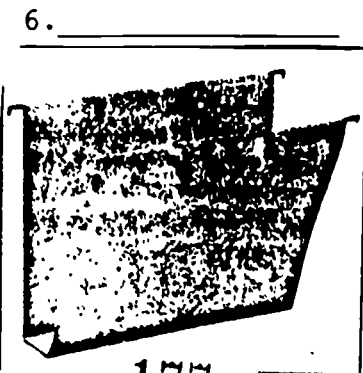
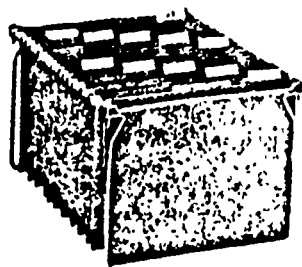
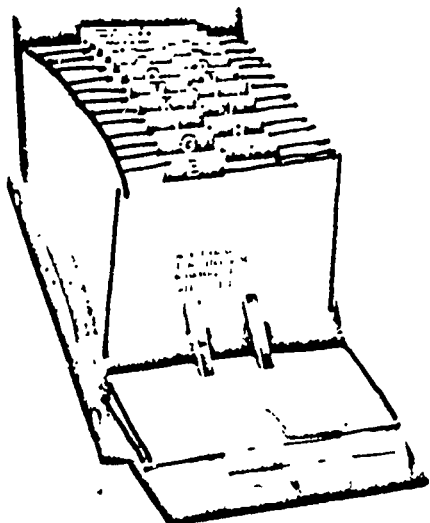
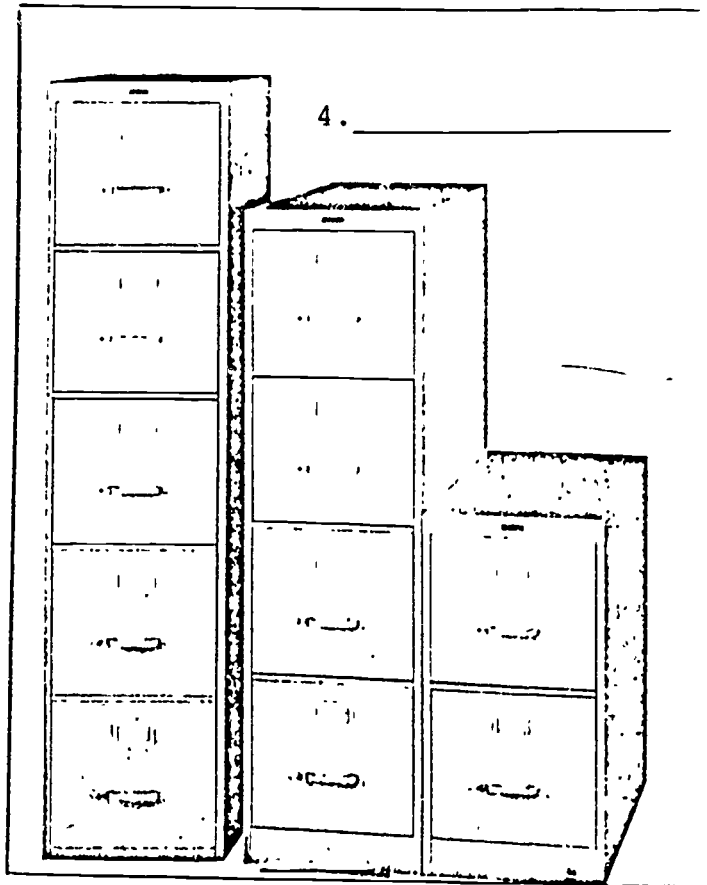
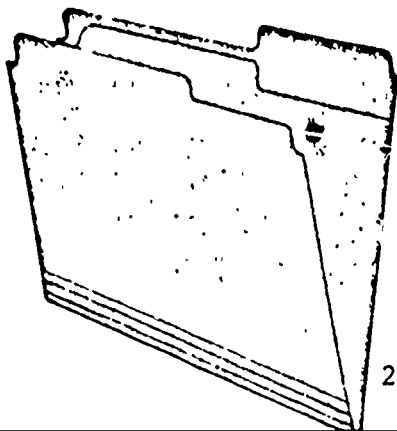
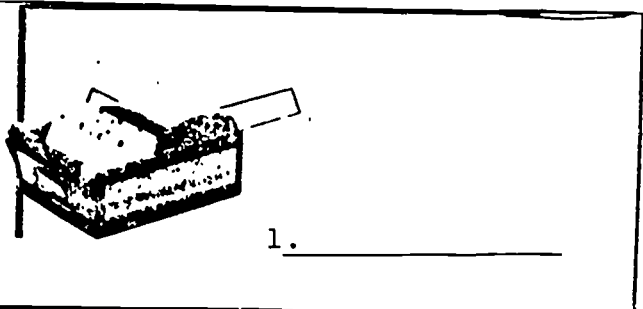


HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #18

ACTIVITY SHEET #2: VOCATIONAL

DIRECTIONS: Identify the filing equipment  
on this page.



HACER INC/ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 18

ACTIVITY SHEET # 3: VOCATIONAL

DIRECTIONS: Assume you are a file clerk sorting records for an alphabetical file. In what order would you file these customers' records.

Ralph Castle

Joan Harris

J. Carlos Hernandez

Joan H. Harris

Sarah R. Rivera

G. Robert Smith

Sara R. Rivera

John Adams

G. Roberta Samuel

Linda Ballesteros

1. \_\_\_\_\_

6. \_\_\_\_\_

2. \_\_\_\_\_

7. \_\_\_\_\_

3. \_\_\_\_\_

8. \_\_\_\_\_

4. \_\_\_\_\_

9. \_\_\_\_\_

5. \_\_\_\_\_

10. \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC/ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 18

ACTIVITY SHEET # 3: VOCATIONAL

DIRECTIONS: Assume you are a file clerk sorting records for an alphabetical file. In what order would you file these customers' records.

Ralph Castle

Joan Harris

J. Carlos Hernandez

Joan H. Harris

Sarah R. Rivera

G. Robert Smith

Sara R Rivera

John Adams

G. Roberta Samuel

Linda Ballesteros

1. John Adams
2. Linda Ballesteros
3. Ralph Castle
4. Joan Harris
5. Joan H. Harris
6. J.Carlos Hernandez
7. Sara R. Rivera
8. Sarah R. Rivera
9. G. Roberta Samuel
10. G. Robert Smith

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC./ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK# 18

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE

1. Obtain twenty documents.
2. Arrange the documents alphabetically according to the indexing order. (The surname or last name of a personal name, the first word of a business name)
3. Take the documents to the file cabinet.
4. Open the cabinet and use the file headings to locate the appropriate file to place the document.
5. Make sure you are filing the correct document in each file. ( A file that is misfiled is lost)
6. Each document must be placed in the correct order in the files. Read the date on the document. Place the document in the files according to the date on the documents. (example: Place a document dated October 31, behind a document dated October 30 in a file.

