



Monthly Order Form

Company _____

Address _____

Phone _____

Authorized Signature _____

Please fill out this form and fax or email to our office.

843-873-6676 or info@amydavismarketing.com

Copy Paper (by case)

Size _____ Size _____ Size _____ Size _____ Size _____

Color _____ Color _____ Color _____ Color _____ Color _____

Qty. _____ Qty. _____ Qty. _____ Qty. _____ Qty. _____

Staples (by box)

Size _____ Size _____ Size _____ Size _____ Size _____

Qty. _____ Qty. _____ Qty. _____ Qty. _____ Qty. _____

Stapler

Markers (Blue, Red, Green, Yellow)

Color _____ Color _____ Color _____ Color _____

Qty. _____ Qty. _____ Qty. _____ Qty. _____

Permanent Markers (Blue, Red, Black)

Color _____ Color _____ Color _____

Qty. _____ Qty. _____ Qty. _____

Highlighters (Yellow, Pink, Orange, Blue)

Color _____ Color _____ Color _____ Color _____

Qty. _____ Qty. _____ Qty. _____ Qty. _____

Pens (Blue, Red, Black)

Color _____ Color _____ Color _____

Qty. _____ Qty. _____ Qty. _____

Paper Clips (by box)

Size _____ Size _____ Size _____ Size _____ Size _____

Qty. _____ Qty. _____ Qty. _____ Qty. _____ Qty. _____

Batteries (by package)

Size _____ Size _____ Size _____ Size _____ Size _____

Qty. _____ Qty. _____ Qty. _____ Qty. _____ Qty. _____

Multifolds

Color _____ Color _____ Color _____ Color _____

Qty. _____ Qty. _____ Qty. _____ Qty. _____

Post-it Notes (3x3 pads) Qty. _____

Rubber Bands (by bag—small, medium, large)

Size _____ Size _____ Size _____

Qty. _____ Qty. _____ Qty. _____

Envelopes (by box)

Size _____ Size _____ Size _____

Qty. _____ Qty. _____ Qty. _____

Type _____ Type _____ Type _____

Photo Paper

File Folders

Tape

Cleaning Supplies

Multipurpose Cleaner

Glass Cleaner

Liquid Soap

Trash Bags

Toilet Paper

Tissue Paper

Kitchen Supplies

Ziplock Bags

Foil Wrap

Plastic Wrap

Cups

Plasticware

Paper Towels

Coffee

Notes / Special Requests: