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The Essentials



The items in your office
that you use every day.

We have them in stock, ready for fast delivery.



universal

Universal® Copy Paper

- Compatible with all office equipment.
- Great for general office copying and printing.
- Acid-free for archival quality.

Copy Paper, 92 Bright, 20lb, 8.5 x 11, White, 500 Sheets/Ream, 10 Reams/Carton

No.	Unit	Staples	My Price
UNV-21200	CT	\$47.99	\$35.50



universal

Universal® Perforated Ruled Writing Pads

- Excellent-quality free-sheet paper is perforated for easy removal.
- Red margin at left.
- Sturdy back.

Perforated Writing Pads, Wide/Legal Rule, 8.5 x 11.75, Canary, 50 Sheets, Dozen

No.	Unit	Staples	My Price
UNV-10630	DZ	\$9.99	\$8.99



universal

Universal® Self-Stick Note Pads

- Great for reminders, quick notes and indexing around the office and home.
- Repositionable adhesive sticks almost anywhere.

Self-Stick Note Pads, 3 x 3, Yellow, 100-Sheet, 12/Pack

No.	Unit	Staples	My Price
UNV-35668	PK	\$16.99	\$4.99



universal

Universal® Top Tab Manila File Folders

- Classic folder constructed to resist tearing.
- Bottom triple-scored for no-sag expansion.
- Undercut at tabs for increased indexing area.

No.	Unit	Staples	My Price
UNV-12113	BX	\$7.99	\$6.99

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universal.

Universal® White Labels

- Permanent, self-adhesive labels stay right where you place them.
- Address a letter or package in your own unique style.
- Laser and inkjet compatible.

White Labels, Inkjet/Laser Printers, 1 x 2.63, White, 30/Sheet, 100 Sheets/Box

No.	Unit	Staples	My Price
UNV-80102	BX	\$25.99	\$17.99



universal.

Universal® Binder Clips

- Triangular design provides strength and compression.
- Handles can be hung, folded flat against clipped material, or removed for permanent binding.

Binder Clips, Small, Black/Silver, 36/Pack

No.	Unit	Staples	My Price
UNV-10200VP3	PK	\$N/A	\$1.69



universal.

Universal® Business Envelope

- Business-weight 24 lb stock.
- Wove finish.
- Fully gummed flap.



Business Envelope, #10, Monarch Flap, Gummed Closure, 4.13 x 9.5, White, 500/Box

No.	Unit	Staples	My Price
UNV-35210	BX	\$27.99	\$11.99

Recycled Medium-Duty Record Storage Box, Letter/Legal Files, Kraft/Green, 12/Carton

No.	Unit	Staples	My Price
UNV-28223	CT	\$N/A	\$59.27



universal.

Universal® Deluxe Colored Paper

- All printers, all copiers.
- Make your documents stand out with color.
- Acid-free for archival quality.



Deluxe Colored Paper, 20lb, 8.5 x 11, Blue, 500/Ram

No.	Unit	Staples	My Price
UNV-11202	RM	\$11.49	\$7.19

Paper Clips, Small (No. 1), Silver, 100 Clips/Box, 10 Boxes/Pack

No.	Unit	Staples	My Price
UNV-72210	PK	\$5.29	\$2.59



universal.

Universal® Standard Sheet Protector

- Three-hole punched for 8 1/2" x 11" inserts.
- Reinforced edge.
- No photocopy transfer.



Top-Load Poly Sheet Protectors, Standard Gauge, Letter, Clear, 50/Pack

No.	Unit	Staples	My Price
UNV-21124	PK	\$N/A	\$9.17

Economy Round Ring View Binder, 3 Rings, 2" Capacity, 11 x 8.5, Black

No.	Unit	Staples	My Price
UNV-20981	EA	\$6.29	\$4.99



universal.

Universal® Paper Clips

- Clips keep papers in place without sliding.
- Hold paper tightly without tearing.
- Economical.

Paper Clips, Jumbo, Silver, 100/Box

No.	Unit	Staples	My Price
UNV-72220BX	BX	\$N/A	\$1.03



Universal® Combo Clip Pack

- Combination binder clip, paper clip and push pin pack.
- Includes 46 binder clips, 280 push pins, and 380 plastic-coated paper clips.
- Each comes in its own handy dispenser.

Combo Clip Pack, 380 Paper Clips, 280 Push Pins and 46 Binder Clips

No.	Unit	Staples	My Price
UNV-31203	KT	N/A	\$11.39

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