

ESSENDANT WEBSITE PRICING AND S.P. RICHARDS WEBSITE PRICING CATEGORIES**SECTION I: ITEM # 1 - OFFICE SUPPLIES, GENERAL:**

<u>Office Supplies Includes the following:</u>
Art & Drafting Supplies
Badges & Accessories (All Lanyards <u>must be</u> breakaway)
Binders & Binding Systems Supplies
Boards – Accessories <i>only</i> (Boards, Easels and Rails are Item #2)
Books – including magnifiers
Business Cases
Calculators
Cards & Card Filing
Cash Handling
Catalog Racks & Reference Systems
Clipboards & Clips
Cleaning Supplies – Computer Accessories <i>only</i>
Computer Accessories – Including monitor arms, mice, keyboards, keyboard drawers and platforms (Does not include the purchase of new electronic devices; such as printers, fax machines, scanners, tablets, laptops, etc.)
Copyholders
Correction Supplies
Data Storage
Desk Accessories – Including organizers and sorters
Dictation Equipment – Including accessories
File Folders, File Jackets, File Pockets & Files
Flags
Forms
Frames – Including accessories
Glues & Adhesives
Indexes
Key Controls and Locks
Label Holders
Label Makers – including supplies
Labels
Laminators – Including supplies
Lamps – Including bulbs
Letter Openers
Literature Racks & Displays (No rack/display costing more than \$300.00 each, list price)
Literature Holders

ESSENDANT WEBSITE PRICING AND S.P. RICHARDS WEBSITE PRICING CATEGORIES**SECTION I: ITEM # 1 – OFFICE SUPPLIES, GENERAL: (Cont'd)**

<u>Item Categories</u>
Literature Organizers
Notebooks
Pack & Ship – <i>excluding knives</i>
Pads and Pad Holders
Paper – Filler <i>only</i> ; (Specialty Paper products are Item # 8)
Pens, Pencils, Pencil Sharpeners & Accessories (No pen or pencil costing more than \$10.00 each, list price)
Punches (No punch costing more than \$300.00 each, list price)
Printer Stands (No printer stand costing more than \$175.00 each, list price)
Report Covers
Rubber Bands
Rulers
Scissors
Seating – Including Back Supports and Foot Rests (excluding Chairs)
Sheet Protectors
Shredder Supplies (excluding shredders; shredders are Item #9)
Signs
Sit to Stand Accessories – (excluding floor mats; floor mats are Item #5)
Stamps – including ink (excluding custom stamps)
Staplers, Staple Removers & Staples (No stapler costing more than \$600.00 each, list price)
Surge Protectors
Tablet Accessories – (excluding tablets)
Tags & Price Markers
Tape & Dispensers
Telephones – Accessories <i>only</i>
Time Clocks, Time Cards & Time Card Racks
Trimming Boards

ESSENDANT WEBSITE PRICING AND S.P. RICHARDS WEBSITE PRICING CATEGORIES**SECTION II: ITEM #'s 2-10 – SPECIALTY CATEGORIES:**

<u>Items:</u>
2. Batteries
3. Boards/Easels/Rails – (Accessories are Item #1)
4. Calendars
5. Chairs/Floor Mats
6. Clocks
7. Envelopes
8. Paper – Specialty (excluding filler paper; filler paper is Item #1)
9. Shredders
10. Step Ladders/Step Stools