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

**Records Supplies – Order Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |