STORE STATIONARY ORDER CHECKLIST

ORDERED FROM HEAD OFFICE

DESCRIPTION	STORE	RESERVE	ORDER
PRIVILEGE CARD FLYERS	50		
PRIVILEGE CARDS NUMBERED	100		
PRIVILEGE CARDS BLANK	50		
STORE BUSINESS CARDS	50		
LAYBY BOOKS	2		
LAYBY ENVELOPES	100		
TAGGER TAILS LONG	1 BOX		
SWING TAGS	50		
FAX PAPER ROLLS	1 ROLL		
REGISTERS ROLLS	1 BOX		
BLANK PHOTOCOPY/PRINTING PAPER	I REEM		
LAYBY BAG WHITE STICKERS	I ROLL		
NEWGEN LOGO HANGER STICKERS	1 BOX		
GIFT VOUCHERS	100		
MARKING GUN REDUCED STICKERS	4 ROLLS		
MARKING GUN WHITE STICKERS	1 ROLL		
LARGE PAPER BOUTIQUE BAGS	GOOD HANDFUL	3 BOXES	
MEDIUM PAPER BOUTIQUE BAGS	GOOD HANDFUL	3 BOXES	
SALE BAGS	AS NEEDED	2 BOXES	
WHITE PLAIN BAGS		1 PACK	
A4 NORMAL BLANK TICKETS		100	
A5 NORMAL BLANK TICKETS		100	
A4 SALE BLANK TICKETS		100	
A5 SALE BANK TICKETS		100	
PACKING TAPE		2 ROLLS	
GARBAGE BAGS	1 PACK		
WOODEN HANGERS RESERVE		200	
LARGE WHITE CLIP HANGERS RESERVE		100	
SMALL WHITE CLIP HANGERS RESERVE		75	
EMPLOYEE OF MONTH CERTIFICATE PAPER		12	
ANZ SUMMARY SLIP CREDIT SHEETS	1 PACK		
LAMINATING POUCHES FOR PRIV CARDS 54 X 86	2 BOXES		
CHUPA CHUPS FOR KIDS	50 UNITS		
MONTHLY BACKUP DISKS - CDR	5 UNITS		
EXPRESS POST PACKS	3 UNITS		

STORE LEVEL ORDER PRINTOUTS FROM WEBSITE

DESCRIPTION	STORE	RESERVE	ORDER
PRIVILEGE CARD APPLICATION SHEETS	100		
CUSTOMER HOLDS SHEETS	50		
CUSTOMER ORDER/TRANSFER SHEETS	50		
DAMAGED STOCK/CUSTOMER CLAIM SHEETS	50		
SIGN OFF SHEETS	20		
MAIL ORDER FAX FORM		20	
STAFF INCENTIVE VOUCHERS		20	
GIFT VOUCHER FOLDER SHEETS	5		
LAY BY FOLDER SHEETS	5		
ENTERTAINMENT TICKETS SHEETS	5		
LAYBY CANCELLATION SLIPS	50		

EXTERNAL ORDER & NEEDS TO BE PURCHASED FROM OFFICEWORKS

DESCRIPTION	STORE	RESERVE	ORDER
EFTPOS ROLLS	1 BOX		
LAMINATING POUCHES FOR STAFF NAME TAGS 64 X 99	1 BOX		
STAPLES	1 BOX		
PENS	6		
WHITBOARD MARKERS	2		
PERMINATE TEXTAS	3		
PETTY CASH FORMS		1 PACK	
STICKY TAPE	2 ROLLS		

EXTRA ITEMS NOT LISTED

DESCRIPTION	STORE	RESERVE	ORDER