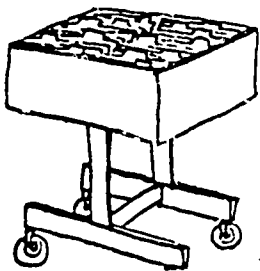


HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

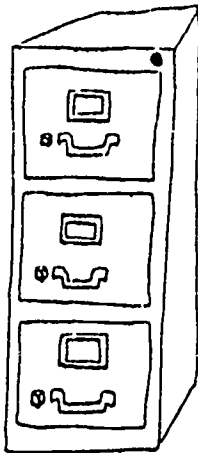
TASK #18

WRITTEN TEST: J.R.ESL  
EVALUATION

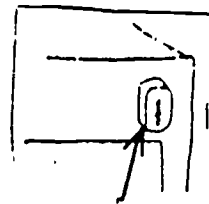
DIRECTIONS: Identify the following types of files, filing systems and filing equipment by placing the name of the object in the blank spaces provided.



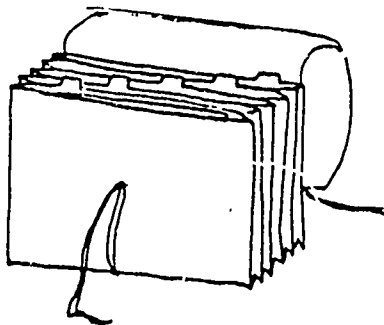
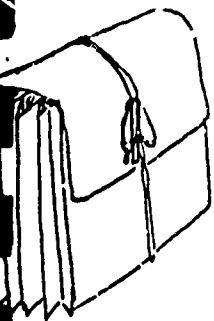
1. \_\_\_\_\_



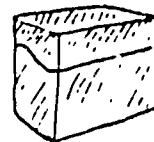
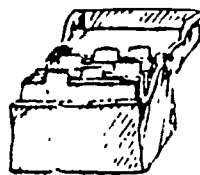
2. \_\_\_\_\_



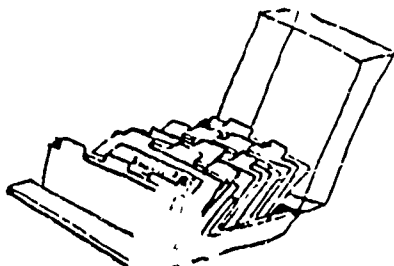
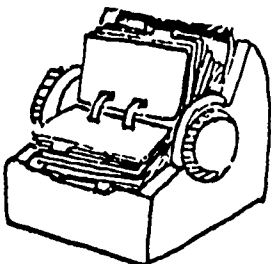
3. \_\_\_\_\_



4. \_\_\_\_\_



5. \_\_\_\_\_



6. \_\_\_\_\_

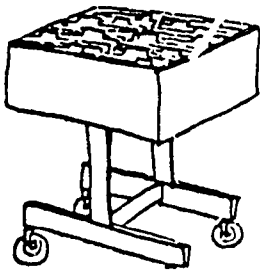
7. \_\_\_\_\_

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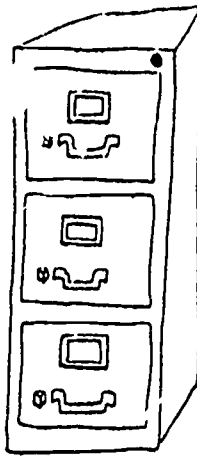
TASK #18

WRITTEN TEST: J.R.ESL  
EVALUATION

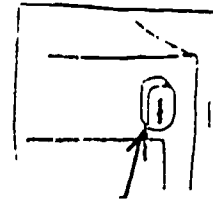
DIRECTIONS: Identify the following types of files, filing systems and filing equipment by placing the name of the object in the blank spaces provided.



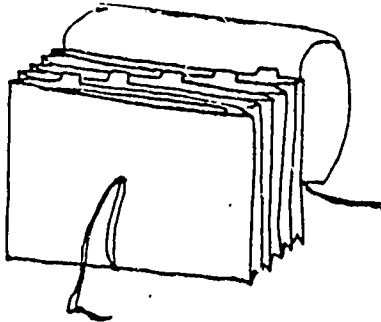
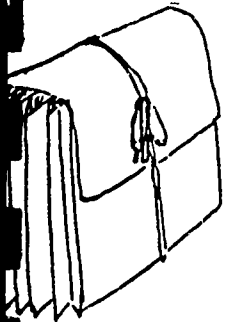
1. Accessible File



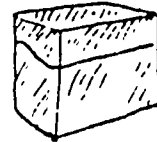
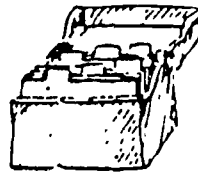
2. Vertical file cabinet



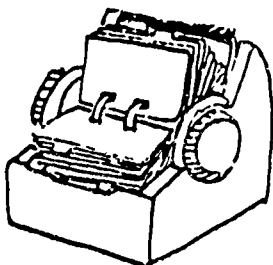
3. Plunger lock



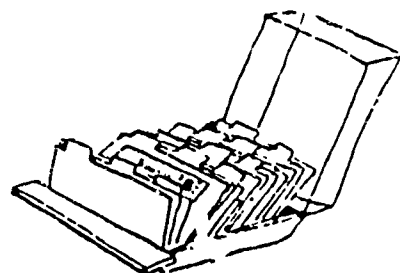
4. Accordion files



5. Card files



6. Rotary files



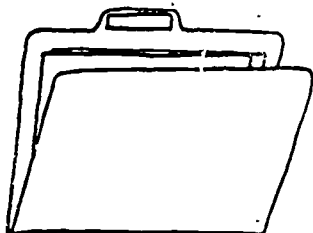
7. Business card file

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TASK #18

WRITTEN TEST: J.R.ESL  
EVALUATION

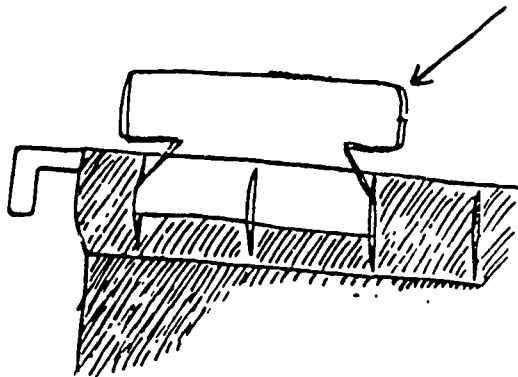
p. 2



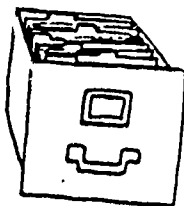
8. File folder



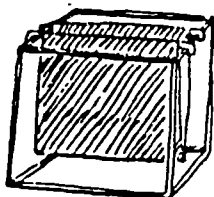
9. Hanging folder



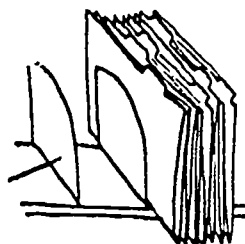
10. Plastic tab



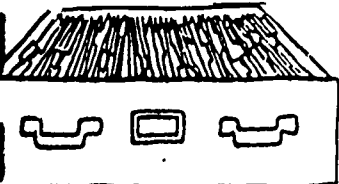
11. File drawer



12. File rack



13. File dividers



14. Lateral file

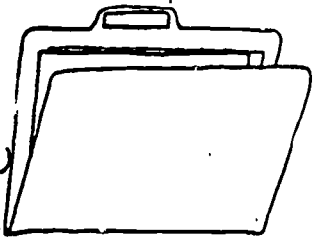
NAME \_\_\_\_\_ DATE \_\_\_\_\_

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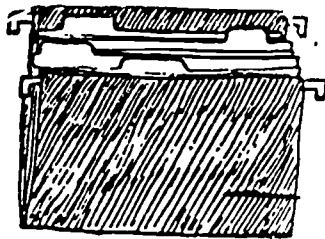
TASK #18

WRITTEN TEST: J.R.ESL  
EVALUATION

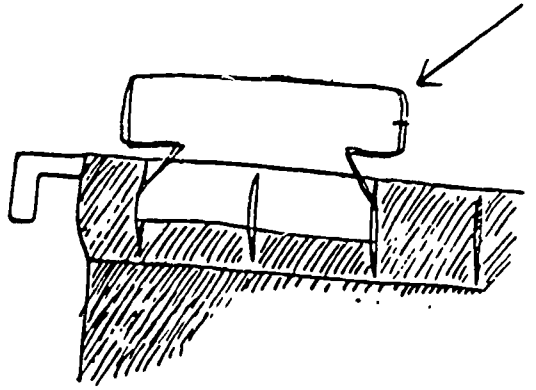
p. 2



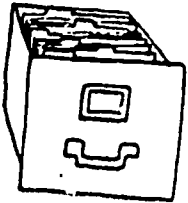
8. \_\_\_\_\_



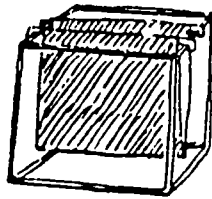
9. \_\_\_\_\_



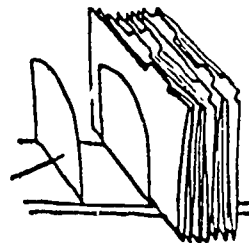
10. \_\_\_\_\_



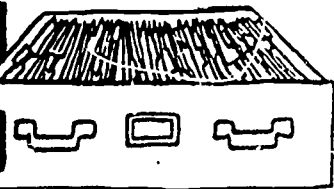
11. \_\_\_\_\_



12. \_\_\_\_\_



13. \_\_\_\_\_



14. \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

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BILINGUAL VOCATIONAL TRAINING

TASK #18

OPERATION SHEET

OPERATION: FILE IN ALPHABETICAL ORDER

I. MATERIALS

- a. 20 documents
- b. File cabinet

II. PROCEDURE

1. Obtain twenty documents.
2. Arrange the documents alphabetically according to the indexing order. (The surname or last name of a personal name, the first word of a business name)
3. Take the documents to the file cabinet.
4. Open the cabinet and use the file headings to locate the appropriate file to place the document.
5. Make sure you are filing the correct document in each file. (A file that is misfiled is lost)
6. Each document must be placed in the correct order in the files. Read the date on the document. Place the document in the files according to the date on the documents. (example: Place a document dated October 31, behind a document dated October 30 in a file.

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BILINGUAL VOCATIONAL TRAINING

TASK #18

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE

1. Obtain 20 documents
2. Arrange documents alphabetically in "natural order"
3. List the names of the documents on a sheet of paper
4. Underline the first indexing unit (surname in personal name, first word of business name)
5. Number the remaining units in the names by writing the number that indicates the position or rank in the filing order above them.
6. Arrange the 20 names on the indexing worksheet alphabetically according to indexing order
7. Obtain 20 folders and file labels for each
8. Copy indexed names on labels
9. Affix labels to folders
10. Put documents in folders
11. Store folders in file cabinet.

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BILINGUAL VOCATIONAL TRAINING

TASK #18

JOB SHEET

EVALUATION

I. MATERIALS

- a. 20 documents
- b. File cabinet

II. PROCEDURE

1. Obtain twenty documents.
2. Arrange the documents alphabetically according to the indexing order. (The surname or last name of a personal name, the first word of a business name)
3. Take the documents to the file cabinet.
4. Open the cabinet and use the file headings to locate the appropriate file to place the document.
5. Make sure you are filing the correct document in each file. (A file that is misfiled is lost)
6. Each document must be placed in the correct order in the files. Read the date on the document. Place the document in the files according to the date on the documents. (example: Place a document dated October 31, behind a document dated October 30 in a file.

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BILINGUAL VOCATIONAL TRAINING

TASK #18

JOB SHEET

PRACTICE

I. MATERIALS

- a. 20 documents
- b. File cabinet

II. PROCEDURE  
II. PROCEDURL

1. Obtain twenty documents.
2. Arrange the documents alphabetically according to the indexing order. (The surname or last name of a personal name. the first word of a business name)
3. Take the documents to the file cabinet.
4. Open the cabinet and use the file headings to locate the appropriate file to place the document.
5. Make sure you are filing the correct document in each file. (A file that is misfiled is lost)
6. Each document must be placed in the correct order in the files. Read the date on the document. Place the document in the files according to the date on the documents. (example: Place a document dated October 31, behind a document dated October 30 in a file.



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TASK # 18

PERFORMANCE TEST

TASK: File in alphabetical order.

Directions: Demonstrate mastery of filing alphabetically by doing the following:

This test evaluates your ability to:File in alphabetical order. Given 20 documents, file them in alphabetical order with 100% accuracy.

No.	Your performance will be evaluated using the items below. All must be "YES"	YES	NO
1.	Were the documents arranged alphabetically according to the indexing order ?		
2.	Were the documents placed in the correct files ?		
3.	Were the documents placed in the correct order by date in each file ?		
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Trainee	Date	Attempts	Instructor's Signature

TASK # 19  
FILE BY SUBJECT

RELATED COMMUNICATIVE TASK: Read for factual information.

VOCATIONAL TASK: #19 File by subject.

PERFORMANCE Given 20 documents, file by subject with 100% accuracy.

**OBJECTIVE**

STEPS AND TECHNICAL KNOWLEDGE	TECHNICAL TERMS	LANGUAGE FUNCTIONS	STRUCTURES
1. 2. 3. SEE ATTACHMENT 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	Cross-reference File folders Subject label Subject filing	<u>COMMUNICATIVE SKILLS</u>  Passive: reading  <u>FUNCTIONS</u>  Categorizing Identifying parts of speech Identifying synonyms	Common nouns Proper nouns

**TOOLS AND MATERIALS**

Documents

**Labels**

File folders

File cabinet

**BACKGROUND KNOWLEDGE**

Knowledge of alphabetizing.

**SAFETY**

Careful of paper edges.

Careful of metal drawers.

**ATTITUDES**

Concentrate on proper sequence of filing.

Concentrate on proper alphabetizing sequence.

**LEARNING ACTIVITIES AND RESOURCES**

**VOCATIONAL**

1. LEARNING STRATEGIES

- a. Facilitator demonstrates file arrangement and procedures for filing by subject.
- b. Review indexing rules.
- c. Practice activities # 1,2,3,4.
- d. Hands-on practice (individual)  
Participants file documents by subject.

2. EVALUATION

Review of activity sheets for individual results.

3. RESOURCES

- a. Operation, Job, Activity & Information Sheets.
  - i. Facilitator.
  - c. Alphabetic Indexing - Guthrie.
  - d. Arco Civil Service Test Tutor
  - e. HACER INC. business office

**J.R.ESL**

1. LEARNING STRATEGIES

- a. Lecture on ways of generalizing about specific information and importance of categorizing.
- b. Lecture on cross-referencing and identification of synonyms.
- c. Participants practice language functions and structures, Activity Sheets #1,2,3,4,5,6.

2. EVALUATION

Performance Test

3. RESOURCES

- a. Facilitator.
- b. Activity Sheets.

