

Appendix E: Price Sheet

Normal APAC Standards When Assessing Goods and Services and Space
Purchased or Leased from Corporations or Labor Organizations

1. Use of phones (local)	\$1/set/day	24. 9x12 Envelopes (no clasp)	13.60/250 (Univ)
2. Use of phones (long distance)	Keep log/ month	25. SCM ribbons (cartridges)	2.75ea
3. Use of office space (monthly)	%age of rent pd	26. Liquid paper	1.10/bottle
4. Use of office space (per meeting)	\$5-\$10	27. Staplers 8 1/2"	12.50ea (Sngline)
5. Use of equipment (limited access)	\$50/mo	28. Staples	9.95ea (ACCO)
6. Use of typewriter (monthly)	\$10	29. Paper clips	1.35/box (Swng)
7. Use of mimeo (daily)	\$1.50	30. Scotch tape (1/2")	3.30/1000 (ACCO)
8. Use of xerox (per copy)	5¢	31. Masking tape (1")	0.92/roll
9. Use of folding chairs (/day)	\$2/doz	32. Rubber bands	2.93/roll
10. Letter Trays	2.49ea (Eldon)	33. Markers	4.25/lb (univers)
11. File Boxes (24")	2.10ea (R-Kive)	34. Pens (BIC)	0.80ea (Flair)
(15")	2.60ea (Systematic)	35. Rubber Cement (8oz can)	0.59ea (Carter)
12. Folders (Letter)	7.50/100 (Smead)	36. Stamp Pads (2 3/4x4 1/4)	3.48/doz (fine)
(Legal)	9.75/100 (")	(3 1/4 x 6 1/4)	3.00/doz (med)
(Letter)	7.45/100 (Universal)	(Ink)	1.75 (Stanfords)
(Legal)	9.95/100 (")	37. Gestetner Supplies	
13. Index Cards 3x5	3.95/1000 (") Plain	Ink	5.00/tube
	3.95/1000 (") Ruled	Green Stencils	0.25ea
14. Roladex	9.95 (Roladex)	Electrostencils	0.50ea
(2 1/2 x 4)	19.95 (Bates)	38. Press type	3.50/sheet
15. 3-hole punches	6.75 (Clix)	39. Poster board	0.50/sheet
16. Rubber stamps (3-line)	7.00 ea	40. Mimeo paper	3.00/ream
17. Clipboard (11")	1.45ea (Service)		
18. Clipboard (14")	1.50ea (Service)		
19. Ruled pads (11")	6.80/doz (Universal)		
20. Ruled pads (14")	7.75/doz (")		
21. Appointment bks	4.00ea (daily)		
	2.50ea (weekly)		
22. Envelopes	8.50/500 (Universal)		
23. Receipt books (flexible cover)	0.60/ea (Wilson Jones)		