

THE WESTERN PACIFIC RAILROAD COMPANY

REQUISITION FOR *STATIONERY AND OFFICE SUPPLIES

No. _____
(Agents do not use this space)

FILE No. _____

STATIONER, _____

STATION
DIVISION
DEPARTMENT

520 MISSION ST.

SAN FRANCISCO, CALIF.

PLEASE SHIP THE FOLLOWING TO THE WESTERN PACIFIC RAILROAD, CARE OF _____

AT _____

INSTRUCTIONS:

1. Requisitions must be made in TRIPPLICATE, 5th of each month retaining carbon copy.
2. Do not order more stationery or forms than is absolutely necessary to meet your requirements for next 60 days.
3. In ordering forms, under "Quantity Wanted" show number required—do not order by pads—unless form is wire stitched.
4. Information required by all column headings must be shown—otherwise requisition will be returned for that purpose.
5. In making requisition start with smallest "Form Number" on first line, next larger on second line etc. after you have entered all forms required then follow with the different items of paper required, Carbon paper, pencils, ink, pins, etc. Show size of paper, kind of carbon paper, pencils—state whether hard or soft lead is desired.
6. Use a line for each item, and do not interline.

QUANTITY ON HAND	MONTHLY CON-SUMPTION	QUANTITY WANTED	FORM NUMBER	DESCRIPTION	LEAVE BLANK	
					PRICE	AMOUNT
LEAVE BLANK					TOTAL	

SIGNATURE: _____ APPROVED: _____ APPROVED: _____

Vice-Pres. and Gen'l. Mgr.

*Does not include such articles as Brooms, Dusters, Soap, Matches, Etc.