**Appendix 3**

**Stationery Items**

**Standard Items List**

**Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **What do you need?** | **Cost per item** | **Qty per item** | **Total cost?** |

|  |  |  |  |
| --- | --- | --- | --- |
| Pens  |  £2.00 |  | £2.00 |
| Pencils  |  £1.00 |  | £1.00 |
| Highlighters  |  £4.00 |  | £4.00 |
| Pencil Case |  £5.00 |  | £5.00 |
| Files |  £5.00 |  | £5.00 |
| File Dividers |  £1.00 |  | £1.00 |
| Note Book |  £2.00 |  | £2.00 |
| Bag |  £20.00 |  | £20.00 |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TOTAL** | **£40.00** |  | **£40.00** |