

## REQUEST FOR BIDS

Wilson School District requests sealed bids, at its administrative offices at 2601 Grandview Boulevard, West Lawn, PA 19609-1324 at or before 2:00 p.m. local time, on Tuesday March 29, 2023, when they will be publicly opened, for

### SECONDARY ART SUPPLIES BID

in accordance with the General Conditions, Detailed Specifications, and other Contract Documents (as listed in the General Conditions), which interested persons may obtain by phoning (610) 670-0180, ext. 6947, between the hours of 7:30 a.m. and 4:00 p.m., weekdays, or by visiting the Wilson School District website at [www.wilsonsdsd.org](http://www.wilsonsdsd.org), or by emailing [ebekri@wilsonsdsd.org](mailto:ebekri@wilsonsdsd.org).

WILSON SCHOOL DISTRICT

Bidder: \_\_\_\_\_ Phone: \_\_\_\_\_

## GENERAL CONDITIONS

These General Conditions shall apply to and become part of the contract between Wilson School District and the Bidder (the "Contract").

Contract Documents: The documents that will form the Contract between the Wilson School District (hereinafter, either "Wilson School District" or the "School District") and the Bidder are entitled "Request for Bids," "General Conditions," "Non-Collusion Affidavit," "Bid Bond," "Acknowledgement--Receipt of Revisions/Addendums", "Bid Certification", "Bid Form", "Contract," "Bidder's Past History," and "Specifications or General Requirements." Defined terms in the General Conditions shall apply to all of the Contract Documents.

Bid Form: Each Bidder must submit its Bid on the "Bid Form" and must also submit therewith the Non- Collusion Affidavit, Acknowledgment--Receipt of Revisions/Addendum, Bidder's Past History, Bid Bond and the Bid Certification. The School District will notify the successful Bidder at the time when Bids are awarded. The successful Bidder shall be referred to herein as the "Supplier."

Bid Bond: Each Bidder must submit with this Bid a "Bid Bond" which shall be a Bid Bond or certified check payable to Wilson School District in the amount of at least ten percent (10%) of the Bid price. The Bid Bond or certified check shall be retained by the School District until the successful Bidder enters into the Contract with the School District in the attached form whereupon the Bid Bonds or certified checks shall be returned to the unsuccessful Bidders.

Permits: Supplier shall obtain all permits required by law and shall perform its obligations hereunder in accordance with the terms of the Contract Documents and to the satisfaction of the School District, and shall comply with all laws, rules and regulations of the U.S. Government and Commonwealth of Pennsylvania, and any department or agency thereof.

Intent of Specifications: The successful Bidder shall abide by the true intent of the Specifications and Contract Documents.

Nature of Agreement: The quantities listed on the detailed Specifications are merely estimates of the School District's needs, and are provided solely for bidding purposes so that bidder can provide a price. Those quantities that are listed on the detailed Specifications are strictly estimates, and the School District is not committing to purchase such estimated amounts, nor is the School District committing to purchase any minimum amount, and can purchase none if the School District so chooses. Furthermore, the School District may purchase a greater quantity than the quantity listed on the detailed Specifications, if the School District elects to do so, in its sole and absolute discretion. In the event that the School District elects to purchase a greater quantity than the quantity listed on the detailed Specifications, the price for such additional quantities shall be per the lesser of: (i) the "Unit Price" included on the Bid Form for each item requisitioned; or (ii) the lowest price previously quoted to or charged by the Bidder to the School District for like goods or services in like quantities under similar circumstances. The products, materials and equipment to be ordered by the School District shall be requisitioned on an as-needed basis. In the School District's sole and absolute discretion, upon written notice to the Supplier, the School District reserves the right to purchase additional supplies that are in conformance with the detailed Specifications for up to six (6) months immediately following the date of the bid opening upon the same terms and conditions set forth in this bid package and the Contract Documents.

Price: Supplier warrants that the prices stated on the Bid Form are the lowest net prices charged by Supplier to any other customer for like goods or services in like quantities under similar conditions. If Supplier quotes a lower price within thirty (30) days after delivery to the School District, Supplier shall promptly pay to the School District a rebate in the amount of the difference of such amounts within ten (10) days of making such lower quote.

Delivery Due: The successful Bidder will be required to make complete delivery of Bid items to the School District on or after JULY 1, 2023, but no later than AUGUST 15, 2023. Successful Bidder and the School District shall cooperate in delivery scheduling arrangements.

Standard of Quality: Goods are to be new merchandise, not previously used or recycled merchandise. When a manufacturer and/or brand name and/or catalog number is specified, it is understood that the Bidder is responsible to provide the specified manufacturer and/or brand name and/or catalog number, as applicable, unless Bidder proposes a substitute as stated in the Contract Documents. The Specifications are intended to indicate quantity to be purchased, the quality, style, and specific features of those items. It is not the intent of the Wilson School District

to limit the Bidder to any one manufacturer/product specified, but rather to describe a standard of quality. Although specific manufacturers and/or models of item may be used in the Specifications, Wilson will consider proposed substitutions of at least the same quality, following the substitution proposal process set forth herein. Wilson School District is the sole determiner as to the quality and performance of the goods supplied by Supplier.

When a manufacturer, brand name or catalog number is specified, Bidder may propose to substitute substantially similar goods for those specified. When doing so, the substitute item shall indicate clearly the manufacturer and/or brand name and the catalog number of such proposed substituted items and provide a catalog cut which provides a description of the item sufficient to permit the School District to properly evaluate the proposed substitute. The catalog cut shall be marked in a manner to easily identify it with the item bid.

Bidders shall submit samples of the proposed substitute items at the same place and time the Bid is due. Samples shall be of sufficient size and quantity for an adequate evaluation and may be altered or destroyed during testing and evaluation by the School District. If the Bidder wants the sample(s) returned, the Bidder shall state with the Bid that the sample will be retrieved by the Bidder. A sample shall become the property of the School District if not retrieved by the Bidder within thirty (30) days after delivery thereof.

Freight and Delivery: All goods delivered pursuant hereto shall be delivered F.O.B. (without charges for delivery to and placing on board a carrier at a specific point) to the interior receiving area of the Wilson School District, 4 Cloister Court, Sinking Spring, PA 19608.

DELIVERIES SHALL BE MADE ONLY BETWEEN 7:30 A.M. AND 3:00 P.M., local prevailing time. Shipment shall be made only upon the receipt by Supplier of a written (or faxed, or emailed) written request signed by the School District. The requested supplies must be delivered to the School District by the date specified in the Contract Documents or as otherwise provided by the School District. Late deliveries will result in a one percent (1%) late fee for each day the delivery, or any portion thereof, is late, which late fee shall be applied to such delayed item's invoice, or any other invoice. The late fee provided herein shall not be the exclusive remedy of the School District upon a failure of Supplier to perform hereunder, and shall not interfere with or limit any other rights and remedies available to the School District upon a breach of the Contract Documents.

Delivery tickets and/or packing slips shall provide the following information: name of item, item number, quantity, Unit Price, invoice total and name of Bidder.

Failure to comply with these General Conditions, the detailed Specifications, or any other Contract Document is sufficient reason to refuse acceptance of any delivery, or portion thereof, with no liability accruing to the School District.

Upon acceptance as provided herein, providing the applicable invoices have been received by the School District, payment for such items will be made by the School District within thirty (30) days of such approval.

Reject Bids: The School District reserves the right to reject any or all Bids or parts of a Bid, to waive any informalities as received and to award the Bid in its entirety or to apportion such Bids into several smaller Bids in the School District's best interests.

Bid Withdrawal: Negligence by Bidder in preparing its Bid confers no right of withdrawal or modification of its Bid after such Bid has been opened. No claims on account of mistakes or omissions in any Bid will be considered. Notwithstanding the above, a Bidder may withdraw its Bid after such Bid has been opened in accordance with the causes set forth in the Pennsylvania Bid Withdrawal Act, Act No. 4 of 1974 73 P.S. Sec. 1601 et seq. Strict compliance with said Pennsylvania Bid Withdrawal Act is required to withdraw a Bid after Bid opening.

Prohibited Discrimination: The provisions of the Pennsylvania Human Relations Act 222 of October 27, 1955 (P.L. 744) (43 P.S. §951, et seq.) of the Commonwealth of Pennsylvania and Human Relations Contract Compliance, 16 Pa. Code 349.101, all of which may be amended from time to time, prohibit certain practices or discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. Supplier shall agree to comply with the provisions of this Pennsylvania Human Relations Act and the Human Relations Contract, which is made part of these General Conditions as if included herein at length. (24 P.S. § 7-755).

Supplier's and Subcontractor's Insurance: Supplier shall not commence work under the Contract until he has obtained all the insurance required under this paragraph and such insurance has been approved by the School District, nor shall Supplier allow any subcontractor to commence work on its subcontract until the insurance required of the subcontractor has been so obtained and approved by the School District as provided herein. All of the Supplier's and subcontractors liability insurance providers must be licensed and authorized to conduct business in the Commonwealth of Pennsylvania. The insurance carriers of whom the Supplier and subcontractors have purchased insurance coverage are to have an A- or better rating plus a financial rating of VI or better with the "AM Best's Company Key Rating Guide" – latest edition.

