



## Benchmark Savings Tool

### OFFICE SUPPLIES

LINE #	Category	DESCRIPTION	UOM	PKG QTY	CUSTOMER PRICING	UNIT \$ (TARGET)	Difference
	OFFICE SUPPLIES	Just Basics Basic Round-Ring View Binder, 1" Rings, 32% Recy White 396291	EA			\$1.05	\$0.00
	OFFICE SUPPLIES	Just Basics Basic Round-Ring View Binder, 1" Rings, 61% Recy Black 396311	EA			\$1.05	\$0.00
	OFFICE SUPPLIES	Just Basics Basic Round-Ring View Binder, 1 1/2" Rings, 32% Recy Black 396271	EA			\$1.86	\$0.00
	OFFICE SUPPLIES	Just Basics Basic Round-Ring View Binder, 1 1/2" Rings, 32% Recy White 396251	EA			\$1.58	\$0.00
	OFFICE SUPPLIES	Just Basics Basic Round-Ring View Binder, 1/2" Rings, 32% Recy Black 396921	EA			\$1.05	\$0.00
	OFFICE SUPPLIES	Just Basics Basic Round-Ring View Binder, 2" Rings, 32% Recy Black 396231	EA			\$1.83	\$0.00
	OFFICE SUPPLIES	Just Basics Basic Round-Ring View Binder, 3" Rings, 32% Recy, White 396201	EA			\$2.36	\$0.00
	OFFICE SUPPLIES	Insertable Dividers With Tabs, 8 1/2" x 11", Assorted Colors, 8-Tab Set 369952	EA			\$1.81	\$0.00
	OFFICE SUPPLIES	Double-Pocket Insertable Plastic Divider, 8-Tab, 9 1/2" x 11 1/4", Assorted 409158	EA			\$0.43	\$0.00
	OFFICE SUPPLIES	Side-Loading Sheet Protectors, 8 1/2" x 11", Clear 623138	EA			\$1.01	\$0.00
	OFFICE SUPPLIES	Wilson Jones® Top-Loading Sheet Protectors, Heavyweight, Diamond Clear 156142	EA			\$2.01	\$0.00
	OFFICE SUPPLIES	Top-Loading Sheet Protectors, Standard Weight, Clear 498811	EA			\$2.83	\$0.00
	OFFICE SUPPLIES	Standard Weight Sheet Protectors, 8 1/2" x 11", Clear 491694	EA			\$5.86	\$0.00
		<b>Binders</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Duracell® Coppertop AA Alkaline Batteries 1385290	EA			\$23.39	\$0.00
	OFFICE SUPPLIES	Duracell® Coppertop Alkaline AAA Batteries 545469	EA			\$13.90	\$0.00
	OFFICE SUPPLIES	Duracell® Coppertop Batteries, C 814891	EA			\$10.99	\$0.00
	OFFICE SUPPLIES	Energizer Industrial Alkaline AA Batteries, Box Of 24 696526	EA			\$13.90	\$0.00
		<b>Batteries</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Kingston DataTraveler SE9 G2 USB 3.0 Flash Drive, 32GB 387026	EA			\$22.76	\$0.00
		<b>Blank Media</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Casio® SL-300SV Handheld Display Calculator 8-Digit 736152	EA			\$3.38	\$0.00
	OFFICE SUPPLIES	Texas Instruments® TI-1795SV Desktop Display Calculator 8-Digit 222059	EA			\$5.17	\$0.00
	OFFICE SUPPLIES	Canon LS-82Z Handheld Basic Calculator 8-Digit LCD 530181	EA			\$3.38	\$0.00
	OFFICE SUPPLIES	OD02M Standard Desktop Calculator 8-Digit 853197	EA			\$5.17	\$0.00
	OFFICE SUPPLIES	Sharp® EL-1197PIII Desktop Printing Calculator 776321	EA			\$16.16	\$0.00
	OFFICE SUPPLIES	Canon MP11DX Printing Calculator 534608	EA			\$25.32	\$0.00
		<b>Calculators</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Clorox® Disinfecting Wipes, Fresh Scent, Pack Of 75 821808	EA			\$5.25	\$0.00
	OFFICE SUPPLIES	Clorox® Disinfecting Wipes, 35 Wipes Per Tub PK/3 149452	EA			\$7.23	\$0.00
	OFFICE SUPPLIES	Lysol Disinfecting Wipes, Lemon/Lime Blossom, 7" x 8", 80 Wipes/Canister 140686	EA			\$14.67	\$0.00
	OFFICE SUPPLIES	Cleaning Duster, 10 Oz. 911220	EA			\$2.94	\$0.00
	OFFICE SUPPLIES	Cleaning Dusters, 10 Oz 110284	EA			\$14.49	\$0.00
		<b>Cleaning Supplies</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Enterprise Group Continuous Form Paper, Perforated, 9 1/2" x 11", 20 Lb., Blank White 200458	EA			\$25.82	\$0.00
	OFFICE SUPPLIES	Enterprise Group Continuous Form Paper, Perforated, 9 1/2" x 11", Blank White 9770401	EA			\$31.19	\$0.00



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		<b>Computer Paper</b>					
					<b>Subtotal \$</b>		
	OFFICE SUPPLIES	BIC® Wite-Out® Cover-It™ Correction Fluid, 20 mL Bottles 358234	EA			\$3.60	\$0.00
	OFFICE SUPPLIES	Liquid Paper® DryLine® Mini Fashion Correction Tape, 1 Line x 196" 593605	EA			\$9.89	\$0.00
	OFFICE SUPPLIES	Paper Mate® Liquid Paper® DryLine® Grip 60% Recy Correct Tape, 1 Line x 335 877505	EA			\$6.08	\$0.00
	OFFICE SUPPLIES	Side-Application Correction Tape, 1 Line x 394 699459	EA			\$4.95	\$0.00
	OFFICE SUPPLIES	Tombow® Mono® Correction Tape, Wide, 1/4" x 394" 748128	EA			\$1.39	\$0.00
	OFFICE SUPPLIES	BIC® Wite-Out® Correction Tape, 471 3/5" 826876	EA			\$10.04	\$0.00
		<b>Correction Tape</b>					
					<b>Subtotal \$</b>		
	OFFICE SUPPLIES	C-Line® All-Purpose Sorter, 2 1/2" x 23 1/2" x 3/4", Blue/Gray 188433	EA			\$19.64	\$0.00
	OFFICE SUPPLIES	30% Recycled Ribbed Bottom Stackable Letter Tray, Black 186534	EA			\$3.03	\$0.00
	OFFICE SUPPLIES	Brenton Studio™ Metro Mesh File Sorter, Black 320559	EA			\$23.19	\$0.00
	OFFICE SUPPLIES	Brenton Studio™ Metro Mesh Organizer, Black 314934	EA			\$6.99	\$0.00
	OFFICE SUPPLIES	Brenton Studio™ Wire Incline File, Black 524272	EA			\$7.60	\$0.00
	OFFICE SUPPLIES	Logitech® K120 Keyboard, Black 205173	EA			\$12.43	\$0.00
	OFFICE SUPPLIES	Logitech® Wireless Combo MK520, black/silver 412836	EA			\$45.21	\$0.00
	OFFICE SUPPLIES	Logitech® Wireless Desktop MK320 Keyboard/Mouse Combo, Black 470796	EA			\$35.18	\$0.00
	OFFICE SUPPLIES	Allsop® Memory Foam Wrist Rest, Black 508869	EA			\$6.11	\$0.00
	OFFICE SUPPLIES	Logitech® M325 Wireless Mouse, Black 282127	EA			\$18.33	\$0.00
	OFFICE SUPPLIES	Logitech® MK270 Wireless Keyboard and Mouse Combo 485722	EA			\$26.37	\$0.00
	OFFICE SUPPLIES	Allsop® Soft Cloth Mouse Pad, 8" x 8.75", Black 882915	EA			\$2.88	\$0.00
	OFFICE SUPPLIES	Mouse Pad, Silver 310419	EA			\$2.88	\$0.00
	OFFICE SUPPLIES	Allsop® Memory Foam Mouse Pad, 0.25"H x 9.75"W x 11.5"D, Black 486108	EA			\$9.37	\$0.00
	OFFICE SUPPLIES	Metro Mesh Paper Clip Holder, Black 169972	EA			\$0.58	\$0.00
	OFFICE SUPPLIES	Brenton Studio™ Metro Mesh Wire Pencil Cup, Black 346437	EA			\$0.89	\$0.00
	OFFICE SUPPLIES	Slanted Sign Holder, Vertical, 11H x 8 1/2W, Clear 274457	EA			\$5.05	\$0.00
	OFFICE SUPPLIES	30% Recycled Standard Business Card Holder, Black 189628	EA			\$0.88	\$0.00
	OFFICE SUPPLIES	Realspace® Medium-Pile Chair Mat With Beveled Edge, 45"W x 53"D, Standard Lip, Clear 142087	EA			\$24.99	\$0.00
	OFFICE SUPPLIES	Realspace® Economy Chair Mat, Rectangular, 46"W x 60" Clear 478028	EA			\$19.93	\$0.00
		<b>Desk Accessories</b>					
					<b>Subtotal \$</b>		
	OFFICE SUPPLIES	EXPO® Dry-Erase Soft-Pile Eraser 307512	EA			\$3.86	\$0.00
	OFFICE SUPPLIES	EXPO® Low-Odor Dry-Erase Markers, Chisel Point, Assorted Colors 497735	EA			\$5.85	\$0.00
	OFFICE SUPPLIES	EXPO® Low-Odor Dry-Erase Markers, Chisel Point, Assorted Colors 528712	EA			\$5.11	\$0.00
	OFFICE SUPPLIES	EXPO® Low-Odor Dry-Erase Markers, Chisel Tip, Black 259251	EA			\$3.20	\$0.00
	OFFICE SUPPLIES	EXPO® Low-Odor Dry-Erase Markers, Chisel Point, Red 256861	EA			\$14.73	\$0.00
	OFFICE SUPPLIES	EXPO® White Board Cleaner, 8 Oz 204057	EA			\$3.64	\$0.00
	OFFICE SUPPLIES	Magnetic Eraser Dry Erase 959092	EA			\$2.06	\$0.00
		<b>Dry Erase</b>					
					<b>Subtotal \$</b>		
	OFFICE SUPPLIES	All-Purpose Envelopes, #10, 4 1/8" x 9 1/2", White 633888	EA			\$10.37	\$0.00



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	OFFICE SUPPLIES	Window Envelopes, Window On Bottom Left, #10, 4 1/8" x 9 1/2", White 634000	EA			\$16.86	\$0.00
	OFFICE SUPPLIES	Security Window Envelopes, #10, 4 1/8" x 9 1/2", White 634008	EA			\$16.86	\$0.00
	OFFICE SUPPLIES	C-Line® Stitched Vinyl Shop Ticket Holders, 9" x 12", Clear 917343	EA			\$25.79	\$0.00
	OFFICE SUPPLIES	Dixon® Pencils, #2 Soft Lead 270312	EA			\$13.38	\$0.00
	OFFICE SUPPLIES	FORAY™ Magnetic Dry-Erase Boards With Aluminum Frame, 36" x 48", White Board 951774	EA			\$66.14	\$0.00
	OFFICE SUPPLIES	Industrias Kores Ribbon - Dot Matrix - Black 482964	EA			\$17.30	\$0.00
	OFFICE SUPPLIES	Innovative Storage Designs Stackable Letter Trays, Black 366156	EA			\$13.80	\$0.00
	OFFICE SUPPLIES	Just Basics Wirebound Notebook, 3-Hole Punched, 8x10-1/2, 1 Subj. Wide, 70 Sheets, Assorted 293799	EA			\$8.93	\$0.00
	OFFICE SUPPLIES	Laminating Pouches, Letter Size, 3 Mil, 9" x 11.5" 535704	EA			\$12.74	\$0.00
	OFFICE SUPPLIES	Large Monthly Desk Pad Calendar, 30% Recycled, 22x17, Black, January-December 2017 304052	EA			\$3.66	\$0.00
	OFFICE SUPPLIES	Office Depot Brand Pre-Inked Message Stamp, Posted, Red 841389	EA			\$4.58	\$0.00
	OFFICE SUPPLIES	Porelon 42-2 Replacement Ink Rollers, Black/Red 848564	EA			\$1.76	\$0.00
	OFFICE SUPPLIES	Post-it® "Initial Here" Printed Flags, 1' x 1 7/10", Bright Blue, 50 Flags 577078	EA			\$5.56	\$0.00
	OFFICE SUPPLIES	Pre-Ink Refill Ink, Black .35oz Bottle 603293	EA			\$4.20	\$0.00
	OFFICE SUPPLIES	Pre-Ink Refill Ink, Red .35oz Bottle 603237	EA			\$4.20	\$0.00
	OFFICE SUPPLIES	Clean Seal™ Security Envelopes, #10, 4 1/8" x 9 1/2", White 633984	EA			\$21.16	\$0.00
	OFFICE SUPPLIES	Interdepartment Envelopes, 10" x 13", Brown 844803	EA			\$21.97	\$0.00
	OFFICE SUPPLIES	Clasp Envelopes, 9 1/2" x 12 1/2", Brown 330840	EA			\$12.79	\$0.00
	OFFICE SUPPLIES	Clasp Envelopes, 6" x 9", Brown 330744	EA			\$6.81	\$0.00
	OFFICE SUPPLIES	Clasp Envelopes, 9" x 12", Brown 330808	EA			\$7.77	\$0.00
	OFFICE SUPPLIES	Clasp Envelopes, 10" x 13", Brown 330888	EA			\$8.45	\$0.00
	OFFICE SUPPLIES	Clasp Envelopes, 7 1/2" x 10 1/2", Brown 330776	EA			\$9.30	\$0.00
	OFFICE SUPPLIES	Self-Sealing Bubble Mailers, Size 0, 6" x 9 1/8" 450892	EA			\$4.58	\$0.00
	OFFICE SUPPLIES	Quality Park® Coin Envelopes, 3 1/8" x 5 1/2", Brown 960336	EA			\$40.16	\$0.00
	OFFICE SUPPLIES	Quality Park® Dab-n-Seal Envelope Moistener 50ml 332013	EA			\$2.24	\$0.00
		<b>Envelopes</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Smead® Manila File Jackets, Reinforced Tab, 9 1/2" x 11 3/4" 500553	EA			\$15.29	\$0.00
	OFFICE SUPPLIES	Smead® Expanding Reinforced Top-Tab File Jackets, 1" Expansion, Letter Size, Manila 265181	EA			\$32.15	\$0.00
	OFFICE SUPPLIES	Smead® Expanding File Jackets, Letter Size, 2" Expansion Manila 721260	EA			\$13.62	\$0.00
	OFFICE SUPPLIES	Smead® Expanding Reinforced Top-Tab File Jackets, 2" Exp, Letter, Manila 710253	EA			\$13.62	\$0.00
	OFFICE SUPPLIES	Smead® "Workhorse" Exp File Pockets, 3 1/2" Exp, 9 1/2" x 11 3/4", 30% Recy, Redrope 917272	EA			\$25.95	\$0.00
	OFFICE SUPPLIES	Smead® "Workhorse" Exp File Pockets, 5 1/4" Exp, 9 1/2" x 11 3/4", 30% Recy, Redrope 917281	EA			\$16.03	\$0.00
	OFFICE SUPPLIES	Smead TUFF Pocket File Pocket, 7 Expansion, 9 1/2 x 11 3/4, 30% Recy, Redrope 308638	EA			\$22.00	\$0.00
	OFFICE SUPPLIES	Manila Double-Top File Jackets, 2" Expansion, Letter 546007	EA			\$13.62	\$0.00
		<b>File Pockets / File Jackets</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Smead® Manila File Folders, Letter Size, 1/3 Cut 315515	EA			\$6.67	\$0.00
	OFFICE SUPPLIES	Economy File Folders, 1/3 Cut, Letter Size, Manila 172816	EA			\$9.70	\$0.00
	OFFICE SUPPLIES	2-Ply End-Tab Folders, Letter Size, Straight Cut Tabs, Letter Size, Manila 1394785	EA			\$17.27	\$0.00
	OFFICE SUPPLIES	Smead® 1/3-Cut Manila File Folders, Letter Size, Left Tab Cut 188300	EA			\$28.75	\$0.00
	OFFICE SUPPLIES	File Folders, Letter, 1/3 Cut, Assorted Colors 7881526	EA			\$16.08	\$0.00



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	OFFICE SUPPLIES	FOLDER,LTR,DBL,11PT,1/3,BLUE 998252	EA			\$14.02	\$0.00
	OFFICE SUPPLIES	File Folders, Letter, 1/3 Cut, Red 1376317	EA			\$13.83	\$0.00
	OFFICE SUPPLIES	FOLDER,LETTER,DT,1/3 CUT,YEL 991901	EA			\$14.33	\$0.00
	OFFICE SUPPLIES	File Folders, Letter, 1/3 Cut, Bright Green 207951	EA			\$12.11	\$0.00
	OFFICE SUPPLIES	Smead® Desk File/Sorter, A-Z, Letter Size, 35% Recycled, Blue/Gray 210476	EA			\$13.64	\$0.00
	OFFICE SUPPLIES	Smead® Manila A To Z File Guides With Color Tabs, Letter Size, Manila 144375	EA			\$17.27	\$0.00
	OFFICE SUPPLIES	Smead® TUFF® Exp File w/Open Top, 21 Pockets, A-Z, 12" x 10" Letter Size, 30% Recy Brown 211193	EA			\$5.78	\$0.00
	OFFICE SUPPLIES	Lee® Sortkwik™ Hygienic Fingertip Moistener, 50% Recycled, 0.63 Oz, Pink 458547	EA			\$1.43	\$0.00
	OFFICE SUPPLIES	Lee® Sortkwik™ Hygienic Fingertip Moistener, 50% Recycled, 1.75 Oz, Pink 458554	EA			\$1.43	\$0.00
	OFFICE SUPPLIES	Tippi® Fingertip Grips, Assorted, #5 213436	EA			\$8.74	\$0.00
	OFFICE SUPPLIES	Swingline® Rubber Fingertips, #11 1/2, 5/8" Diameter, Amber 313619	EA			\$2.40	\$0.00
	OFFICE SUPPLIES	Swingline® Rubber Fingertips, #11, 9/16" Diameter, Amber 964478	EA			\$2.40	\$0.00
	OFFICE SUPPLIES	Swingline® Rubber Fingertips, #12, 11/16" Diameter, Amber 964486	EA			\$2.40	\$0.00
		<b>Filing</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Smead® Clear Hanging Poly Tabs, 3 1/2" For 1/3 Cut Tabs 801120	EA			\$1.19	\$0.00
	OFFICE SUPPLIES	Hanging Folders, 1/3 Cut, Letter Size, 100% Recycled, Green 810929	EA			\$5.51	\$0.00
	OFFICE SUPPLIES	Hanging Folders, 8 1/2" x 11", Letter Size, Assorted 1376263	EA			\$14.69	\$0.00
		<b>Hanging Folders</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Sharpie® Accent® Highlighters, Assorted Colors Chisel 708586	EA			\$1.79	\$0.00
	OFFICE SUPPLIES	Sharpie® Accent® Highlighters, Fluorescent Orange 257391	EA			\$2.81	\$0.00
	OFFICE SUPPLIES	Sharpie® Accent® Highlighters, Fluorescent Pink 203141	EA			\$2.81	\$0.00
	OFFICE SUPPLIES	Sharpie Accent Highlighters, Fluorescent Yellow 25025	EA			\$2.81	\$0.00
	OFFICE SUPPLIES	Sharpie® Accent® Highlighters, Fluorescent Green 203182	EA			\$2.81	\$0.00
	OFFICE SUPPLIES	BIC® Brite Liner® Highlighters, Yellow 375030	EA			\$2.81	\$0.00
	OFFICE SUPPLIES	Chisel-Tip Highlighter, Assorted Fluorescent Colors 128853	EA			\$1.79	\$0.00
	OFFICE SUPPLIES	Chisel-Tip Highlighter, 100% Recycled Plastic, Fluorescent Blue 542884	EA			\$2.81	\$0.00
	OFFICE SUPPLIES	Chisel-Tip Highlighter, 100% Recycled Plastic, Fluorescent Pink 542812	EA			\$2.81	\$0.00
	OFFICE SUPPLIES	Sharpie® Liquid Accent® Pen-Style Highlighters, Fluorescent Yellow 216131	EA			\$8.66	\$0.00
	OFFICE SUPPLIES	Sharpie® Liquid Accent® Pen-Style Highlighters, Fluorescent Orange 215451	EA			\$8.09	\$0.00
	OFFICE SUPPLIES	Sharpie Accent Pocket Highlighters, Fluorescent Orange, 27006	EA			\$8.09	\$0.00
	OFFICE SUPPLIES	Sharpie® Accent® Pocket Highlighters, Assorted 755290	EA			\$4.92	\$0.00
	OFFICE SUPPLIES	Sharpie® Accent® Pocket Highlighters, Fluorescent Pink 896304	EA			\$4.96	\$0.00
	OFFICE SUPPLIES	Sharpie® Accent® Pocket Highlighters, Turquoise Blue 257651	EA			\$4.95	\$0.00
	OFFICE SUPPLIES	Sharpie® Accent® Pocket Highlighters, Fluorescent Green 619601	EA			\$4.95	\$0.00
		<b>Highlighters</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Brother® TZe-231 Black-On-White Tape, 0.5" x 26.2' 239400	EA			\$11.25	\$0.00
	OFFICE SUPPLIES	Brother® TZe-231 Black-On-White Tapes, 0.5" x 26.2' 479596	EA			\$17.00	\$0.00
	OFFICE SUPPLIES	Brother® M-231 Black-On-White Tape, 0.47" x 26.2' 277294	EA			\$5.90	\$0.00
	OFFICE SUPPLIES	Brother® TZe-251 Black-On-White Tape, 1" x 26.2 239376	EA			\$11.25	\$0.00



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LINE #	Category	DESCRIPTION	UOM	PKG QTY	CUSTOMER PRICING	UNIT \$ (TARGET)	Difference
	OFFICE SUPPLIES	Brother® TZe-241 Label Maker Tape, 3/4" x 26 3/16", White 239384	EA			\$17.67	\$0.00
	OFFICE SUPPLIES	DYMO® LT 10697 Black-On-White Tape, 0.5" x 13' 601066	EA			\$8.04	\$0.00
	OFFICE SUPPLIES	DYMO® LT91331 Black-On-White Tape, 0.5" x 13' 449944	EA			\$8.04	\$0.00
		<b>Labeler Tapes</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Smead® ACCS Alphaz® Permanent Color-Coded Label Refill Pack, A, Red 944710	EA			\$3.82	\$0.00
	OFFICE SUPPLIES	DYMO® LW Address Label Rolls, Rectangular, 1 1/8" x 3 1/2", White, 350 Labels/Roll 463314	EA			\$23.51	\$0.00
	OFFICE SUPPLIES	Avery® Print-Or-Write Color Perm Inkjet/Laser File Folder Labels, 5/8" x 3 1/2", White 112391	EA			\$1.16	\$0.00
	OFFICE SUPPLIES	Avery® White Laser Address Labels, 1" x 2 5/8" 364364	EA			\$21.29	\$0.00
		<b>Labels</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Bankers Box® Stor/Drawer® Steel Plus™ 35% Recy, Letter, 10 3/8"H x 12 1/2"W x 23 1/4"D 342532	EA			\$112.35	\$0.00
	OFFICE SUPPLIES	Bankers Box Quick/Stor 60% Recycled Storage Boxes, 15x12x10, Letter/Legal Size 126019	EA			\$45.73	\$0.00
	OFFICE SUPPLIES	Bankers Box Stor/File Basic Strength Storage Boxes, 15x12x10, White/Blue, 60% Recy	EA			\$21.08	\$0.00
	OFFICE SUPPLIES	60% Recy Quick Set-Up With Lift-Off Lid, Letter/Legal, 15x12x10, White/Blue 161488	EA			\$17.67	\$0.00
	OFFICE SUPPLIES	Bankers Box® Stor/File™ Basic Strength 60% Recy, 15x12x10, Letter/Legal, White/Blue 199570	EA			\$21.21	\$0.00
	OFFICE SUPPLIES	60% Recy Quick Set-Up Storage Boxes With Lift-Off Lid, Letter, 24x12x10, White/Blue 480177	EA			\$59.49	\$0.00
	OFFICE SUPPLIES	60% Recy Quick Set-Up Storage Boxes, String Button Closure, Letter, 10x12x24, White/Blue 481395	EA			\$48.36	\$0.00
	OFFICE SUPPLIES	Bankers Box® Stor/Drawer® 60% Recy File, Letter, 23 1/4x12 1/2x10 3/8 940247	EA			\$15.93	\$0.00
	OFFICE SUPPLIES	Bankers Box® Stor/Drawer® Steel Plus™ 60% Recy Drawer File, Letter, 23-1/4x12-1/2x10-3/8 940205	EA			\$11.04	\$0.00
	OFFICE SUPPLIES	Bankers Box® FastFold™ Stor/File™ 60% Recy Storage Boxes, String & Button, 24x12x10, Letter 342073	EA			\$48.36	\$0.00
	OFFICE SUPPLIES	Bankers Box® FastFold™ Stor/File™ 60% Recy, Lift-Off Lock Lid, 24x12x10, Letter, White/Blue 699215	EA			\$4.00	\$0.00
	OFFICE SUPPLIES	Bankers Box Stor/File 60% Recy Storage Boxes, Lift-Off Lock Lid, 24x12x10, Letter, White/Blue 320760	EA			\$59.49	\$0.00
		<b>Mailroom</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Sharpie® Mean Streak® Marker, White 927657	EA			\$5.26	\$0.00
	OFFICE SUPPLIES	Sharpie® Permanent Ultra-Fine Point Markers Red 451872	EA			\$8.63	\$0.00
	OFFICE SUPPLIES	Sharpie® Permanent Ultra-Fine Point Markers, Blue 451880	EA			\$8.63	\$0.00
	OFFICE SUPPLIES	Sharpie® Industrial Permanent Markers, Fine Point, Black 258381	EA			\$6.71	\$0.00
	OFFICE SUPPLIES	Sharpie® Chisel-Tip Permanent Markers, Black 754871	EA			\$3.45	\$0.00
	OFFICE SUPPLIES	Sharpie® King-Size™ Permanent Markers, Black 202812	EA			\$10.29	\$0.00
	OFFICE SUPPLIES	Sharpie® Permanent Fine-Point Markers, Blue 451906	EA			\$6.71	\$0.00
	OFFICE SUPPLIES	Sharpie® Permanent Fine-Point Markers, Green 742347	EA			\$6.73	\$0.00
	OFFICE SUPPLIES	Sharpie® Permanent Fine-Point Markers, Black 203349	EA			\$4.40	\$0.00
	OFFICE SUPPLIES	Sharpie® Permanent Fine-Point Markers, Red 203356	EA			\$6.69	\$0.00
	OFFICE SUPPLIES	Sharpie® Permanent Ultra-Fine Point Markers, Black 451898	EA			\$6.63	\$0.00
	OFFICE SUPPLIES	Avery® Marks-A-Lot® Permanent Markers, Chisel Tip, Black 392522	EA			\$3.45	\$0.00
	OFFICE SUPPLIES	Sharpie® Retractable Permanent Markers, Ultra-Fine Point, Black 563615	EA			\$6.63	\$0.00
	OFFICE SUPPLIES	100% Recycled Permanent Markers, Fine Point, Black 781242	EA			\$4.70	\$0.00
	OFFICE SUPPLIES	Super Sharpie® Permanent Markers, Black 233812	EA			\$14.94	\$0.00
		<b>Markers</b>			<b>Subtotal \$</b>		



