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| Records & Archives Management Services (RAMS)Building: K7.G.19, Hawkesbury Phone: Ext 7262Email: rams@westernsydney.edu.au |

**Records Supplies – Order Form**

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| --- | --- |
| Name of Unit/School |       |
|  |
| Contact Officer |       | Phone |       |
| Campus |       | Building/Room |       |
|  |  |  |  |

| **Description** | **Unit** | **Qty** |
| --- | --- | --- |
| File Covers/Folders | Box of 100 |       |
| Number Labels - 1 | Box of 500 |       |
| Number Labels - 2 | Box of 500 |       |
| Number Labels - 3 | Box of 500 |       |
| Number Labels - 4 | Box of 500 |       |
| Number Labels - 5 | Box of 500 |       |
| Number Labels - 6 | Box of 500 |       |
| Number Labels - 7 | Box of 500 |       |
| Number Labels - 8 | Box of 500 |       |
| Number Labels - 9 | Box of 500 |       |
| Number Labels - 0 | Box of 500 |       |
| Year Labels (02,03, etc)  | Sheet of 36 |       |
| Unistat Labels 4 to a sheet (TRIM File Labels) | Sheet of 4 |       |
| Secondary Storage Box (Archive Box) – Type 1 (A4/Foolscap/Files) | Each |       |