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BILINGUAL VOCATIONAL TRAINING

TASK #19

INFORMATION SHEET: FILING BY SUBJECT

I. INTRODUCTION:

Some materials must be classified by subject instead of by name. These files would cover industries rather than business names or individual names.

Examples of Subject Files would be "Suppliers", "Personnel". "Meetings", "Form Letters".

In installing and using subject files you must be very careful to:

1. Avoid choosing a heading for a subject file until you have organized and know the material in that file.
2. Make the list simple to avoid confusion.
3. Subject headings must be specific.
4. Select nouns for your subject file headings.

II. ORGANIZATION:

1. The papers in a subject folder must be arranged by date with the latest date to the front.
2. In a subject file with assorted materials, the materials must be filed alphabetically.
3. When a particular subject in a file with assorted materials contains more than 10 papers, you should make a separate file for it.

III. SUBJECT INDEX:

In a large companies where large files are kept. A subject index is necessary. A subject index is an index card box which contains 5" x 7" index cards. On each index card is a subject followed by a list of sub-headings (materials in that subject file).

IV. OUT-CARDS:

Out-Cards are used to insure that no material is lost. An out-card is an index card that is affixed to the subject file folder. When a file is taken out of the department, the person that removes it must write: The date it was removed, the date it is to be returned and their name.

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BILINGUAL VOCATIONAL TRAINING

TASK #19

INFORMATION SHEET

p. 2

V. TRANSFILES:

Subject files are sometimes arranged in transfer files or (transfiles).

Transfiles are made of cardboard and have to be assembled.

How to organize transfer files

1. Plan your transfer file in advance.
2. Transfer files that are only occasionally needed.
3. Date your files before arranging.
4. Date and label the front of the transfile.

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BILINGUAL VOCATIONAL TRAINING

TASK #19

INFORMATION SHEET: FILING TIPS

WAYS TO PREVENT MISFILING

- a. Make sure papers to be filed are clearly identified as to name, subject, and file name or number. Then you won't have to read the whole thing when you have to refile.
- b. Label every file clearly. Type the labels.
- c. Make full use of color-coding.
- d. Don't overload folders.
- e. Don't pack drawers too tightly. Leave four to six inches of working and expansion space for better visibility and ease of working.
- f. Be sure to use a "charge-out" card whenever material is removed from the files. You can buy these ready made. They have space for notes about who has the files.
- g. Use hanging folders whenever you can to keep your filing neat and to keep folders from sliding down to the bottom of the drawer.

WHEN TO MAKE A SEPARATE FOLDER

A good rule to follow is to make a separate folder for any category that contains five or more pieces of paper. Subdividing into two or more folders is really time saving and economical. The smaller the package, the less time it takes to find what you need.

FINDING LOST MATERIAL

Records usually become lost because they have been misfiled, or not filed at all. Here are some steps for locating missing papers:

- a. Look for a similar name or number in the drawer above or below the one in which the papers should be located.
- b. Check the folders in front of and behind the one in which the papers belong. Check the bottom of the file and between the folders, in case the material was slipped in by mistake.
- c. Has the name been confused with a similar sounding one? Or were the letters in the name transposed when the papers were typed?
- d. Check your own pending tray.
- e. Check the pending trays of other people who may be concerned with the matter.
- f. Search your manager's office.
- g. Have your manager check his briefcase.

USE ENOUGH CROSS-REFERENCING

When a record comes to file that covers more than one subject, the original should be placed under the most important subject. A copy must go under the subject or subjects of secondary importance. Mark both the original and copy to indicate the cross-filing.

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TASK #19

TECHNICAL TERMS:

CROSS-REFERENCE:

a reference from one part of a book etc.,  
to a word, item, in another part.

FILE FOLDER:

an outer cover, usually a folded sheet  
of light cardboard, for papers.

SUBJECT FILING:

to file by subject method or by category.

SUBJECT LABEL:

a label affixed on a file which identifies  
the subject of that particular file.

TRANSFILE:

a cardboard file drawer(s) which is usually  
used to store documents no longer needed  
for current reference.

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TASK #19

ACTIVITY SHEET #1: J.R.ESL

COMMUNICATIVE TASK: Identifying and using synonyms

DIRECTIONS: You have two sets of files and you need to cross reference them. Look at the files in Column B, find information. Then tag the file in Column A with a cross reference mark (See ...).

EXAMPLE: TAC  
 1. Bills See Payments

<u>COLUMN A</u>	<u>TAG</u>	<u>COLUMN B</u>
1. Bills	See Payments	Calculators
2. Clerical Workers	_____	Data processors
3. Computers	_____	Employment Opportunities
4. Computing machine	_____	Filing supplies
5. Copiers	_____	Inventory
6. Domestic mail	_____	Legal papers
7. Duplicating machines	_____	Office workers
8. Filing equipment	_____	Offset duplication
9. Job opportunities	_____	Mail system
10. Legal documents	_____	Payments
11. Shipping	_____	Photocopier
12. Stocks	_____	United Parcel Service

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_



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 BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #1: J.R.ESL

COMMUNICATIVE TASK: Identifying and using synonyms

DIRECTIONS: You have two sets of files and you need to cross reference them. Look at the files in Column B, find information. Then tag the file in Column A with a cross reference mark (See...).

EXAMPLE: TAG  
 1. Bills See Payments

<u>COLUMN A</u>	<u>TAG</u>	<u>COLUMN B</u>
1. Bills	<u>See Payments</u>	Calculators
2. Clerical Workers	<u>See Office Workers</u>	Data processors
3. Computers	<u>See Data Processors</u>	Employment Opportunities
4. Computing machine	<u>See Calculators</u>	Filing supplies
5. Copiers	<u>See Photocopier</u>	Inventory
6. Domestic mail	<u>See Mail System</u>	Legal papers
7. Duplicating machines	<u>See Offset Duplication</u>	Office workers
8. Filing equipment	<u>See Filing Supplies</u>	Offset duplication
9. Job opportunities	<u>See Employment Opportunities</u>	Mail system
10. Legal documents	<u>See Legal Papers</u>	Payments
11. Shipping	<u>See United Parcel Service</u>	Photocopier
12. Stocks	<u>See Inventory</u>	United Parcel Service

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: Categorize information utilizing proper and common nouns

DIRECTIONS: Identify the proper nouns and common nouns in each company name.  
List the company names without writing the activity or product part of the name.

COMPANY NAME

NOUNS

- |                                    |                     |
|------------------------------------|---------------------|
| Ex. 1. Everguard Burglar Alarms    | 1. <u>Everguard</u> |
| 2. Unique Eyewear, Inc.            | 2. _____            |
| 3. Stylecrest Fabrics, Inc.        | 3. _____            |
| 4. Kold Wave Air Conditioners      | 4. _____            |
| 5. Suburban Homes, Inc.            | 5. _____            |
| 6. Nation Security Systems         | 6. _____            |
| 7. Worth Seeing Optical, Ltd.      | 7. _____            |
| 8. WestSide Air Conditioning       | 8. _____            |
| 9. Urban Living, Inc.              | 9. _____            |
| 10. Holmes Protection, Inc.        | 10. _____           |
| 11. Silk Surplus, Inc.             | 11. _____           |
| 12. Air-Temp Cooling Systems       | 12. _____           |
| 13. Sears Alarm Systems            | 13. _____           |
| 14. Mikado Realty, Corp.           | 14. _____           |
| 15. The Vision Center, Inc.        | 15. _____           |
| 16. City Properties, Inc.          | 16. _____           |
| 17. Kool Fast Ventillation Systems | 17. _____           |
| 18. Rosen & Chadick Textiles       | 18. _____           |
| 19. Electro Security Corp.         | 19. _____           |
| 20. Cohen Fashion Optical          | 20. _____           |
| 21. Apartment World, Inc.          | 21. _____           |
| 22. Patterson Woolens Co.          | 22. _____           |
| 23. World Opticians, Inc.          | 23. _____           |

HACER INC./HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #2: J.R.ESL

COMMUNICATIVE TASK: Categorize information utilizing proper and common nouns

DIRECTIONS: Identify the proper nouns and common nouns in each company name.  
 List the company names without writing the activity or product part of the name.