## Benchmark Savings Tool

### OFFICE SUPPLIES

LINE #	Category	DESCRIPTION	UOM	PKG QTY	CUSTOMER PRICING	UNIT \$ (TARGET)	Difference
	OFFICE SUPPLIES	Adams® Spiral Bound Phone Message Book, 11" x 5 1/4", Book Of 400 223388	EA			\$4.75	\$0.00
	OFFICE SUPPLIES	Adams® 2-Part Petty Cash Receipt Book, 5 1/2" x 11", Book Of 200 223446	EA			\$6.72	\$0.00
	OFFICE SUPPLIES	Adams® Carbonless Money/Rent Receipt Book, 3-Part, 7 5/8" x 11", Multicolor 162354	EA			\$3.66	\$0.00
		<b>Message / Receipt Books</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Perforated Writing Pads, 5" x 8", Narrow Ruled, 50 Sheets, White 306902	EA			\$2.58	\$0.00
	OFFICE SUPPLIES	Perforated Writing Pads, 5" x 8", Narrow Ruled, 50 Sheets, Canary 307397	EA			\$2.58	\$0.00
	OFFICE SUPPLIES	Perforated Writing Pads, 8 1/2" x 11 3/4", Legal Ruled, 50 Sheets, Canary 305706	EA			\$4.20	\$0.00
	OFFICE SUPPLIES	Perforated Writing Pads, 8 1/2" x 11 3/4", Legal Ruled, 50 Sheets, White 305466	EA			\$4.20	\$0.00
	OFFICE SUPPLIES	Glue-Top Writing Pads, 8 1/2" x 11", Legal Ruled, 50 Sheets, White 268091	EA			\$4.14	\$0.00
	OFFICE SUPPLIES	Perforated Writing Pads, 8 1/2" x 14", Legal Ruled, 50 Sheets, Canary, 223111	EA			\$5.32	\$0.00
	OFFICE SUPPLIES	Steno Books, 6" x 9", Gregg Ruled, 70 Sheets, Greentint 307389	EA			\$4.14	\$0.00
	OFFICE SUPPLIES	Adams® "While You Were Out" Message Pads, 4 1/4" x 5 1/2", 50 Sheets, Pink 307264	EA			\$9.33	\$0.00
	OFFICE SUPPLIES	Wirebound Top-Opening Memo Books, 3" x 5", 1 Hole-Punched, College, 60 Sheets, Astd 765798	EA			\$3.09	\$0.00
	OFFICE SUPPLIES	Wirebound Notebook, 3 Hole-Punched, 8 1/2" x 11", 1 Sub, College Ruled, 100 Sheets, Assort 588286	EA			\$2.74	\$0.00
		<b>Notebooks / Notepads</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Highland Self-Stick Notes, 1 1/2 x 2, Yellow 368720	EA			\$0.81	\$0.00
	OFFICE SUPPLIES	Post-it® Super Sticky Notes, 3" x 3", Canary Yellow, 90 Sheets 504728	EA			\$2.79	\$0.00
	OFFICE SUPPLIES	Self-Stick Notes, 3" x 3", Yellow, 100 Sheets 420994	EA			\$4.19	\$0.00
	OFFICE SUPPLIES	Post-it® 3" x 3" Super Sticky Pop-up Notes, Canary Yellow, 90 Sheets 428468	EA			\$3.44	\$0.00
	OFFICE SUPPLIES	Post-it® Pop-up Notes, 3" x 3", Canary Yellow, 100 Sheets 411033	EA			\$3.44	\$0.00
	OFFICE SUPPLIES	Self-Stick Notes, 3" x 5", Yellow, 100 Sheets 443296	EA			\$10.49	\$0.00
	OFFICE SUPPLIES	Post-it® 4" x 6" Notes, Lined, Canary Yellow, 100 Sheets Per Pad 617209	EA			\$8.50	\$0.00
	OFFICE SUPPLIES	Post-it® Notes, 3" x 3", Lined, Canary Yellow, 100 Sheets 193259	EA			\$10.57	\$0.00
	OFFICE SUPPLIES	Pop-Up Note Dispenser, 3" x 3", Clear 717261	EA			\$9.06	\$0.00
	OFFICE SUPPLIES	Post-it® Flags, Assorted Colors, 35 Flags, Pack Of 8 Pads+2 Additional Arrow Flag Pads 160064	EA			\$7.35	\$0.00
	OFFICE SUPPLIES	Post-it® Arrow Printed Flags, 1/2", "Sign Here", Assorted Colors, 30 Flags 750067	EA			\$3.07	\$0.00
		<b>Notes / Flags</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	3-Hole Adjustable Punch, Black 427151	EA			\$3.79	\$0.00
	OFFICE SUPPLIES	Chrome Letter Opener, 9" 313692	EA			\$0.39	\$0.00
	OFFICE SUPPLIES	Letter Opener Plastic Slide 800332	EA			\$1.25	\$0.00
	OFFICE SUPPLIES	Stainless Steel Ruler, 12" Silver 323116	EA			\$3.94	\$0.00
	OFFICE SUPPLIES	Acrylic Ruler, 12", Clear 502290	EA			\$0.80	\$0.00
	OFFICE SUPPLIES	OIC 100% Recycled Hardboard Clipboard, Letter Size, 9 x 12 1/2, Brown 991992	EA			\$0.78	\$0.00
	OFFICE SUPPLIES	Pendaflex® Standard File Pockets, 3 1/2" Exp, Letter Redrope 295620	EA			\$18.64	\$0.00
	OFFICE SUPPLIES	Pentel® EnerGel™ Retractable Liquid Gel Pens, Medium Point, 0.7 mm Blue 425885	EA			\$23.79	\$0.00
	OFFICE SUPPLIES	PIN, PUSH, 200CT, CLEAR 825265	EA			\$2.81	\$0.00
	OFFICE SUPPLIES	Plastic Clipboards, Letter-Size, 60% Recycled, Black 477643	EA			\$7.84	\$0.00
	OFFICE SUPPLIES	OIC® 100% Recycled Hardboard Clipboard, Legal Size, 9" x 15 1/2", Brown 174276	EA			\$0.93	\$0.00
	OFFICE SUPPLIES	Wood Clipboards, Letter Size, 100% Recycled 8.5x11 47727	EA			\$4.78	\$0.00



