



University of Pittsburgh – Supply Order Form

DEPARTMENT INFORMATION

Request Date: _____ Requestor Name: _____ Account/Department #: PPH064200 \ _____

Phone Number: _____ Fax Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

LABELS*		
Type	Box or File Level	Quantity (specify how many labels are needed)
White barcode labels (*Now in rolls, not sheets)		
Green or Yellow barcode labels (specify color)		
Destruction labels (orange stickers)		
File folder barcode labels (for file-level departments only)		

* The standard barcode labels are white (for paper storage). If you require green (environmental) or yellow (file labels), please be certain to specify that on the designated line above.

BOXES - minimum box purchase is 10 (increments of 5 thereafter). Please note that prices listed are current for the FY2016 only.		
Type	Size	Quantity
1.2 cubic foot white box \$1.06 each	13"W x 10¾"H x 16½" D	
1.8 cubic foot legal box \$2.04 each	13¼"W x 12¾"H x 16½"D	
3.0 cubic foot large legal box \$2.65 each	16¼"W x 10 5/8"H x 25½"D	
2.4 cubic foot large letter box \$2.22 each	13¼"W x 10½"H x 25½"D	
1.2 cubic foot check carton \$1.85 each	10"W x 4½"H x 25¼"D	
1.2 cubic foot drawing tube \$2.23 each	3¼"D x 37⅞"L	
1.8 cubic foot X-ray carton \$1.85 each	7¼"D x 20½"H x 16"D	
1.8 cubic foot flat drawing carton \$5.14 each	27¾"W x 37½"H x 2½"D	
1.2 cubic foot microfiche carton \$2.23 each	8¾"W x 5¾"H x 16⅞"D	

Comments _____

Signature _____ Passcode (if applicable) _____ Page _____ of _____

Email this form to clientsupport@accesscorp.com; FAX this form to Access at 412-321-0305. Please be certain to retain a copy of this form for your records.