



Access Products, Inc.

dba Imaging Systems



4192 Center Park Drive
Colorado Springs, CO 80916
(t) 1-800-779-7799
(f) 719-966-4069

A Service-Disabled
Veteran-Owned Small Business

SAM-Registered
Cage Code: 0G4A2
DUNS: 151045309
orders@accessproductsinc.com

Supply Order Checklist

Common Supplies

- Binders
- Binder Clips
- Calculator
- Calendars
- Copy Paper
- Correction Tape
- Envelopes / Mailers
- File Folders
- File Dividers
- Glue Sticks
- Highlighters
- Hole Punch
- Labels
- Note Pads
- Report Covers
- Rubber Bands
- Rulers
- Scissors
- Paper Clips
- Pencils
- Pens
- Planners
- Post-it Notes
- Staples
- Staple Remover
- Storage Boxes

- Tape
- Thumbtacks
- White Out

Printer Supplies

- Toner # _____
- Cartridge # _____
- Color(s) _____
- _____
- _____
- _____

Miscellaneous

- Pen/Pencil Cups
- Paper Trays
- Office Furniture
- White Boards
- Canned Dusters
- Computer Privacy Screens
- Screen Cleaning Wipes
- USB Flash Drives
- Paper Shredders
- Mats
- _____
- _____
- _____
- _____