## Benchmark Savings Tool

### OFFICE SUPPLIES

LINE #	Category	DESCRIPTION	UOM	PKG QTY	CUSTOMER PRICING	UNIT \$ (TARGET)	Difference
	OFFICE SUPPLIES	100% Recycled Wood Clipboard, 6" x 9" 982134	EA			\$1.38	\$0.00
	OFFICE SUPPLIES	Avery® Round Metal Rim Key Tags, White 131078	EA			\$8.18	\$0.00
	OFFICE SUPPLIES	Porelon 80BRC-2 Replacement Nylon Ribbons, Black/Red 848598	EA			\$1.76	\$0.00
	OFFICE SUPPLIES	Porelon BR80C-6 Replacement Nylon Ribbons, Black/Red 796896	EA			\$6.26	\$0.00
	OFFICE SUPPLIES	Westcott® Titanium Bonded Scissors, 8", Pointed, Gray/Yellow 100464	EA			\$4.06	\$0.00
	OFFICE SUPPLIES	Scissors, 8" Straight, Black 375667	EA			\$0.68	\$0.00
	OFFICE SUPPLIES	Alliance® Brites® File Bands, Assorted 230329	EA			\$3.80	\$0.00
	OFFICE SUPPLIES	Rubber Bands, #33, 3 1/2" x 1/8", Crepe, 1-Lb Bag 855883	EA			\$5.34	\$0.00
	OFFICE SUPPLIES	Rubber Bands, #64, 3 1/2" x 1/4", Crepe, 1-Lb Bag 855946	EA			\$5.34	\$0.00
	OFFICE SUPPLIES	Swingline® GBC® EZUse™ Thermal Laminating Pouches, Menu Size, 3 Mil, 11 1/2" x 17 1/2" 479129	EA			\$112.82	\$0.00
	OFFICE SUPPLIES	Laminating Pouches, Letter Size, 3 Mil, 9" x 11.5" 535704	EA			\$12.74	\$0.00
	OFFICE SUPPLIES	Control Group Tamper-Evident Deposit Bags, 9" x 12", Clear 639490	EA			\$25.16	\$0.00
		<b>Office Essentials</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Boise® X-9® Multi-Use Copy Paper, Letter Paper Size, 20 Lb, Bright White 196517	EA			\$32.99	\$0.00
	OFFICE SUPPLIES	Copy & Print Paper, Ledger Paper, 20 Lb, 500 Sheets Per Ream 536648	EA			\$77.79	\$0.00
	OFFICE SUPPLIES	Copy & Print Paper, Legal Size Paper, 20 Lb 500 Sheets/RM 317339	EA			\$73.20	\$0.00
	OFFICE SUPPLIES	Hammermill® Color Copy Paper, 8 1/2" x 11", 28 Lb. 343454	EA			\$17.87	\$0.00
	OFFICE SUPPLIES	HP Multipurpose Ultra White Paper, Letter Size Paper, 20 Lb. 96 Bright 251668	EA			\$32.99	\$0.00
	OFFICE SUPPLIES	Copy & Print Paper, Legal Size Paper, 20 Lb, 500 Sheets 348045	EA			\$60.95	\$0.00
	OFFICE SUPPLIES	Xerox® Vitality Colors™ Multipurpose Printer Paper, Letter, 20 Lb, 30% Recycled, Blue 345637	EA			\$6.30	\$0.00
	OFFICE SUPPLIES	Xerox® Multipurpose Color Paper, Letter, 20 Lb., 30% Recy Yell 345660	EA			\$6.30	\$0.00
	OFFICE SUPPLIES	Xerox® Multipurpose Color Paper, Letter, 20 Lb., 30% Recy, Pink 345652	EA			\$9.54	\$0.00
		<b>Paper</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	OIC® Binder Clips, Mini, 9/16", Black 909309	EA			\$0.41	\$0.00
	OFFICE SUPPLIES	OIC® Binder Clips, Small, 3/4", Black 808857	EA			\$0.26	\$0.00
	OFFICE SUPPLIES	Binder Clips, Medium, 1 1/4" Wide, 5/8" Capacity, Black 429431	EA			\$0.63	\$0.00
	OFFICE SUPPLIES	Binder Clips, Large, 2" Wide, Black 308957	EA			\$1.70	\$0.00
	OFFICE SUPPLIES	Binder Clips, Small, 3/4" Wide, 3/8" Capacity, Black 825182	EA			\$3.12	\$0.00
	OFFICE SUPPLIES	Binder Clips, Medium, 1 1/4" Wide, 5/8" Capacity, Black 825190	EA			\$7.56	\$0.00
	OFFICE SUPPLIES	Paper Clips, No. 1 Regular, Silver, Nonskid Finish 308353	EA			\$1.35	\$0.00
	OFFICE SUPPLIES	Paper Clips, Jumbo, Silver 308239	EA			\$3.45	\$0.00
		<b>Paper Clips / Binder Clips</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Dri-Mark® Counterfeit Detector Pens 424456	EA			\$8.00	\$0.00
	OFFICE SUPPLIES	Zebra Z-Grip Mechanical Pencils, 0.7 mm, Clear/Black Barrel 760513	EA			\$2.71	\$0.00
	OFFICE SUPPLIES	Wood #2 Pencils, Medium Soft Lead 107580	EA			\$1.37	\$0.00
		<b>Pencils &amp; More</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	BIC® Gelocity Retractable Gel Pens, Medium Point, 0.7 mm Black 553769	EA			\$16.26	\$0.00
	OFFICE SUPPLIES	Tinted Ballpoint Stick Pens, Medium Point, 1.0 mm, Black 728919	EA			\$1.52	\$0.00



