

Ref: FOI/GS/ID 8298

Please reply to:
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Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to the top 30 stationery products that the trust consumes on a regular basis.

You asked:

- 1. The top 30 stationery products that your trust consumes on a regular basis. For example, reams of printer paper, pens, pencils, pads etc.*
- 2. The volume of each item bought per annum (either over a 12-month period or a financial year)*
- 3. The unit cost of each item (or an average price)*

Trust response:

1, & 2.

Item:	Amount of Boxes/Packs ordered	Quantity of Measure
PAPER A4 WHITE	5806	2500
PEN BALLPOINT BLACK	1273	50
PUNCHED POCKETS A4 CLEAR	578	100
STAPLES	559	5000
TAPE (SELLOTAPE) 24MM X 66M	515	6
LAMINATING POUCH A4	460	100
STAPLER METAL BLACK	442	1
DRYWIFE MARKER PEN ASSORTED	419	4
ADHESIVE PUTTY (BLUTAC)	350	1
HIGHLIGHTERS ASSORTED HI-GLO	348	4
NOTEBOOK A4 HARDCOVER RULED 192 PAGES	329	1
DRYWIFE MARKER PENS BULLET TIP BLACK	319	10
LETTER TRAY BLACK A4	285	1

POST IT NOTES 76 X 76MM YELLOW	274	12
FILE LEVER ARCH A4 BLACK	270	1
RUBBER BANDS 6 X 152MM SIZE 69 LARGE	260	1
ENVELOPES A5 80GSM SELF SEAL MANILLA	259	500
CORRECTION ROLLER	234	1
NOTEBOOK RULED & MARGIN 160 PAGES A5 SOFT COVER	229	5
PAPERCLIP JUMBO WAVY 77MM	227	100
DIVIDER A4 10 TABS CLRD	227	1
NOTE PAD A5 RULED 192 PAGES BLUE	216	1
RISERS FOR LETTER TRAY 118MM	170	4
LABELS 18 PER SHEET 63.5X46.6MM	158	100
STAPLE REMOVER	152	1
PENCIL HB RUBBER TIPPED	148	12
HOLE PUNCH BLACK 40 SHEETS	147	1
Q-CONNECT METAL TREASURY TAG 102MM PK 100.	145	100
Q-CONNECT YEAR PLANNER UNMOUNT 2023	142	1
CLIP BOARD BLACK	142	1

3. Section 43 is being applied to this question.