

Mercy College
Department of Mail Services

Stockroom Items

Price List

Description	Unit of Measure	Price
<u>All Envelopes have the 555 Broadway Return Address</u>		
#10 Business Envelopes	500 per Box	\$12.50/Box
#10 Business Window Envelopes	500 per Box	\$16.50/Box
9" X 12" Envelopes	500 per Box	\$35.00/Box
Memorandum Pads 5.5" wide X 8.5" long	Each Pad	\$.50/each
Small Mercy College Pads 4.25" wide X 7" long	Each Pad	\$.70/each
Mercy College Letterhead	500/ream	\$10.00/ream

Prices are subject to change without notice

Stock Items not charged back to Departments

Examination Books

Roll Books

Mercy College Shipping Labels

Large Inter-Office Envelopes

Small Inter-Office Envelopes

Please allow 48 hours for delivery of items upon receipt of Stockroom requisition order forms.