- (a) Compensation and Employer's Liability Insurance: Supplier shall procure and shall maintain during the life of the Contract Worker's Compensation Insurance and Employer's Liability Insurance as statutorily required by the state and federal government for each accident, for all of his employees to be engaged in work on the Project, and in case of any such work sublet, Supplier shall require the subcontractor similarly to provide such Workmen's Compensation Insurance and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.
- (b) Supplier's Public Liability and Property Damage Insurance: Supplier shall procure and shall maintain during the life of the Contract Supplier's Public Liability Insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same limit for each person and Supplier's Property Damage Insurance in an amount not less than \$1,000,000.
- (c) Supplier's Protective Liability and Property Damage Insurance: Supplier shall procure and shall maintain during the life of the Contract Supplier's Protective Liability Insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, in an amount not less than \$1,000,000 on account of one accident, and Supplier's Protective Property Damage Insurance in an amount not less than \$1,000,000.
- (d) Supplier's Automobile Liability and Property Damage Insurance: Supplier shall procure and shall maintain during the life of the Contract Automobile Liability Insurance in amount not less than \$1,000,000 for injuries, including accidental death, to any one person and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident and Automobile Property Damage Insurance in an amount not less than \$1,000,000 which Liability and Property Damage Insurance shall include all hired automobiles and all non-owned automobiles used by Supplier.
- (e) Subcontractor's Public Liability and Property Damage Insurance, Protective Liability and Property Damage Insurance, and Automobile Liability and Property Damage Insurance: Supplier shall require each of its subcontractors to procure and to maintain during the life of its subcontract, Subcontractor's Public Liability and Property Damage Insurance, Subcontractor's Protective Liability and Property Damage Insurance and Sub-Supplier's Automobile Liability and Property Damage Insurance of the type specified in subparagraphs (b), (c), and (d) hereof, in amounts approved by the School District.
- (f) Scope of Insurance and Special Hazards: The insurance required under subparagraphs (b), (c), (d), and (e) hereof, shall provide adequate protection for Supplier and his subcontractors, respectively, against damage claims which may arise from operations under the Contract, whether such operations be by the insured or by anyone directly or indirectly employed by the insured and, also, against any of the following special hazards which may be encountered in the performance of this Contract: collapse and damage to underground utilities.
- (g) Proof of Carriage of Insurance: The Supplier shall procure, and shall keep in force for the duration of this Contract, a policy or policies of liability insurance, in the types and amounts described above, wherein the School District is named as an additional insured party, issued by a company which is satisfactory to the School District, covering all claims for personal injury, death, and property damage which arise out of or are in anyway related to any act done or omitted with respect to Supplier's performance of the Contract or in the course of such performance. Each such policy shall provide that no cancellation or material change thereof shall be effective until thirty (30) days after written notice of intent to cancel it has been given to the School District. Before performing any work for the School District hereunder, Bidder shall furnish the School District with a certificate of insurance from the insuring company, as evidence that such liability insurance has been obtained. In addition, all of the Supplier's insurance policies shall be primary and non-contributory with respect to any other valid and collectible insurance policies. Failure to furnish the correct

type of insurance on the correct forms in the correct amounts shall constitute a material breach of the conditions for award of the Contract and the Supplier shall be deemed to be in default.

Reports, Records, and Data: Supplier and each of its subcontractors shall submit to the School District such schedules of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the School District may request concerning work performed or to be performed under this Contract.

Guarantee: Unless specified otherwise, Supplier shall guarantee that all goods received under the Contract shall be free from defects for a period of one (1) year from date of acceptance thereof, which shall be in addition to any guarantee provided by the respective manufacturers.

Prohibited Interests: No official of the School District who is authorized in such capacity and on behalf of the School District to negotiate, make, accept or approve, or to take part in negotiating, making, accepting, or approving, the Contract or any portion thereof, shall become directly or indirectly interested personally in the Contract or in any part thereof and Supplier shall immediately notify School District to the extent it becomes aware or has reason to believe that any such official has become so involved. No officer, employee, attorney, engineer or inspector of or for the School District who is authorized in such capacity and in behalf of the School District to exercise any legislative, executive, supervisory or other similar functions in connection with the Contract shall become directly or indirectly interested personally (except in such professional capacity) in the Contract or in any part thereof. (18 P.S. §7503; 24 P.S. §§ 7-751(e), 7-751.1; 62 Pa.C.S.A. § 4501 et. seq.)

Subcontracting:

- (a) Supplier may utilize the services of subcontractors.
- (b) Supplier shall not award any work to any subcontractor without prior written approval of the School District, which may be given or withheld in the School District's sole discretion. Supplier shall submit to the School District a written statement concerning the proposed award to the subcontractor, which statement shall contain such information as the School District may require.
- (c) Supplier shall be as fully responsible to the School District for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Supplier.
- (d) Supplier shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind the subcontractors to Supplier by the terms of the General Conditions and other Contract Documents insofar as applicable to the work of subcontractors and to give Supplier the same power as regards terminating any subcontract that the School District may exercise over Supplier under any provision of the Contract Documents.
- (e) Nothing contained in the Contract shall create any contractual relation between any subcontractor and the School District.

Assignments: Supplier shall not assign the whole or any part of the Contract or any moneys due or to become due thereunder without written consent of the School District. In case Supplier assigns all or any part of any moneys due or to become due under the Contract the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to Supplier shall be subject to prior liens of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in the Contract.

Mutual Responsibility: If through acts of neglect on the part of the Supplier, any subcontractor shall suffer loss or damage, the Supplier agrees to settle with such other subcontractor by agreement or arbitration, if it will so settle. If such other subcontractor shall sue the School District on account of any damage alleged to have been so sustained, the School District shall notify the Supplier, who shall defend such proceedings at the Supplier's expense and, if any judgment against the School District arises therefrom, the Supplier shall pay or satisfy it and pay all costs incurred by the School District in connection therewith. In the event the School District incurs any legal fees, the Supplier will be liable for the same.

Termination For Cause: In the event of termination for cause, the School District, in addition to all other damages recoverable by law, may recover from the Supplier legal fees, professional fees, costs, expenses, including, but not limited to, employee time attributable to said events, and the Supplier shall immediately pay the School District for the same. In the event the Supplier fails to adhere to this contractual provision or other requirements of the Contract, whether the subject provision is material or not, to the extent the School District incurs legal fees, professional fees, costs or expenses, of any kind, in the School District's attempts to enforce such provisions, the School District shall be entitled to assess and the Supplier shall be liable for the same to the School District. In such event, the School District may deduct such amounts from any application for payment, or other amounts invoiced by the Supplier.

Termination For Convenience: If the School District terminates the Supplier for convenience, the School District shall pay only so much of the contract price as is then due the Supplier for work performed or materials supplied in accordance with the Contract Documents in a manner satisfactory to the School District and nothing more.

Changes: The School District may at any time, by written order and without notice to the sureties, require the performance of such changes and alterations in the work as it may find necessary or desirable. The amount of compensation to be paid to the Supplier for any changes and alterations, as so ordered, shall be determined as follows:

- (a) By such applicable Unit Prices, if any, as are set forth in the Contract; or
- (b) If no such Unit Prices are so set forth then by a lump sum mutually agreed upon by the School District and the Supplier; or
- (c) If no such Unit Prices are so set forth and if the parties cannot agree upon a lump sum, then by the actual net cost in money to the Supplier of the materials and of the wages of applicable labor required for such changes and alterations, plus such rental for plant and equipment (other than small tools) required and approved, plus 10% as compensation for all other items of profit and costs or expenses, including, but not limited to, administration, overhead, superintendents, insurance, materials used in temporary structures, allowances made by the Supplier to subcontractors, additional premiums upon the Contract bonds of the Supplier, if applicable, and the use of small tools.

The School District reserves the right to accept or reject a proposal of the Supplier, to obtain quotations from other sources and to employ other parties to perform such work or parts thereof if the School District sees fit.

The Supplier shall proceed with changes, alterations or deviations after receiving written authorization from the School District therefor and such work shall be controlled by all the terms and provisions of the Contract.

Timing: Time is of the essence in the performance of the Contract Documents. If services are not completed, the proper good are not delivered, or goods are not delivered by the delivery date set forth herein or as otherwise required by the School District, the School District may terminate the Contract, purchase order, or any portion thereof, by written notice effective upon receipt by Supplier and obtain substitute services or goods elsewhere. Supplier shall promptly reimburse the School District for any loss or increased costs, including downtime or overtime costs, incurred by the School District as a result of obtaining such substitute goods or services.

Taxes: Supplier is solely responsible for the payment of any sales, use or other tax or duty levied or based on the price of any goods, work or services provided pursuant to the Contract Documents. If the School District pays any such tax or duty, Supplier shall promptly reimburse the School District therefor.

Invoice Disputes: The School District may dispute invoiced amounts and withhold the disputed amount while the parties try to resolve the dispute. Pending such dispute resolution, the parties shall continue to meet their other obligations under the Contract Documents. Payment of any fees by the School District shall not waive any rights, claims or remedies.

Limitation of Liability: Notwithstanding anything to the contrary, in no event shall the School District's cumulative liability to Supplier for all claims, liabilities, losses, damages, costs and expenses relating to the Contract Documents, or the goods or services provided thereunder, exceed the amount of the purchase price for any such goods or services that gave rise to such claims, liabilities, losses, damages, costs or expenses, less any amounts already paid by the School District for such goods or services. The School District shall not be liable to Supplier for any lost profit, loss of

business, loss of goodwill, indirect, incidental, punitive or consequential damages under the Contract Documents or relating to the goods and services provided thereunder.

Indemnification: Supplier shall indemnify, defend and hold harmless the School District, and its affiliates, officers, directors, employees, agents, successors and assigns from and against any and all losses, obligations, liabilities, claims, suits, judgments, damages (whether incidental, consequential, or otherwise), penalties, fines, costs and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in connection with (a) the violation or alleged violation of any law, ordinance, regulation, or rights of third parties by reason of performance or nonperformance by Supplier under the Contract Documents; (b) breach of any term, condition, covenant, agreement, representation or warranty by Supplier; (c) any infringement or alleged infringement of any patent, copyright, trademark, or other intellectual property relating to the use or design of any equipment, materials, goods or services furnished by Supplier under the Contract Documents or the processes or actions employed by or on behalf of Supplier; (d) injury or death to persons or any real or personal property damage, arising from or relating to the goods or services provided by Supplier under the Contract Documents or acts or omissions of Supplier or its officers, directors, employees, agents, contractors or subcontractors; or (e) claims arising from or relating to injuries to or death of Supplier's employees, including, but not limited to, claims based upon allegations of negligence of the School District. The indemnity provided in clause (e) is applicable to claims for which Supplier has or may have immunity under the Pennsylvania Workmen's Compensation Act, or other similar law, and Supplier agrees and acknowledges that by undertaking to indemnify the School District, Supplier is expressly undertaking indemnification liability by written contract pursuant to Section 303(b) of the Pennsylvania Workmen's Compensation Act, or any other similar law. Supplier's obligations under this section shall not be limited to its insurance coverage.

Materials, Services, and Facilities: It is understood that Supplier shall provide and pay for all materials, labor, tools, equipment, transportation, superintendence, and all other services and facilities of every nature, whatsoever necessary to execute, complete and deliver the goods within the specified time.

Notice: The term "Notice" as used throughout the Contract Documents shall mean written notice. Written notice shall be deemed to have been duly served when delivered personally to or at the last known business address of the person, firm or corporation for whom intended, or to his, their or its duly authorized agent, representative or officer, or when enclosed in a postage prepaid wrapper or envelope addressed to such person, firm or corporation at his, their, or its last known business address and deposited in a United States Mail Box.

Supplier's Obligations: Supplier shall and will, in a good and workmanlike manner, do and perform all work and furnish all goods in accordance with the terms and conditions provided by the Contract, within the time herein specified, in accordance with the provisions of the Contract. Supplier shall observe, comply with and be subject to all terms, conditions, requirements and limitations of the Contract, and shall do, carry on and complete the obligations arising out of the Contract to the satisfaction of the School District.

Worker's Compensation Act: Supplier shall accept, insofar as the work covered by the Contract is concerned, the provisions of the Pennsylvania Workmen's Compensation Act, 77 P.S. § 1 et seq., and any supplements or amendments thereof, including any which may hereafter be passed and shall insure his liability thereunder, or file with the Wilson School District, a certificate of exemption from insurance from the Bureau of Workmen's Compensation of the Department of Labor and Industry.

Observance of Laws: Supplier at all times shall observe and comply with all federal and state laws and local ordinances and regulations in any manner affecting or relating to the Contract Documents and all such orders or decrees as exist at present and those which may be enacted later by bodies or tribunals having jurisdiction or authority over or relating to the Contract Documents, and shall indemnify, defend and hold harmless the School District and all its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulations, order or decree, whether by itself or its employees. The Pennsylvania laws that Supplier should particularly review for applicability to this Bid, include, without limitation:

- (a) "Public Works Suppliers' Bond Law of 1967," 8 P.S. § 165-1 et seq., for particulars relating to performance and payment bonds.
- (b) PROVISION FOR THE USE OF STEEL AND STEEL PRODUCTS MADE IN THE U.S. In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the Contract, only those produced in the United States as defined therein shall be used or supplied in the performance of the Contract or any subcontracts

thereunder. In accordance with Act 161 of 1982, cast iron products shall also be included and produced in the United States. Act 141 of 1984 further defines "steel products" to include machinery and equipment. These acts and laws provide clarifications and penalties.

