

Order Sheet



**Marketing Supply
Inventory**

Name: _____ **Branch:** _____

Qtr Requested: Jan-Mar Apr-Jun Jul-Sep Oct-Dec

Max	Item	Left	Requested	Sent	Sent	Sent
120	16 oz. Plastic Cups					
200	Bags--Convention (regular)					
As Needed	Bags--Convention (small)					
30	Bags--Popcorn					
25	Balloons					
0	Blood Pressure Cards					
0	Bottled Water 24/pk					
500	Brochure					
3	Brochure Holder					
100	Emery Boards					
As Needed	Fans on a stick					
100	Hand Sanitizer Spray					
75	Labels					
100	Lip Balm					
100	Magnet--House					
200	Maps					
300	Pens					
320	Post-It Notes (lined) 160/pk					
320	Post-It Notes (small) 80/pk					

Revised:
1/3/2018