# Benchmark Savings Tool

## OFFICE SUPPLIES

LINE #	Category	DESCRIPTION	UOM	PKG QTY	CUSTOMER PRICING	UNIT \$ (TARGET)	Difference
	OFFICE SUPPLIES	Tinted Ballpoint Stick Pens, Medium Point, 1.0 mm, Blue 728982	EA			\$1.20	\$0.00
	OFFICE SUPPLIES	Zebra® Z-Grip™ Retractable Ballpoint Pens, Medium Point, 1.0 mm Black 288517	EA			\$2.30	\$0.00
	OFFICE SUPPLIES	Zebra® Z-Grip™ Retractable Ballpoint Pens, Medium Point, 1.0 mm Blue 288587	EA			\$2.34	\$0.00
	OFFICE SUPPLIES	Paper Mate® Retractable Gel Pens, Medium Point, 0.7 mm, Black 877515	EA			\$9.81	\$0.00
	OFFICE SUPPLIES	Paper Mate® Retractable Gel Pens, Medium Point, 0.7 mm, Blue 877535	EA			\$9.08	\$0.00
	OFFICE SUPPLIES	Paper Mate® Comfortmate™ Ultra Retractable Ballpoint Pens, Med, 1.0 mm, Blue 256791	EA			\$5.98	\$0.00
	OFFICE SUPPLIES	Paper Mate® Comfortmate™ Ultra Retractable Ballpoint Pens, Med, 1.0 mm, Black 256771	EA			\$5.64	\$0.00
	OFFICE SUPPLIES	Paper Mate® Flair® Porous-Point Pens, Medium Point, 1.0 mm, Red 182733	EA			\$13.19	\$0.00
	OFFICE SUPPLIES	Paper Mate® Flair® Porous-Point Pens, Medium Point, 1.0 mm, Black 182741	EA			\$14.08	\$0.00
	OFFICE SUPPLIES	Paper Mate® Flair® Porous-Point Pens, Medium Point, 1.0 mm, Green 182758	EA			\$13.19	\$0.00
	OFFICE SUPPLIES	Pentel® R.S.V.P.* Ballpoint Pens, Medium Point, 1.0 mm, Clear Barrel, Black 120675	EA			\$6.66	\$0.00
	OFFICE SUPPLIES	Pentel® R.S.V.P.* Ballpoint Pens, Medium Point, 1.0 mm, Clear Barrel, Blue 120709	EA			\$5.98	\$0.00
	OFFICE SUPPLIES	BIC® Round Stic® Ballpoint Pens, Med Point, 1.0 mm, Blue 255876	EA			\$4.75	\$0.00
	OFFICE SUPPLIES	BIC® Round Stic Ballpoint Pens, Medium Point, 1.0 mm Black 664011	EA			\$3.97	\$0.00
	OFFICE SUPPLIES	BIC® Ecolutions Round Stic Ball Pens, Med, 1.0 mm, 74% Recy, Black 165782	EA			\$6.32	\$0.00
	OFFICE SUPPLIES	PBIC® Ecolutions Round Stic Ball Pens, Med, 1.0 mm, 74% Recy, Blue 402437	EA			\$5.00	\$0.00
	OFFICE SUPPLIES	BIC® Round Stic Grip™ Ballpoint Pens, Medium Point, 1.2 mm, Clear Barrel, Blue Ink 112266	EA			\$2.22	\$0.00
	OFFICE SUPPLIES	BIC® Round Stic Grip™ Ballpoint Pens, Medium Point, 1.2 mm, Clear Barrel, Black 112220	EA			\$2.22	\$0.00
	OFFICE SUPPLIES	Paper Mate® Ballpoint Stick Pens, Medium Point, 1.0 mm, Blue 181578	EA			\$1.20	\$0.00
	OFFICE SUPPLIES	Paper Mate® Ballpoint Stick Pens, Medium Point, 1.0 mm, Red 181586	EA			\$0.91	\$0.00
	OFFICE SUPPLIES	Paper Mate® Ballpoint Stick Pens, Medium Point, 1.0 mm, Black 181594	EA			\$1.52	\$0.00
	OFFICE SUPPLIES	Paper Mate® Flair® Porous-Point Pens, Medium Point, 1.0 mm, Blue 182725	EA			\$13.19	\$0.00
	OFFICE SUPPLIES	FORAY® Soft-Grip Retractable Gel Pens, Medium Point, 0.7 mm Black 510216	EA			\$9.81	\$0.00
	OFFICE SUPPLIES	FORAY® Super Comfort Grip Retractable Gel Pens, Medium Point, 0.7 mm, Black Barrel, Black 234280	EA			\$9.18	\$0.00
	OFFICE SUPPLIES	Super Comfort Grip Retractable Ballpoint Pen, Medium Point, 1.0 mm, Blue 234200	EA			\$2.34	\$0.00
	OFFICE SUPPLIES	FORAY® Super Comfort Grip Retractable Gel Pens, Medium Point, 0.7 mm, Blue 234224	EA			\$9.01	\$0.00
	OFFICE SUPPLIES	BIC® Soft Feel® Retractable Ballpoint Pens, Medium Point, 1.0 mm Black 655266	EA			\$5.64	\$0.00
	OFFICE SUPPLIES	BIC® Soft Feel® Retractable Ballpoint Pens, Medium Point, 1.0 mm, Blue 655274	EA			\$2.34	\$0.00
	OFFICE SUPPLIES	Zebra® Z-Grip™ Retractable Ballpoint Pens, Medium Point, 1.0 mm, Clear Barrel, Blue 288587	EA			\$2.34	\$0.00
		<b>Pens - Medium Point</b>		<b>Subtotal \$</b>			
	OFFICE SUPPLIES	Pilot® G-2™ Retractable Gel Pens, Bold Point, 1.0 mm Black 952733	EA			\$14.74	\$0.00
	OFFICE SUPPLIES	Pilot® G-2™ Retractable Gel Pens, Bold Point, 1.0 mm, Smoke Barrels, Blue 207037	EA			\$14.68	\$0.00
	OFFICE SUPPLIES	Paper Mate® Profile™ Retractable Ballpoint Pens, Bold Point, 1.4 mm, Black 307928	EA			\$5.64	\$0.00
		<b>Pens - Bold Point</b>		<b>Subtotal \$</b>			
	OFFICE SUPPLIES	Pilot® G-2® Retractable Gel Pens, Fine Point, 0.7 mm Black 790761	EA			\$9.81	\$0.00
	OFFICE SUPPLIES	Pilot® G-2® Retractable Gel Pens, Fine Point, 0.7 mm Blue 790801	EA			\$12.98	\$0.00
	OFFICE SUPPLIES	Pilot® G-2® Retractable Gel Pens, Fine Point, 0.7 mm Red 790841	EA			\$13.49	\$0.00
	OFFICE SUPPLIES	Paper Mate® Ballpoint Stick Pens, Fine Point, 0.8 mm, Blue 181610	EA			\$1.40	\$0.00
	OFFICE SUPPLIES	Paper Mate® Ballpoint Stick Pens, Fine Point, 0.8 mm, Black 181636	EA			\$1.43	\$0.00
		<b>Pens - Fine Point</b>		<b>Subtotal \$</b>			





# Benchmark Savings Tool

## OFFICE SUPPLIES

LINE #	Category	DESCRIPTION	UOM	PKG QTY	CUSTOMER PRICING	UNIT \$ (TARGET)	Difference
	OFFICE SUPPLIES	Thermal Paper Rolls, 2 1/4" x 165', White 108610	EA			\$3.08	\$0.00
	OFFICE SUPPLIES	Single-Ply Paper Rolls, 2 1/4" x 130', White 108862	EA			\$3.70	\$0.00
	OFFICE SUPPLIES	Thermal Paper Rolls, 2 1/4" x 85', White 109317	EA			\$5.55	\$0.00
	OFFICE SUPPLIES	Thermal Paper Roll, 2 1/4" x 50', White 3625759	EA			\$1.11	\$0.00
	OFFICE SUPPLIES	Calculator Print Rolls, 2 1/4" x 100', 70% Recycled, White 553995	EA			\$3.70	\$0.00
	OFFICE SUPPLIES	Single-Ply Bond Paper Roll, 2 1/4" x 1800", White 840215	EA			\$0.34	\$0.00
	OFFICE SUPPLIES	Adding Machine Tape, 2 1/4" x 165', White 496190	EA			\$0.33	\$0.00
		<b>Rolls</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	2000 PLUS® P60 Self-Inking Stamp With Microban®, 1 3/8" x 2 15/16" Impression 666224	EA			\$17.29	\$0.00
	OFFICE SUPPLIES	2000 PLUS® Self-Inking Signature Stamp With Microban®, P15, 3/8" x 2 11/16" Impression 666672	EA			\$17.95	\$0.00
	OFFICE SUPPLIES	2000 PLUS® Self-Inking Stamp Re-Ink Fluid, 1 Oz., Black 984990	EA			\$3.69	\$0.00
	OFFICE SUPPLIES	2000 PLUS® Self-Inking Stamp Re-Ink Fluid, 1 Oz., Red 984995	EA			\$3.69	\$0.00
	OFFICE SUPPLIES	2000 PLUS® 4-In-1 Date Stamp, 15/16" x 1 3/4", Blue/Red 113947	EA			\$9.99	\$0.00
	OFFICE SUPPLIES	Self-Inking Refill Ink, 1 Oz, Black 839967	EA			\$4.01	\$0.00
	OFFICE SUPPLIES	Self-Inking Refill Ink, 1 Oz, Red 839994	EA			\$2.69	\$0.00
		<b>Stamps / Ink</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Stanley® Bostitch Premium Standard Chisel-Point Staples 207902	EA			\$0.33	\$0.00
	OFFICE SUPPLIES	Standard Staples, 1/4" 5,000/Box - Pack of 3 432087	EA			\$0.99	\$0.00
	OFFICE SUPPLIES	Standard Staples, 1/4" 5,000/Box - Pack of 5 432255	EA			\$1.65	\$0.00
	OFFICE SUPPLIES	Swingline® Optima® High-Capacity Staples 214718	EA			\$4.85	\$0.00
	OFFICE SUPPLIES	Bostitch® B8® PowerCrown™ Premium Staples, 1/4" Size 371674	EA			\$0.33	\$0.00
	OFFICE SUPPLIES	Staples, 1/4" Premium, Full Strip 344279	EA			\$3.77	\$0.00
	OFFICE SUPPLIES	Swingline® S.F.® 1 Standard Staples, Standard Point, 1/4", Full Strip 320960	EA			\$2.44	\$0.00
	OFFICE SUPPLIES	Swingline® S.F. 4 Premium Staples, 1/4" Full Strip 221051	EA			\$2.65	\$0.00
	OFFICE SUPPLIES	Swingline® Optima® Premium Staples 118645	EA			\$1.83	\$0.00
	OFFICE SUPPLIES	PaperPro® inPOWER™ 20 One-Finger Desktop Stapler, Black/Gray 839935	EA			\$12.27	\$0.00
	OFFICE SUPPLIES	Stanley Bostitch Electric Desktop Stapler, Black 549014	EA			\$59.17	\$0.00
	OFFICE SUPPLIES	Swingline® 545™ Standard Stapler, 50% Recycled, Black 908210	EA			\$3.59	\$0.00
	OFFICE SUPPLIES	Swingline® 747® Business Stapler, Black 655324	EA			\$12.27	\$0.00
	OFFICE SUPPLIES	Swingline® 747® Classic Stapler, Black 808675	EA			\$9.64	\$0.00
	OFFICE SUPPLIES	Bostitch® Ergonomic Contemporary Desktop Stapler, Black 495390	EA			\$3.59	\$0.00
	OFFICE SUPPLIES	Swingline® Optima® 70 Desk Stapler 70 Sheets 179295	EA			\$43.84	\$0.00
	OFFICE SUPPLIES	Stanley® Bostitch B8E Electronic Stapler And Staples, Black 45 sheets 163460	EA			\$63.90	\$0.00
	OFFICE SUPPLIES	Classic Full-Strip Desktop Stapler, Black 993239	EA			\$3.11	\$0.00
	OFFICE SUPPLIES	Swingline® Commercial Desk Stapler, Black 908194	EA			\$8.27	\$0.00
	OFFICE SUPPLIES	Staple Removers, Assorted Colors 127270	EA			\$0.99	\$0.00
	OFFICE SUPPLIES	Staple Remover, Black Claw-Style 427111	EA			\$0.33	\$0.00
	OFFICE SUPPLIES	Pen-Style Staple Remover 344734	EA			\$0.33	\$0.00
		<b>Stapling</b>			<b>Subtotal \$</b>		