In accordance with Act 161 of 1982, cast iron products shall also be included and produced in the United States. Act 144 of 1984 further defines "steel products" to include machinery and equipment. The act also provides clarifications and penalties.

- (c) "Withdrawal of Bids," 73 P.S. §1601 et seq., where a Supplier desires to withdraw a bid.
- (d) "Anti-Bid Rigging Act," 73 P.S. §1611 et seq., for standards to be observed by Suppliers in preparing their respective bids.
- (e) "Award and Execution of Public Contracts," 62 Pa.C.S.A. §3902 et seq., governing the procedure for the award and execution of public contracts.
- (f) "Motor Vehicle Procurement Act," 62 Pa.C.S.A. §3731 et seq., where motor vehicles are to be supplied as part of a public contract.

Jurisdiction; Venue: Any suit, action or other proceeding seeking to enforce, or in any way relating to, any provision of the Contract Documents shall be brought only in the Court of Common Pleas of Berks County, Pennsylvania or the United States District Court for the Eastern District of Pennsylvania. Supplier irrevocably consents and submits to the jurisdiction and venue of such courts and irrevocably waives any objection which it may have to the laying of the venue of any suit, action or proceeding brought in such courts and any claim that such suit, action or proceeding brought in such courts has been brought in an inconvenient forum or that such courts lack jurisdiction.

Severability: If any provision of these General Conditions or the Contract Documents, or any portion thereof, is held invalid or unenforceable by any court of competent jurisdiction, the other remaining provisions will remain in full force and effect. Any provision of these General Conditions or any Contract Document held invalid or unenforceable only in part will remain in full force and effect to the extent not held invalid or unenforceable.

Waiver: Neither the failure nor any delay by the School District in exercising any right, power or privilege under these General Conditions, or the Contract Documents, will operate as a waiver of any such right, power or privilege, and no partial exercise of any such right, power or privilege will preclude further exercise of such right, power or privilege or the exercise of any other right, power or privilege.

Governing Law: The Contract Documents and transactions contemplated thereby shall be governed by, and construed in accordance with, the domestic internal laws of the Commonwealth of Pennsylvania, without regard to its principles pertaining to the conflict of laws.

Acceptance of Goods. The School District's payment of the purchase price, or any part thereof, does not constitute acceptance of the goods or services. Goods and services are subject to inspection and rejection by the School District within a reasonable time following receipt by the School District. Risk of loss does not pass to the School District until acceptance of the goods or services. To the extent practicable, defective or nonconforming goods will be returned to Supplier, at Supplier's sole cost and expense, and the risk of loss with respect to such defective or nonconforming goods shall never pass to the School District and shall remain with Supplier.

Warranties. Supplier warrants that all goods, work or services furnished pursuant to the Contract Documents shall, as appropriate: (a) be new and free from defects; (b) conform to all designs, plans and Specifications; (c) be performed in a good, professional and workmanlike manner; (d) be merchantable, safe, fit and appropriate for the School District's particular purpose and use; and (e) be delivered free and clear of any claims, liens or encumbrances whatsoever.

Waiver of Consequential and Incidental Damages: The Supplier waives claims against the School District for consequential and/or incidental damages arising out of or relating to the Contract. This waiver includes, but is not limited to:

- (a) Consequential damages incurred by the Supplier for principal office expenses including, but not limited to, the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of actual and expected profits.



(b) Incidental damages incurred by the Supplier including, but not limited to, costs resulting from stopping performance under the Contract, removing and transporting the Supplier's property (e.g., the Supplier's equipment, supplies and materials) from the project site, and storing the Supplier's property (e.g., the Supplier's equipment, supplies and materials) at an alternate location.

This waiver is applicable, without limitation, to all consequential and/or incidental damages, due to either the Supplier and/or the School District's termination of the Contract.

Interpretations:

(a) Where required hereunder to effectuate the intent of the Contract Documents, masculine shall mean neuter or feminine and the singular shall mean the plural.

(b) The captions and headings of various paragraphs in the Contract Documents are for convenience only and are not to be construed as defining or limiting, in any way, the scope or intent of the provisions hereof.

(c) The invalidity of any covenant, restriction, condition, limitation or any other part or provision of the Contract Documents shall not impair or affect in any manner the validity, enforceability or effect of the remainder of the Contract Documents.

(d) The parties hereto acknowledge that all of them have participated in the drafting of the Contract Documents and the parties hereto expressly waive the defense of contra proferentum, i.e., that the Contract Documents or any portion of the Contract Documents may be construed against any party as the drafter thereof.