COMPANY NAME

NOUNS

- |                                    |                           |
|------------------------------------|---------------------------|
| 1. Everguard Burglar Alarms        | 1. <u>Everguard</u>       |
| 2. Unique Eyewear, Inc.            | 2. <u>Unique</u>          |
| 3. Stylecrest Fabrics, Inc.        | 3. <u>Stylecrest</u>      |
| 4. Kold Wave Air Conditioners      | 4. <u>Kold Wave</u>       |
| 5. Suburban Homes, Inc.            | 5. <u>Suburban</u>        |
| 6. Nation Security Systems         | 6. <u>Nation</u>          |
| 7. Worth Seeing Optical, Ltd.      | 7. <u>Worth Seeing</u>    |
| 8. WestSide Air Conditioning       | 8. <u>WestSide</u>        |
| 9. Urban Living, Inc.              | 9. <u>Urban</u>           |
| 10. Holmes Protection, Inc.        | 10. <u>Holmes</u>         |
| 11. Silk Surplus, Inc.             | 11. <u>Silk</u>           |
| 12. Air-Temp Cooling Systems       | 12. <u>Air-Temp</u>       |
| 13. Sears Alarm Systems            | 13. <u>Sears</u>          |
| 14. Mikado Realty, Corp.           | 14. <u>Mikado</u>         |
| 15. The Vision Center, Inc.        | 15. <u>Vision</u>         |
| 16. City Properties, Inc.          | 16. <u>City</u>           |
| 17. Kool Fast Ventillation Systems | 17. <u>Kool Fast</u>      |
| 18. Rosen & Chadick Textiles       | 18. <u>Rosena Chadick</u> |
| 19. Electro Security Corp.         | 19. <u>Electro</u>        |
| 20. Cohen Fashion Optical          | 20. <u>Cohen</u>          |
| 21. Apartment World, Inc.          | 21. <u>Apartment</u>      |
| 22. Patterson Woolens Co.          | 22. <u>Patterson</u>      |
| 23. World Opticians, Inc.          | 23. <u>World</u>          |

200

DATE \_\_\_\_\_



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BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #3 J.R.ESL

COMMUNICATIVE TASK: Identify categories

DIRECTIONS: In each of the following groups of companies, one company is in the wrong group. Indicate which one does not belong to the group by marking an "X" next to it. Then give a name to the whole group.

EXAMPLE:

Name of category  
Office Supply Companies

       Metropolitan Business Products  
 X Gestetner Copying Systems  
       Keystone Office Products, Inc.  
       Leslie Office Supply Co.  
       Albright Office Equipment

GROUP

1.        Stereo/Video Warehouse, Inc.

Audio-Visual

       Grand Central Stereo Co.  
       Stereo Exchange, Inc.  
       Bryce Audio Video Center  
 X J & R Music World

2.        RCA Phone Systems, Inc.  
 X United Technologies Communications Co  
       Telephones Unlimited, Inc.  
       International Business Phone Co.  
       Phone City, Inc.

Telephone Communications

3.        National Health Insurance  
 X National Benefit Life Insurance Co.  
       Liberty Mutual Hospitalization Coverage Inc.  
       Health Insurance Plan of Greater N.Y.  
       Blue Cross/Blue Shield

Health Insurance

4.        Metropolitan Courier Systems  
       Purolator Courier  
       Express Mail U.S. Postal Service  
 X Dumor Delivery Systems  
       DHL Worldwide Courier Express

Courier Services

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BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #4: J.R.ESL

COMMUNICATIVE TASK: Determine relevant part(s) of title, Identify Nouns.

DIRECTIONS: Identify the NOUN in each of the following business names that would be used as the subject heading when filing by subject. Place the nouns in the spaces provided.

<u>BUSINESS NAMES</u>	<u>NOUN</u>
1. Acme Advertising Co.	1. <u>Advertising</u>
2. Small Business Association	2. _____
3. IBM Equipment Contract	3. _____
4. Ace Equipment	4. _____
5. Baldor Office Suppliers	5. _____
6. A.B. Dick Duplicating Machines	6. _____
7. Royal Typewriter Repairs	7. _____
8. 3M Calculator Company	8. _____
9. January-June 19 Financial Report	9. _____
10. Baron Art Supplies	10. _____
11. Metropolitan Insurance Co.	11. _____
12. Black Star Shipping Co.	12. _____
13. Citizen Bank & Trust Co.	13. _____
14. New York Telephone Co.	14. _____
15. B&W Construction Co.	15. _____
16. South Western Publishing Co.	16. _____
17. Dow Chemical Co.	17. _____
18. Town and Country Limousine	18. _____
19. Apple Computers	19. _____

NAME \_\_\_\_\_

203

DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #4 J.R.ESL

COMMUNICATIVE TASK: Determine relevant part(s) of title, Identify Nouns.

DIRECTIONS: Identify the NOUN in each of the following business names that would be used as the subject heading when filing by subject. Place the nouns in the spaces provided.

BUSINESS NAMES

NOUN

- |                                     |                         |
|-------------------------------------|-------------------------|
| 1. Acme Advertising Co.             | 1. <u>Advertising</u>   |
| 2. Small Business Association       | 2. <u>Association</u>   |
| 3. IBM Equipment Contract           | 3. <u>Contract</u>      |
| 4. Ace Equipment                    | 4. <u>Equipment</u>     |
| 5. Baldor Office Suppliers          | 5. <u>Office</u>        |
| 6. A.B. Dick Duplicating Machines   | 6. <u>Duplicating</u>   |
| 7. Royal Typewriter Repairs         | 7. <u>Typewriter</u>    |
| 8. 3M Calculator Company            | 8. <u>Calculator</u>    |
| 9. January-June 19 Financial Report | 9. <u>Report</u>        |
| 10. Baron Art Supplies              | 10. <u>Supplies</u>     |
| 11. Metropolitan Insurance Co.      | 11. <u>Insurance</u>    |
| 12. Black Star Shipping Co.         | 12. <u>Shipping</u>     |
| 13. Citizen Bank & Trust Co.        | 13. <u>Bank</u>         |
| 14. New York Telephone Co.          | 14. <u>Telephone</u>    |
| 15. B&W Construction Co.            | 15. <u>Construction</u> |
| 16. South Western Publishing Co.    | 16. <u>Publishing</u>   |
| 17. Dow Chemical Co.                | 17. <u>Chemical</u>     |
| 18. Town and Country Limousine      | 18. <u>Limousine</u>    |
| 19. Apple Computers                 | 19. <u>Computers</u>    |

HACER, INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #5: J.R.ESL

COMMUNICATIVE TASK: Identify various categories.

DIRECTIONS Name at least 2 different categories under which you could file each of these organizations.

