

**REORDER NOTICE**

Prepared For: PRIME TEST DATA CLIENT (342)

Please review this item for reorder.

Return this form and sample to the Document Control Coordinator.

| Item No.        | Description         |      |       | Current Inventory Level |          |       | Mo Usage<br>Yr. Usage | Prev Order  |       |
|-----------------|---------------------|------|-------|-------------------------|----------|-------|-----------------------|-------------|-------|
|                 | Type                | Size | Plies | Unit                    | Quantity | Weeks |                       | Qty         | Date  |
| 3564-ES MASTERS | MASTER DIEBOLD BC'S |      |       | BX/500                  | 0.000    | 0     | 0.000                 | PO03-025640 |       |
|                 | 30                  |      | 1     |                         |          |       | 0.000                 | 50.000      | 04/03 |

**REORDER REMARKS:**

.....

**PLEASE REORDER:**                     With NO CHANGES                     With CHANGES INDICATED                     DO NOT REORDER

**DELIVERY:**                             Normal Delivery                             Required Delivery Date \_\_\_\_\_

**USAGE:**                                 Constant                                 Will Increase/Decrease to: Qty per Month \_\_\_\_\_

**OBSOLETE:**                             Destroy Existing Stock                             Charge to Cost Center \_\_\_\_\_

**COMMENTS OR CHANGES: Please make ALL CHANGES on the sample attached.**

REVIEWED BY

Name \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

DOCUMENT COORDINATOR

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

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|          | Type                        | Size       | Plies | Unit                    | Quantity  | Weeks | Yr. Usage  | Qty        | Date |
| 55-01    | <b>GEMS-GLOBAL ELECTION</b> |            |       | EA/1                    | 1,409.000 | 5     | 1,101.417  |            |      |
|          | 90                          | 8-1/2 X 11 | 1     |                         |           |       | 13,217.000 |            |      |

**REORDER REMARKS:** SARA MORRIS 330 490-6918  
 JENNIFER BAKO  
 NEW REVISION WILL BE PRINTED ONCE STOCK IS DELPLETE/PER SARAH 7/03

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|          | Type                       | Size          | Plies | Unit                    | Quantity | Weeks | Yr. Usage | Qty        | Date |
| 864      | <b>WEEKLY TIME REPORTS</b> |               |       | PA/100                  | 28.000   | 12    | 9.167     |            |      |
|          | 30                         | 5-1/2 X 8-1/2 | 1     |                         |          |       | 110.000   |            |      |

**REORDER REMARKS:** DONNA SCHIFFNER  
MOGADORE PRINT SHOP DOES THIS FORM

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|          | Type            | Size            | Plies | Unit                    | Quantity | Weeks |                       | Qty         | Date  |
| PF0006   | 11 1/2 X 14 1/2 |                 |       | EA/1                    | 0.000    | 0     | 199.667               | PO03-022658 |       |
|          | 40              | 11-1/2 X 14-1/2 | 1     |                         |          |       | 2,396.000             | 1,500.000   | 01/03 |

REORDER REMARKS: MELONY TORREY

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|          | Type                  | Size            | Plies | Unit                    | Quantity | Weeks |                       | Qty         | Date  |
| PF0177B  | 11-1/2 X 14-1/2 TYVEK |                 |       | EA/1                    | 0.000    | 0     | 1,129.167             | PO03-032476 |       |
|          | 40                    | 11-1/2 X 14-1/2 | 1     |                         |          |       | 13,550.000            | 250.000     | 10/03 |

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|                 | Type            | Size           | Plies | Unit                    | Quantity  | Weeks |                       | Qty        | Date |
| PF0290B MASTERS | PF0290B MASTERS |                |       | EA/1                    | 1,115.000 | 18    | 250.000               |            |      |
|                 | 40              | 9 1/2 x 12 1/2 | 1     |                         |           |       | 3,000.000             |            |      |

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