**NOTICE: BIDS ARE PUBLICLY OPENED AND READ ON THE DATE SPECIFIED. IF YOU ARE INTERESTED IN IMMEDIATE INFORMATION RELATING TO THE BID, PLEASE HAVE A REPRESENTATIVE PRESENT AT BID OPENING. QUESTIONS AND LOW BID INFORMATION WILL BE AVAILABLE DURING BID OPENING. FOLLOWING BID OPENING, THE BIDS WILL BE REVIEWED BY THE APPROPRIATE AUTHORITIES OF AND FOR WILSON SCHOOL DISTRICT. THEREFORE, INFORMATION ON THE BIDS WILL NOT AGAIN BE AVAILABLE UNTIL THEY HAVE BEEN REVIEWED AND A FINAL RECOMMENDATION IS PRESENTED TO THE BOARD OF SCHOOL DIRECTORS OF THE WILSON SCHOOL DISTRICT AT ITS REGULARLY SCHEDULED MEETING.**

**Changes, alterations or interlineations in the Bid are not permitted.**

**CONTRACT**

THIS CONTRACT is made and entered into this \_\_\_ day of \_\_\_\_\_, 2023, by and between the WILSON SCHOOL DISTRICT (hereinafter, the "School District"), and \_\_\_\_\_ (hereinafter, the "Bidder"),

- 1) A Corporation known as \_\_\_\_\_ organized and existing under the laws of the State of \_\_\_\_\_.

OR

- 2) A Partnership known as \_\_\_\_\_ consisting of the following partners \_\_\_\_\_.

OR

- 3) An individual \_\_\_\_\_ trading as \_\_\_\_\_ whose address is \_\_\_\_\_ City of \_\_\_\_\_.

WITNESSETH, that the parties hereto for the consideration stated, intending to be legally bound hereby, mutually agree as follows:

1. Bidder agrees to furnish \_\_\_\_\_ in strict accordance with the Specifications, General Conditions and other Contract Documents attached hereto and referred to herein, all of which are made a part hereof, including, but not limited to, all conditions, instructions, requirements, and statements contained therein.

2. Provided the Specifications, General Conditions and other Contract Documents have been completely met, the School District will thereafter pay Bidder the sum of \_\_\_\_\_ DOLLARS AND \_\_\_\_\_ cents (\$\_\_\_\_\_).

3. The General Conditions and the other Contract Documents (as that term is defined in the General Conditions) are hereby incorporated by reference herein as if herein stated in their entirety, and the parties hereto agree to be bound thereby, including, but not limited to, to the provision in the General Conditions allowing the School District to purchase a greater quantity than the quantity listed on the detailed Specifications if the School District elects to do so, in its sole and absolute discretion.

BIDDER \_\_\_\_\_  
Signature      President

WILSON SCHOOL DISTRICT  
\_\_\_\_\_

\_\_\_\_\_  
Signature  
(SEAL)

Attest: \_\_\_\_\_  
Secretary

**NOTE: Acceptance of this proposal by the Wilson School District's Board of Directors will convert this proposal into a binding contract.**

**BID FORM**

**Wilson School District – 2023-2024  
SECONDARY ART SUPPLIES BID**

A. Total Bid Amount: \$ \_\_\_\_\_

Written Bid Amount: \_\_\_\_\_

Company Name: \_\_\_\_\_

Bidder Name: \_\_\_\_\_

Bidder Signature: \_\_\_\_\_

Bidder Telephone Number \_\_\_\_\_

Delivery must occur on or after July 1, 2023, but no later than August 15, 2023.

**B. BID BOND**

The following bid security accompanies this bid:

Type: \_\_\_\_\_

Amount: 10% of Total Bid

The following indicates any discrepancies between this Bid and the School District's general Specifications such as shipping terms, minimum amount of orders, etc.

Person(s) to be contacted should clarification of any part of your bid be necessary:

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

BIDDER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURES: \_\_\_\_\_

**BID BOND FORM**

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_  
(hereinafter called the "Principal"), as Principal, and \_\_\_\_\_ a company authorized  
to transact business in the Commonwealth of Pennsylvania, and having its principal office at \_\_\_\_\_  
\_\_\_\_\_ (hereinafter  
called the "Surety"), as Surety, are held and firmly bound unto \_\_\_\_\_ Wilson School  
District (hereinafter called the "Obligee"), as Obligee, in the sum of \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$  
) lawful money of the United States of America, for payment of which we bind ourselves, and each of our respective heirs, legal  
representatives, successors and assigns, jointly and severally, by these presents, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WHEREAS, said Principal is herewith submitting to the Obligee a Proposal to perform \_\_\_\_\_ Work for  
the Obligee's \_\_\_\_\_  
(Name of Project and Location Municipality, County and State)  
pursuant to Specifications and other Contract Documents incorporated into the Obligee's Contract Documents by reference; and it is  
a condition of the Obligee's receipt and consideration of said Bid that such shall be accompanied by Bid Security to be held by the  
Obligee on terms embodied herein.