<u>ORGANIZATION</u>	<u>FILING CATEGORIES</u>	
1. IBM	1. <u>Computer</u>	<u>Typewriters</u>
2. Blue Cross/Blue Shield	2. _____	_____
3. St. Mary's Catholic School	3. _____	_____
4. Steven's Home Entertainment Center	4. _____	_____
5. Metropolitan Office Machines	5. _____	_____
6. Lanier Complete Copy Systems	6. _____	_____
7. International Communications Systems	7. _____	_____
8. Automated Accounting Systems, Inc.	8. _____	_____
9. Aire-Line Courier Service, Inc.	9. _____	_____
10. Altec Sound Equipment Corp.	10. _____	_____
11. American Express	11. _____	_____
12. Scarsdale News Network	12. _____	_____

NAME \_\_\_\_\_

DATE \_\_\_\_\_



HACER, INC./HISPANIC WOMEN'S CENTER  
 BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #5: J.R. ESL

COMMUNICATIVE TASK: Identify various categories.

DIRECTIONS: Name at least 2 different categories under which you could file each of these organizations.

<u>ORGANIZATION</u>	<u>FILING CATEGORIES</u>	
1. IBM	1. <u>Computer</u>	<u>Typewriters</u>
2. Blue Cross/Blue Shield	2. <u>Insurance</u>	<u>Blue Cross</u>
3. St. Mary's Catholic School	3. <u>Schools</u>	<u>Catholic</u>
4. Steven's Home Entertainment Center	4. <u>Entertainment</u>	<u>Recreation: Office</u>
5. Metropolitan Office Machines	5. <u>Office Machines</u>	<u>Products</u>
6. Lanier Complete Copy Systems	6. <u>Machines</u>	<u>Reproductio</u>
7. International Communications Systems	7. <u>Communication</u>	<u>Audio-Visu</u>
8. Automated Accounting Systems, Inc.	8. <u>Accounting</u>	<u>Automated</u>
9. Aire-Line Courier Service, Inc.	9. <u>Courier</u>	<u>Messenger Audio</u>
10. Altec Sound Equipment Corp.	10. <u>Sound</u>	<u>Equipment</u>
11. American Express	11. <u>Credit Cards</u>	<u>Travel News</u>
12. Scarsdale News Network	12. <u>T.V. Stations</u>	<u>Network</u>

NAME \_\_\_\_\_

DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #6: J.R.ESL

COMMUNICATIVE TASK: Categorizing information

DIRECTIONS: The following company names can be divided into general categories. Decide what the general categories are; then, list each company name under the corresponding category.

CATEGORIES

Security

Opticals

Textiles

Real Estate

Air Conditioning

COMPANY NAMES

CATEGORY

- |                               |                    |
|-------------------------------|--------------------|
| 1. Everguard Burglar Alarms   | 1. <u>SECURITY</u> |
| 2. Unique Eyewear, Inc.       | 2. _____           |
| 3. Stylecrest Fabrics, Inc.   | 3. _____           |
| 4. Kold Wave Air Conditioners | 4. _____           |
| 5. Suburban Homes, Inc.       | 5. _____           |
| 6. Nation Security Systems    | 6. _____           |
| 7. Worth Seeing Optical, Ltd. | 7. _____           |
| 8. West-Side Air Conditioning | 8. _____           |
| 9. Urban Living, Inc.         | 9. _____           |
| 10. Holmes Protection, Inc.   | 10. _____          |
| 11. Silk Surplus Company      | 11. _____          |
| 12. Air-Temp Cooling Systems  | 12. _____          |
| 13. Sears Alarm Systems       | 13. _____          |
| 14. Mikado Realty Corporation | 14. _____          |
| 15. Patterson Woolens Company | 15. _____          |

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19  
ACTIVITY SHEET #6: J.R.ESL

COMMUNICATIVE TASK: Categorizing information

DIRECTIONS: The following company names can be divided into general categories. Decide what the general categories are; then list each company name under the corresponding category.

CATEGORIES

Security      Opticals      Textiles      Real Estate      Air Conditioning

COMPANY NAMES

CATEGORY

- |                               |                             |
|-------------------------------|-----------------------------|
| 1. Everguard Burglar Alarms   | 1. <u>SECURITY</u>          |
| 2. Unique Eyewear, Inc.       | 2. <u>OPTICALS</u>          |
| 3. Stylecrest Fabrics, Inc.   | 3. <u>TEXTILES</u>          |
| 4. Kold Wave Air Conditioners | 4. <u>AIR CONDITIONING</u>  |
| 5. Suburban Homes, Inc.       | 5. <u>REAL ESTATE</u>       |
| 6. Nation Security Systems    | 6. <u>SECURITY</u>          |
| 7. Worth Seeing Optical, Ltd. | 7. <u>OPTICALS</u>          |
| 8. West-Side Air Conditioning | 8. <u>AIR CONDITIONING</u>  |
| 9. Urban Living, Inc.         | 9. <u>REAL ESTATE</u>       |
| 10. Holmes Protection, Inc.   | 10. <u>SECURITY</u>         |
| 11. Silk Surplus Company      | 11. <u>TEXTILES</u>         |
| 12. Air-Temp Cooling Systems  | 12. <u>AIR CONDITIONING</u> |
| 13. Sears Alarm Systems       | 13. <u>SECURITY</u>         |
| 14. Mikado Realty Corporation | 14. <u>REAL ESTATE</u>      |
| 15. Patterson Woolens Company | 15. <u>TEXTILES</u>         |

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HACER INC/HISPANIC WOMEN'S CENTER

BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #1: VOCATIONAL

DIRECTIONS: Under what subject would you file the list of firms or individuals listed below? Make your selection from the "Subjects" list and write it in the space provided.

SUBJECTS

Car Dealers  
Art Galleries  
Book Dealers-Retail  
Electronic Equipment & Supplies  
Employment Agencies  
Hotels & Motels  
Importers

Lawyers  
Physicians & Surgeons  
Printers  
Real Estate  
Restaurants  
Schools  
Wedding Supplies & Services

NAME OF FIRM OR INDIVIDUAL

SUBJECT FILE

1. Dr. Rolando Laserie
2. John's One Day Printers
3. Villa's Computer Supplies
4. Little House Nursery School
5. El Greco Restaurant
6. Bolivar Book Store
7. Honest Abe Chevrolet
8. All Jobs Agency
9. Last Chance Motel
10. Casbatu Rug Importers
11. Zapata Art Sales
12. Porfirio Bonifacio Esq.
13. Ponce Realtors
14. Tearful Mom Wedding Caterers

1. Physicians and Surgeons
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_

HACER INC/HISPANIC WOMEN'S CENTER

BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET # 1: VOCATIONAL

DIRECTIONS: Under what subject would you file the list of firms or individuals listed below? Make your selection from the "Subjects" list and write it in the space provided.

