



# Perfectly Practical

## Everyday Basics



### A. Binder Clips

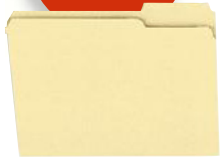
Handles can be hung, folded flat against clipped material or removed for permanent binding.

No.	Width	Capacity	Dozen
UNV-10200	3/4"	3/8"	
UNV-10210	1/4"	5/8"	
UNV-10220	2"	1"	



AS LOW AS

YOUR PRICE



### B. Heavyweight Manila File Folders

Strong 11 pt. stock resists tearing. Bottom triple-scored for maximum 1" capacity. Undercut at tab for increased indexing area. Minimum 10% post-consumer material. 100 folders per box. ♻️

No.	Size	Tab Position	Box
UNV-12113	Letter	1/3	

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### C. Paper Clips

100 clips per box.

No.	Finish	Size	Box
UNV-72210	Smooth	No. 1	
UNV-72220	Smooth	Jumbo	

YOUR PRICE



### D. Staples-Chisel Point

210 staples per strip. 5,000 staples per box.

No.	Box
UNV-79000	

YOUR PRICE



### E. Economy Full Strip Stapler

Staples up to 12 sheets. 3" throat depth. High-impact plastic construction with floating channel mechanism. Uses standard staples. Nonskid base. Manufacturer's one-year limited warranty.

No.	Color	Each
UNV-43118	Black	

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### F. Ruled Perforated Pads

Excellent quality 16-lb. free-sheet. 3/8" wide lines and red margin at left. 50 sheets per pad.

No.	Size	Color	Dozen
UNV-10630	8 1/2 x 11 3/4	Canary	
UNV-20630	8 1/2 x 11 3/4	White	

### G. Yellow Color Note Pads

Self-stick notes are a great way to ensure your message is seen. Yellow. Micro, regular, large and jumbo size.

No.	Size	Pack
UNV-35662	Micro Size—1 1/2 x 2.	12
UNV-35668	Regular Size—(shown) 3 x 3.	12

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### H. Desk Highlighter with Comfort Grip

Wide barrel with chisel tip. Rubberized grip for comfort and control. Five-Color Set. Fluorescent yellow, fluorescent green, fluorescent orange, fluorescent blue and fluorescent pink.

No.	Set
UNV-18860	

YOUR PRICE



### I. Invisible Tape

Matte finish tape becomes invisible on contact. Accepts ballpoint pen. 1" core.

No.	Size	Roll
UNV-83436	3/4" x 1,296"	

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### J. White Envelopes

Business weight 24-lb. Diagonal seams. White wove paper stock. 500 envelopes per box.

No.	Trade Size	Ctn. Qty.	Box
UNV-35210	#10, 4 1/8 x 9 1/2	5 boxes	
UNV-35211	Window—1 1/8 x 4 1/2 Clear Poly Window.	5 boxes	

AS LOW AS



### K. Pen-Style Permanent Markers

Fine bullet point. Low-odor permanent marker. ACMI Certified nontoxic.

No.	Color	Dozen
UNV-07071	Black	
UNV-07072	Red	

YOUR PRICE



### L. Dry Erase Markers

Rich, vibrant colors. Low odor. Nontoxic.

No.	Tip	Set
UNV-43650	Chisel	