## Benchmark Savings Tool

### OFFICE SUPPLIES

LINE #	Category	DESCRIPTION	UOM	PKG QTY	CUSTOMER PRICING	UNIT \$ (TARGET)	Difference
	OFFICE SUPPLIES	Scotch® Commercial Grade Packing Tape, 1 7/8" x 54.6 Yd., Clear 427261	EA			\$33.26	\$0.00
	OFFICE SUPPLIES	Scotch® Magic™ 810 Tape, 3/4" x 1000" 489461	EA			\$7.67	\$0.00
	OFFICE SUPPLIES	Scotch® 8% Recycled Magic™ 812 Greener Tape, 3/4" x 900" 452913	EA			\$21.90	\$0.00
	OFFICE SUPPLIES	Scotch® Transparent Tape, 1" Core, 3/4" x 1,296 597020	EA			\$11.23	\$0.00
	OFFICE SUPPLIES	Invisible Tape, 3/4" x 1296" 575341	EA			\$7.67	\$0.00
	OFFICE SUPPLIES	Invisible Tape, 3/4" x 1296" 473576	EA			\$27.28	\$0.00
	OFFICE SUPPLIES	Scotch® Desk Tape Dispenser, 100% Recycled, Black 173336	EA			\$1.53	\$0.00
		<b>Tape / Adhesives</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Brother® DR630 Black Drum Unit 12,000 Yield 576108	EA			\$87.93	\$0.00
	OFFICE SUPPLIES	Brother® TN-221BK Black Toner 2,500 Yield 510113	EA			\$70.86	\$0.00
	OFFICE SUPPLIES	Brother® TN-221C Cyan Toner 1,400 Yield 510194	EA			\$59.44	\$0.00
	OFFICE SUPPLIES	Brother® TN-221M Magenta Toner 1,400 Yield 510203	EA			\$59.44	\$0.00
	OFFICE SUPPLIES	Brother® TN-221Y Yellow Toner 1,400 Yield 510212	EA			\$59.44	\$0.00
	OFFICE SUPPLIES	Brother® DR-420 Drum Unit Black 12,000 Yield 534489	EA			\$68.33	\$0.00
	OFFICE SUPPLIES	Brother® TN-420 Black Toner Cartridge 1,200 Yield 695697	EA			\$31.82	\$0.00
	OFFICE SUPPLIES	Brother® TN-630 Black Toner Cartridge 1,200 Yield 576081	EA			\$35.96	\$0.00
	OFFICE SUPPLIES	Brother® TN-660 High-Yield Black Toner 2,600 Yield 576090	EA			\$59.83	\$0.00
	OFFICE SUPPLIES	High-Yield Remanufactured Black Toner Cartridge (Brother TN450) 2,600 Yield 228253	EA			\$44.29	\$0.00
		<b>Brother</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Epson® DuraBrite® Ultra T252XL120-S High-Yield Black High Yield 713800	EA			\$34.99	\$0.00
	OFFICE SUPPLIES	Epson® DuraBrite® Ultra T252XL-BCS Black & C/M/Y, Black-1,100 Yield and Color-300 Yield Each 791513	EA			\$62.89	\$0.00
		<b>Epson</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Canon 104, Black Toner Cartridge 2,000 Yield 984488	EA			\$73.72	\$0.00
	OFFICE SUPPLIES	Canon 128 Black Toner Cartridge 2,100 Yield 695913	EA			\$50.16	\$0.00
	OFFICE SUPPLIES	Canon CL-246 Color Ink Cartridge 180 Yield 9559233	EA			\$22.90	\$0.00
		<b>Canon</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Lexmark T650A11A Return Program Black Toner Cartridge 7,000 Yield 395847	EA			\$162.52	\$0.00
	OFFICE SUPPLIES	Lexmark™ 521 Return Program Black Toner 6,000 Yield 502607	EA			\$137.72	\$0.00
	OFFICE SUPPLIES	Lexmark™ 701C Return Program Cyan Toner 1,000 Yield 502706	EA			\$57.73	\$0.00
	OFFICE SUPPLIES	Lexmark™ 701K Return Program Black Toner Cartridge 1,000 Yield 502742	EA			\$44.87	\$0.00
	OFFICE SUPPLIES	Lexmark™ 701Y Return Program Yellow Toner 1,000 Yield 502778	EA			\$57.77	\$0.00
	OFFICE SUPPLIES	Lexmark™ 80C15K0 Return Program Black Toner Cartridge 2,500 Yield 278350	EA			\$65.55	\$0.00
	OFFICE SUPPLIES	Lexmark™ C540A1MG Return Program Magenta Toner 1,000 Yield 877235	EA			\$54.69	\$0.00
	OFFICE SUPPLIES	Lexmark™ C540A1YG Return Program Yellow Toner 1,000 Yield 877250	EA			\$54.99	\$0.00
	OFFICE SUPPLIES	Lexmark™ C540H1KG High Yield Return Program Black Toner 2,500 Yield 877260	EA			\$64.16	\$0.00
	OFFICE SUPPLIES	Lexmark™ 701M Return Program Magenta Toner 1,000 Yield 502769	EA			\$57.66	\$0.00
	OFFICE SUPPLIES	Lexmark™ C540A1CG Return Program Cyan Toner 1,000 Yield 877185	EA			\$56.48	\$0.00



