

Mailroom Stationery Requisition Form

Date ____/____/____

Requested by: _____ Dept _____ Ext _____

Signature: _____



























Cost Centre Code: 1 / _ _ _ / _ _ _ _ / 69132

TAKEN: ☐

TO DELIVER: ☐

TO ORDER: ☐
(bulk)

OFFICE USE ONLY: SERVED BY: _____ CHARGED BACK BY: _____

Item		QTY	Charge Date	Item		QTY	Charge Date
Tb1 Tough Bag (B2) 216mm x 275mm 90018				DL Express Post env 92104			
Tb2 Tough Bag (B4) 241mm x 338mm 90019				C5 Express Post env 50058			
Tb3 Tough Bag (B5) 266mm x 376mm 90020				B4 Express Post env 50059			
Tb4 Tough Bag (B6) 304mm x 435mm 90021				500g Express Post satchel 50060			
Tb5 Tough Bag 370mm x 405mm 90022 75mm gusset				3kg Express Post satchel 50061			
Tb6 Tough Bag 405mm x 670mm 46667 115mm gusset				3kg Exp Post satchel XL 50062			
CD Mailer 51642				5kg Express Post satchel 50063			
Mailing Tube 78254				INT'L Express Post C5 90503			
Reg Post Aust Label 44637				INT'L Express Post B4 90501			
Reg Post Aust DL 44638				Express Post Label Parcels <u>ONLY</u>			
Reg Post Aust B4 44639				CN22 Customs Form For items over 500gms to 2kg or has a value no more than \$500.			
Int'l Reg Post DL 44640				CP72 Customs Form For items over 2kg or has a value of more than \$500.			
Int'l Reg Post B4 44641				Postage Boxes available to order A4 (Bx2), A3 (Bx4), Bx5 expandable			

*Gold envelopes are charged at parcel rates. Please contact mailroom for cost saving measures if choosing to send Gold Envelopes.

Bulk Mail Advice: Large volumes of mail can necessitate an extra pick up by Australia Post and other preparation by Mailroom staff. Please inform the Mailroom ext. 1170 as early as possible when a bulk mailout is expected. This will allow your mail to be processed quickly and cost effectively.