SUBJECTS

Car Dealers	Lawyers
Art Galleries	Physicians & Surgeons
Book Dealers-Retail	Printers
Electronic Equipment & Supplies	Real Estate
Employment Agencies	Restaurants
Hotels & Motels	Schools
Importers	Wedding Supplies & Services

NAME OF FIRM OR INDIVIDUAL

SUBJECT FILE

- |                                  |   |
|----------------------------------|---|
| 1. Dr. Rolando Laserie           | 1. <u>Physicians and Surgeons</u>             |
| 2. John's One Day Printers       | 2. <u>Printers</u>                            |
| 3. Villa's Computer Supplies     | 3. <u>Electronic Equipment &amp; Supplies</u> |
| 4. Little House Nursery School   | 4. <u>Schools</u>                             |
| 5. El Greco Restaurant           | 5. <u>Restaurants</u>                         |
| 6. Bolivar Book Store            | 6. <u>Book Dealers Retail</u>                 |
| 7. Honest Abe Chevrolet          | 7. <u>Car Dealers</u>                         |
| 8. All Jobs Agency               | 8. <u>Employment Agencies</u>                 |
| 9. Last Chance Motel             | 9. <u>Hotels and Motels</u>                   |
| 10. Casbath Rug Importers        | 10. <u>Importers</u>                          |
| 11. Zapata Art Sales             | 11. <u>Art Galleries</u>                      |
| 12. Porfirio Bonifacio Esq.      | 12. <u>Lawyers</u>                            |
| 13. Ponce Realtors               | 13. <u>Real Estate</u>                        |
| 14. Tearful Mom Wedding Caterers | 14. <u>Wedding Supplies and Services</u>      |

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #2: VOCATIONAL

DIRECTIONS: Arrange the following list of files in alphabetical order and then write each file name in its correct subject file.

FILES

National Bank of Miami, Florida	Walton Department Stores
Reliable Stores	George Anderson (Employee)
Citibank	The Daily News
Bonwit Teller Fashions	The New York Times
Blanca Moreira (Employee)	Popular Shirt Co.
IBM International Business Machines	East Lansing Savings Bank
National Bank of Miami, Ohio	The New York Post.
Fashion Design Outlet	Mark Knoppler, Accountant
Pathmark Supermarkets	El Diario La Prensa
Apple Computer	Silvia Rivera, Secretary
Banco Federal de Puerto Rico	Alice Sigmund, Receptionist
Alexander's	Delta Computers
Jose Pagan, Cashier	Banco Nacional de Castro Viejo
Hewlett Packard Business Machines	Rome Savings Bank, New York
Rome Associated Supermarket	Hitech Computer Co.

SUBJECT FILES

<p><b>BANKS</b></p> <p>Nat'l Bank of Miami, Fla CITIBANK Nat'l Bank of Miami, OH Banco Fed. de P.R. East Lansing Savings Banco Nac. de Castroviejo Rome Savings Bank, NY</p>	<p><b>COMPUTERS</b></p>	<p><b>EMPLOYEES</b></p>
<p><b>FASHION</b></p>	<p><b>FOOD</b></p>	<p><b>NEWSPAPERS</b></p>
<p><b>RETAIL OUTLETS</b></p>		

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #2: VOCATIONAL

DIRECTIONS: Arrange the following list of files in alphabetical order and then write each file name in its correct subject file.

FILES

National Bank of Miami, Florida	Walton Department Stores
Reliable Stores	George Anderson (Employee)
Citibank	The Daily News
Bonwit Teller Fashions	The New York Times
Blanca Moreira (Employee)	Popular Shirt Co.
IBM International Business Machines	East Lansing Savings Bank
National Bank of Miami, Ohio	The New York Post.
Fashion Design Outlet	Mark Knoppler, Accountant
Pathmark Supermarkets	El Diario La Prensa
Apple Computer	Silvia Rivera, Secretary
Banco Federal de Puerto Rico	Alice Sigmund, Receptionist
Alexander's	Delta Computers
Jose Pagan, Cashier	Banco Nacional de Castro Viejo
Hewlett Packard Business Machines	Rome Savings Bank, New York
Rome Associated Supermarket	Hitech Computer Co.

SUBJECT FILES

<b>BANKS</b>
NAT'L Bank of Miami Fla CITIBANK NAT'L Bank of Miami OH Banco Fed. de P.R. East Lansing Savings Banco Nac. de Castroviejo Rome Savings Bank, NY

<b>COMPUTERS</b>
IBM Int'l Bus. Mach. APPLE Computer Hewlett Packard Bus. Mac. Delta Computers Hitech Computers

<b>EMPLOYEES</b>
Blanca Moreira Jose Pagan Mark Knoppler Silvia Rivera Alice Sigmund

<b>FASHION</b>
Bonwit Teller Fashions Fashion Design Outlet Alexander's Popular Sheet Co.

<b>FOOD</b>
Pathmark Supermarkets Rome Associated Supermarket

<b>NEWSPAPERS</b>
The Daily News The N.Y. Times The N.Y. Post El Diario-La Prensa

<b>RETAIL OUTLETS</b>
Reliable Stores Walton Department Stores

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #3: VOCATIONAL

DIRECTIONS: One of the five classes of employment, lettered (A) to (E), may be applied to each of the individuals listed below. Choose as your answer the capital letter of the class in which that name may best be placed.

**CLASS OF WORK**

- (A) Clerical                      (B) Educational  
(C) Investigational              (D) Mechanical  
(E) Art

**NAME AND OCCUPATION**

1. John M. Devine	_____	Stenographer
2. G. D. Wahl	_____	Lawyer
3. Harry B. Allen	_____	Typewriter Repairman
4. M. C. Walton	_____	Elevator Operator
5. Lewis E. Reigner	_____	Typist
6. John G. Cook	_____	Electrician
7. H. B. Allen	_____	Reporter
8. Walter E. Jenkins	_____	Doctor
9. Clifford H. Wrenn	_____	Telephone Operator
10. H. A. Schwartz	_____	Plumber
11. Harry Gruber	_____	Locksmith
12. Ely Fairbanks	_____	Sculptor
13. Abraham Hohing	_____	Radio Repairman
14. Samuel Tapft	_____	Laundry Driver
15. William M. Murray	_____	Advertising Layout Man
16. Hyman E. Oral	_____	Motion Picture Operator
17. L. A. Kurtz	_____	Director of a Nursery School
18. Richard H. Hunter	_____	Painter of Miniatures
19. Lewis F. Kosch	_____	Radio Announcer
20. Marion L. Young	_____	Assistant Director of a University Ext. Program
21. Karl W. Hisgen	_____	Printer
22. E. T. Williams	_____	Variotype Operator
23. H. B. Enderton	_____	Mimeograph Operator
24. Robert F. Hallock	_____	Proofreader
25. Joseph L. Hardin	_____	Detective
26. E. B. Gjelsteen	_____	Social Worker
27. Carter B. Magruder	_____	Coppersmith
28. Wilber R. Pierce	_____	Flutist
29. Russell G. Smith	_____	Carpenter
30. Wilber S. Nye	_____	Singer
31. David Larr	_____	Instructor in Parbering
32. Oliver M. Barton	_____	Band Leader
33. E. Oliver Parnly	_____	Copyholder
34. C. Parul Summerall	_____	Blacksmith
35. Louis Friedersdorff	_____	Chemical Research Worker
36. Daniel E. Healy	_____	Dir. of Worker's Education in an Industrial union
37. Howard Kessinger	_____	Player of Tympani
38. John B. Horton	_____	Cataloguer
39. Frank S. Kirkpatrick	_____	Supervisor of a filing system
40. William H. Bertsch	_____	Oil Burner Installer

213

NAME \_\_\_\_\_

DATE \_\_\_\_\_





HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #3: VOCATIONAL

DIRECTIONS: One of the five classes of employment, lettered (A) to (E), may be applied to each of the individuals listed below. Choose as your answer the capital letter of the class in which that name may best be placed.

