- 1. In ordering stationery and printed matter use separate sheets.
- 2. Order numbered forms by number or send sample.
- 3. Orders for unnumbered forms should be accompanied by samples.
- 4. Orders for books should be accompanied by sample pages or folios.
- 5. Orders for which purchase orders will issue should give as full details as possible for each item.
- 6. All Requisitions should be submitted in duplicate. One copy will be returned as acknowledgment.

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