# Benchmark Savings Tool

## OFFICE SUPPLIES

LINE #	Category	DESCRIPTION	UOM	PKG QTY	CUSTOMER PRICING	UNIT \$ (TARGET)	Difference
	OFFICE SUPPLIES	Lexmark™ 50F0Z00 Return Program Imaging Unit Black 60,000 Yield 991564	EA			\$40.50	\$0.00
	OFFICE SUPPLIES	Lexmark™ 501 Return Program Black Toner Cartridge 1,500 Yield 502589	EA			\$63.02	\$0.00
	OFFICE SUPPLIES	Lexmark™ 50F1H00 Return Program High-Yield Black Toner 5,000 Yield 633269	EA			\$137.07	\$0.00
	OFFICE SUPPLIES	Lexmark™ 52D1H00 Return Program High-Yield Black 25,000 Yield 991402	EA			\$384.02	\$0.00
	OFFICE SUPPLIES	Lexmark™ 70C1HKO High-Yield Black Toner Cartridge 4,000 Yield 278332	EA			\$94.19	\$0.00
	OFFICE SUPPLIES	Lexmark™ C746A1CG Return Program Cyan Toner Cartridge 7,000 Yield 397294	EA			\$228.31	\$0.00
	OFFICE SUPPLIES	Lexmark™ C746A1MG Return Program Magenta Toner Cartridge 7,000 Yield 397303	EA			\$227.29	\$0.00
	OFFICE SUPPLIES	Lexmark™ C746A1YG Return Program Yellow Toner Cartridge 7,000 Yield 397348	EA			\$222.90	\$0.00
	OFFICE SUPPLIES	Lexmark™ C746H1KG High-Yield Black Toner Cartridge 12,000 Yield 397429	EA			\$184.27	\$0.00
	OFFICE SUPPLIES	Lexmark™ E260A11A Return Program Black Toner 3,500 Yield 876670	EA			\$112.70	\$0.00
	OFFICE SUPPLIES	Lexmark™ X264A11G Return Program Black Toner 3,500 Yield 240922	EA			\$103.10	\$0.00
	OFFICE SUPPLIES	Lexmark™ X463H11G Return Program High-Yield Black Toner 9,000 Yield 240949	EA			\$199.02	\$0.00
		<b>Lexmark</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	HP 26 Black Toner Cartridge 3,100 Yield 246428	EA			\$114.30	\$0.00
	OFFICE SUPPLIES	HP 507A, Black Original Toner Cartridge 5,500 Yield 679702	EA			\$77.98	\$0.00
	OFFICE SUPPLIES	HP 507A, Magenta Original Toner Cartridge 6,000 Yield 680206	EA			\$90.10	\$0.00
	OFFICE SUPPLIES	HP 61XL/61 Black/Tricolor Original Ink Cartridges Black-480 Yield and Color-165 Yield Each 493814	EA			\$53.16	\$0.00
	OFFICE SUPPLIES	HP 83A Black Toner Cartridge 1,500 Yield 287444	EA			\$57.77	\$0.00
	OFFICE SUPPLIES	HP 934XL/935 Black/Color Ink Cartridges (N9H66FN#140) Black-1,000 Yield, Color-400 Yield Each 830231	EA			\$71.20	\$0.00
	OFFICE SUPPLIES	HP 952XL High Yield Black And HP 952 C/M/Y Black-2,000 Yield and Color-700 Yield Each 431632	EA			\$99.45	\$0.00
	OFFICE SUPPLIES	HP 131A, Black Original Toner Cartridge (CF210A) 1,600 Yield 829348	EA			\$61.64	\$0.00
	OFFICE SUPPLIES	HP 131A, Cyan Original Toner Cartridge (CF211A) 1,800 Yield 829906	EA			\$76.84	\$0.00
	OFFICE SUPPLIES	HP 131A, Yellow Original Toner Cartridge (CF212A) 1,800 Yield 829924	EA			\$76.84	\$0.00
	OFFICE SUPPLIES	HP 131A, Magenta Original Toner Cartridge (CF213A) 1,800 Yield 829933	EA			\$76.84	\$0.00
	OFFICE SUPPLIES	HP 950XL/951 Black/Color Original Ink Cartridges Black-2,300 Yield, Color-700 Yield Each 434207	EA			\$87.95	\$0.00
	OFFICE SUPPLIES	HP 96 Black Ink Cartridge 860 Yield 440520	EA			\$40.49	\$0.00
	OFFICE SUPPLIES	HP 96/97, Black/Tricolor Original Ink Cartridges Black-860 Yield, Color-560 Yield Each 961679	EA			\$57.48	\$0.00
	OFFICE SUPPLIES	HP 97 Tricolor Ink Cartridge 560 Yield 440648	EA			\$28.74	\$0.00
	OFFICE SUPPLIES	HP 78A (CE278A) Black Original LaserJet Toner 2,100 Yield 231822	EA			\$47.99	\$0.00
	OFFICE SUPPLIES	HP 78A (CE278D) Black Original LaserJet Toner Cartridges 2,100 Yield Each 347098	EA			\$47.99	\$0.00
	OFFICE SUPPLIES	HP 85A, Black Original Toner Cartridge 1,600 Yield 231939	EA			\$47.99	\$0.00
	OFFICE SUPPLIES	HP 85A (CE285D) Black Original LaserJet Toner Cartridges 1,600 Yield 347125	EA			\$47.99	\$0.00
	OFFICE SUPPLIES	HP 90A, Black Original Toner Cartridge 10,000 Yield 646557	EA			\$156.58	\$0.00
	OFFICE SUPPLIES	HP 305A (CE410A) Black Original LaserJet Toner 2,200 Yield 756589	EA			\$76.24	\$0.00
	OFFICE SUPPLIES	HP 05A, Black Original Toner Cartridge 2,300 Yield 878270	EA			\$83.47	\$0.00
	OFFICE SUPPLIES	HP 05A (CE505D) Black Original LaserJet Toner Cartridges 2,300 Yield Each 766077	EA			\$153.88	\$0.00
	OFFICE SUPPLIES	HP 131A, Black Original Toner Cartridge 1,600 Yield 829348	EA			\$61.64	\$0.00
	OFFICE SUPPLIES	HP 26 Black Toner Cartridge (CF226A) 3,100 Yield 246428	EA			\$114.30	\$0.00
	OFFICE SUPPLIES	HP 80A (CF280A) Black Original LaserJet Toner 2,700 Yield 385702	EA			\$33.16	\$0.00
	OFFICE SUPPLIES	HP 61XL Black High Yield Original Ink Cartridge 480 Yield 523959	EA			\$31.35	\$0.00
	OFFICE SUPPLIES	HP 61XL Tricolor Ink Cartridge (CH564WN) 480 Yield 524022	EA			\$33.24	\$0.00
	OFFICE SUPPLIES	HP 950XL Black High Yield Original Ink Cartridge 2,300 Yield 781692	EA			\$33.29	\$0.00



## Benchmark Savings Tool

### OFFICE SUPPLIES

LINE #	Category	DESCRIPTION	UOM	PKG QTY	CUSTOMER PRICING	UNIT \$ (TARGET)	Difference
	OFFICE SUPPLIES	HP 951XL Cyan High Yield Ink Cartridge 1,500 Yield 781764	EA			\$27.10	\$0.00
	OFFICE SUPPLIES	HP INK,951,XL,MAGENTAHP 951XL Magenta Ink Cartridge 1,500 Yield 782034	EA			\$27.10	\$0.00
	OFFICE SUPPLIES	HP 950 Black Ink Cartridge 1,000 Yield 781386	EA			\$23.98	\$0.00
	OFFICE SUPPLIES	HP 951 Cyan Ink Cartridge 700 Yield 781413	EA			\$17.56	\$0.00
	OFFICE SUPPLIES	HP 951 Magenta Ink Cartridge 700 Yield 781494	EA			\$17.55	\$0.00
	OFFICE SUPPLIES	HP 951 Yellow Ink Cartridge 700 Yield 781539	EA			\$17.56	\$0.00
	OFFICE SUPPLIES	HP 932XL, Black Original Ink Cartridge 1,000 Yield 751054	EA			\$19.53	\$0.00
	OFFICE SUPPLIES	HP 933XL Cyan Ink Cartridge 825 Yield 751090	EA			\$15.72	\$0.00
	OFFICE SUPPLIES	HP 933XL Magenta Ink Cartridge 825 Yield 751108	EA			\$15.72	\$0.00
	OFFICE SUPPLIES	HP 933XL Yellow Ink Cartridge 825 Yield 751117	EA			\$15.72	\$0.00
	OFFICE SUPPLIES	HP 564XL Black High Yield Original Ink Cartridge 550 Yield 218877	EA			\$24.17	\$0.00
	OFFICE SUPPLIES	HP 951 Cyan, Magenta & Yellow Original Ink Cartridges 700 Yield Each 781602	EA			\$46.58	\$0.00
	OFFICE SUPPLIES	HP 940XL/940 Black/Color Original Ink Cartridges Black-2,300 Yield Color-900 Yield Each 155387	EA			\$99.69	\$0.00
	OFFICE SUPPLIES	HP 12A Black Original Toner Cartridge 2,000 Yield 154414	EA			\$37.71	\$0.00
	OFFICE SUPPLIES	HP 78A (CE278A) Black Original LaserJet Toner Cartridge 2,100 Yield 231822	EA			\$47.99	\$0.00
	OFFICE SUPPLIES	HP 80X (CF280X) High Yield Black Original LaserJet Toner 6,900 Yield 385819	EA			\$84.74	\$0.00
	OFFICE SUPPLIES	HP 932XL, Black Original Ink Cartridge 1,000 Yield 751054	EA			\$19.53	\$0.00
	OFFICE SUPPLIES	Remanufactured Black Toner Cartridge (HP 05A / CE505A) 2,300 Yield 762813	EA			\$66.85	\$0.00
	OFFICE SUPPLIES	Remanufactured Black Toner Cartridge 12A 2,000 Yield 648112	EA			\$37.71	\$0.00
	OFFICE SUPPLIES	Remanufactured Black Toner Cartridge 64A 10,000 Yield 229987	EA			\$118.24	\$0.00
		<b>HP</b>			<b>Subtotal \$</b>		
	OFFICE SUPPLIES	Ricoh TypeSP C310HA Toner Cartridge 6,500 Yield 157626	EA			\$128.57	\$0.00
		<b>Ricoh</b>			<b>Subtotal \$</b>		

### BUSINESS REQUIREMENTS

1	Firm Pricing for 12 Months	
2	Firm Pricing for 24 Months	
3	Firm Pricing for Length of Contract	
4	Payment Terms: 2%-10; Net 30	



## Benchmark Savings Tool

### OFFICE SUPPLIES

LINE #	Category	DESCRIPTION	UOM	PKG QTY	CUSTOMER PRICING	UNIT \$ (TARGET)	Difference
5		Delivered Pricing					
6		Next day delivery - free					
7		Internet ordering available					
8		Product warranty and return policy					
9		Customer Service Hours					
10		Quarterly or Annual rebates					
12		Credit Card Payment: Visa - MC - Discover - AMEX					
11		Monthly invoices itemized					
17		Usage reports available upon request					
13		Single Sales Contact					
14		Insurance - Will you provide a Certificate of Insurance? What \$ Limits?					
15		Other Comments					
16		Do you have a shopping list option on your website that directs clients to the core list and alternative items?					
17		Is your pricing contingent on all stores ordering?					
18		Would you consider a 5% price increase cap for year two? (excluding paper and toner). If not, what % would you agree to?					

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