CLASS OF WORK

- (A) Clerical (B) Educational  
(C) Investigational (D) Mechanical  
(E) Art

NAME AND OCCUPATION

1. John M. Devine	<u>a</u>	Stenographer
2. G. D. Wahl	<u>c</u>	Lawyer
3. Harry B. Allen	<u>d</u>	Typewriter Repairman
4. M. C. Walton	<u>d</u>	Elevator Operator
5. Lewis E. Reigner	<u>a</u>	Typist
6. John G. Cook	<u>d</u>	Electrician
7. H. B. Allen	<u>c</u>	Reporter
8. Walter E. Jenkins	<u>b</u>	Doctor
9. Clifford H. Wrenn	<u>a</u>	Telephone Operator
10. H. A. Schwartz	<u>d</u>	Plumber
11. Harry Gruber	<u>d</u>	Locksmith
12. Ely Fairbanks	<u>e</u>	Sculptor
13. Abraham Hohing	<u>d</u>	Radio Repairman
14. Samuel Tapft	<u>d</u>	Laundry Driver
15. William M. Murray	<u>e</u>	Advertising Layout Man
16. Hyman E. Oral	<u>d</u>	Motion Picture Operator
17. L. A. Kurtz	<u>b</u>	Director of a Nursery School
18. Richard H. Hunter	<u>e</u>	Painter of Miniatures
19. Lewis F. Kosch	<u>a</u>	Radio Announcer
20. Marion L. Young	<u>b</u>	Assistant Director of a University Ext. Program
21. Karl W. Hisgen	<u>d</u>	Printer
22. E. T. Williams	<u>a</u>	Vartype Operator
23. H. B. Enderton	<u>a</u>	Mimeograph Operator
24. Robert F. Hallock	<u>a</u>	Proofreader
25. Joseph L. Hardin	<u>c</u>	Detective
26. E. B. Gjelsteen	<u>c</u>	Social Worker
27. Carter B. Magruder	<u>d</u>	Coppersmith
28. Wilber R. Pierce	<u>e</u>	Flutist
29. Russell G. Smith	<u>d</u>	Carpenter
30. Wilber S. Nye	<u>e</u>	Singer
31. David Larr	<u>b</u>	Instructor in Barbering
32. Oliver M. Barton	<u>e</u>	Band Leader
33. E. Oliver Parmly	<u>d</u>	Copyholder
34. C. Parul Summerall	<u>d</u>	Blacksmith
35. Louis Friedersdorff	<u>c</u>	Chemical Research Worker
36. Daniel E. Healy	<u>b</u>	Dir. of Worker's Education in an Industrial union
37. Howard Kessinger	<u>e</u>	Player of Tympani
38. John B. Horton	<u>a</u>	Cataloguer
39. Frank S. Kirkpatrick	<u>a</u>	Supervisor of a filing system
40. William H. Bertsch	<u>d</u>	Oil Burner Installer

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #4: VOCATIONAL

DIRECTIONS: From the items (a) through (d) under each subject heading, mark an "x" next to the item that does not belong under that subject heading.

Subject Heading

I. Accounting

- a. Accounts Payable
- b. Payroll
- c. Bank statements
- d. Newsletter

II. Budgets

- a. Salaries
- b. Publicity photos
- c. Fiscal year expenses
- d. Office supplies

III. Taxes

- a. Federal
- b. State
- c. Insurance
- d. Local

IV. Contracts

- a. Equipment rental
- b. Rental lease
- c. Inventory
- d. Labor agreement

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19

ACTIVITY SHEET #4: VOCATIONAL

DIRECTIONS: From the items (a) through (d) under each subject heading, mark an "x" next to the item that does not belong under that subject heading.

Subject Heading

I. Accounting

- a. Accounts Payable
- b. Payroll
- c. Bank statements
- d. Newsletter

II. Budgets

- a. Salaries
- b. Publicity photos
- c. Fiscal year expenses
- d. Office supplies

III. Taxes

- a. Federal
- b. State
- c. Insurance
- d. Local

IV. Contracts

- a. Equipment rental
- b. Rental lease
- c. Inventory
- d. Labor agreement

HACER INC. / HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 19

OPERATION SHEET: FILE BY SUBJECT

I. MATERIALS

- a. 20 documents
- b. File cabinet

II. PROCEDURE

1. Obtain 20 documents.
2. Arrange the documents by subject according to the indexing order.
3. Take the documents to the file cabinet.
4. Open the cabinet and use the file headings to locate the appropriate subject file to place the document.
5. Make sure you are filing the correct document in the file.  
(A file that is misfiled is lost)
6. Each document must be placed in the correct order in the files.  
Read the date on the document, place the documents in their files according to the date on the document. (example: Place a document dated June 5, after a document dated June 4 in a file.)

HACER INC. / HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 19

JOB SHEET

PRACTICE

DIRECTIONS: The facilitator will give you 20 documents to file.  
File the documents by subject in the cabinet the  
facilitator will show you.

I. MATERIALS

- a. 20 documents
- b. File cabinet

II. PROCEDURE \*

1. Obtain 20 documents.
2. Arrange the documents by subject according to the indexing order.
3. Take the documents to the file cabinet.
4. Open the cabinet and use the file headings to locate the appropriate subject file to place the document.
5. Make sure you are filing the correct document in the file.  
(A file that is misfiled is lost)
6. Each document must be placed in the correct order in the files.  
Read the date on the document, place the documents in their files according to the date on the document. (example: Place a document dated June 5, after a document dated June 4, in a file.

HACER INC./ HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 19

JOB SHEET

EVALUATION

DIRECTIONS: The facilitator will give you 20 documents to file.  
File the documents by subject in the cabinet the  
facilitator will show you.

I. MATERIALS

- a. 20 documents
- b. File cabinet

II. PROCEDURE

1. Obtain 20 documents.
2. Arrange the documents by subject according to the indexing order.
3. Take the documents to the file cabinet.
4. Open the cabinet and use the file headings to locate the appropriate subject file to place the document.
5. Make sure you are filing the correct document in the file.  
(A file that is misfiled is lost)
6. Each document must be placed in the correct order in the files.  
Read the date on the document, place the documents in their files according to the date on the document. (example: Place a document dated June 5, after a document dated June 4, in a file.

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK #19

ATTACHMENT

STEPS AND TECHNICAL KNOWLEDGE

1. Obtain 20 documents.
2. Arrange the documents by subject according to the indexing order.
3. Take the documents to the file cabinet.
4. Open the cabinet and use the file headings to locate the appropriate subject file to place the document.
5. Make sure you are filing the correct document in the file.  
(A file that is misfiled is lost)
6. Each document must be placed in the correct order in the files.  
Read the date on the document, place the documents in their files according to the date on the document. (example: Place a document dated June 5, after a document dated June 4, in a file.

HACER INC./HISPANIC WOMEN'S CENTER  
BILINGUAL VOCATIONAL TRAINING

TASK # 19

PERFORMANCE TEST			
TASK: FILE BY SUBJECT			
Directions: Demcnstrate mastery of filing by subject by doing the following:			
This test evaluates your ability to : File by subject.. Given 20 documents, file them by subject with 100% accuracy.			
No.	Your performance will be evaluated using the items below. All must bc "YES"	YES	NO
1.	Were the documents arranged by subject according to the indexing order ?		
2.	Were the documents placed in the correct files ?		
3.	Were the documents placed in the correct order by date in each file ?		
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Trainee	Date	Attempts	Instructor's Signature