THEREFORE, the condition of this obligation is that if said Principal shall upon the Obligee's delivery to the Principal of seven (7)  
days notice of intention to accept the Principal's Bid and to make a formal award of Contract enter into such Contract and shall furnish  
insurance certificates in all respects as required by the Contract Documents, then this obligation shall be void, but otherwise it shall  
remain in full force. In the event of the failure to enter into such Contract or furnish such certificates of insurance within the time  
specified, the Principal and Surety shall pay to the Obligee the difference between the amount of the Principal's accepted Bid and any  
higher amount for which the Obligee may contract for the required work, as well as any advertising, legal and other expenses incurred  
by the Obligee by reason of the default; provided, however, that the obligations of the Surety hereunder shall not exceed the amount  
of this Bid Bond together with interest.

IN WITNESS WHEREOF, the Principal and Surety, intending to be legally bound, have executed this Bid Bond the day and year  
aforementioned.

(Individual Principal) \_\_\_\_\_ (SEAL)  
(Signature of Individual)

Trading and doing business as:

Witness:

\_\_\_\_\_

(Partnership Principal) \_\_\_\_\_ (Name of Partnership)

Witness:

\_\_\_\_\_ BY: \_\_\_\_\_ (SEAL)

\_\_\_\_\_ BY: \_\_\_\_\_ (SEAL)

(Corporation Principal) \_\_\_\_\_ (Name of Corporation)

ATTEST:

\_\_\_\_\_  
(Secretary)

BY: \_\_\_\_\_  
(President)

(CORPORATE SEAL)

or (if appropriate)

Witness:

\_\_\_\_\_

\*BY \_\_\_\_\_  
Authorized Representative

\*Attach appropriate proof, dated as of the same date as the Bid Bond, evidencing authority to execute on behalf of the corporation.

---

(Corporation Surety)

(Name of Corporation)

Witness or Attest:

\_\_\_\_\_

\*\*BY: \_\_\_\_\_  
Attorney in Fact

(CORPORATE SEAL)

\*\*Attach an appropriate power of attorney, dated as of the same date as the Bid Bond, evidencing the authority of the Attorney-In-Fact to act on behalf of the Corporation Surety.

---

IN WITNESS WHEREOF, the Principal and Surety, intending to be legally bound, have executed this Bid Bond the day and year aforementioned.

**Wilson School District – 2023-2024  
SECONDARY ART SUPPLIES BID**

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, \_\_\_\_\_ certify that I am the \_\_\_\_\_ of the Corporation named as PRINCIPAL, in the within Bid Bond; that \_\_\_\_\_ who signed the said Bid Bond on behalf of the Principal was then \_\_\_\_\_ of said corporation; that I know the signee's signature, and the signature thereto is genuine; and that said Bid Bond is duly signed, sealed and attested for on behalf of said Corporation by authority of its governing body.

\_\_\_\_\_  
(Affix Corporate Seal)  
(Assistant Secretary)

**Wilson School District – 2023-2024  
SECONDARY ART SUPPLIES BID**

**NON-COLLUSION AFFIDAVIT**  
WILSON SCHOOL DISTRICT

Commonwealth of Pennsylvania : s.s.  
County of \_\_\_\_\_ :

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of My Company),

the Bidder that submitted that attached Bid and that I am authorized to make this affidavit on behalf of my company, its owners, directors, and officers. I am the person responsible in my company for the price(s) and the amount of this Bid.

**I state that:**

(1) The price(s) and amount of this Bid have been arrived at independently and without consultation, communication or agreement by the Bidder, any of its sureties, agents, representatives, owners, employees, or parties in interest with any other contractors, bidders, potential bidders or any other sureties, agents, representatives, owners, employees or parties in interest of any other contractors, bidders or potential bidders. The price(s) quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its sureties, agents, representatives, owners, employees, or parties in interest, including this affidavit.

(2) Neither the price(s) nor the amount of this Bid, and neither the approximate price(s) nor approximate amount of this Bid, have been disclosed to any other company or person who is a bidder, potential bidder or a surety, agent, representative, owner, employee or party in interest of any other contractor, bidder or potential bidder, and they will not be disclosed before opening bid.

(3) No attempt has been made or will be made to induce any company or person to refrain from bidding on this Contract, or to submit a Bid higher than this Bid, or to submit any collusive or intentionally high or non-competitive Bid or other form of complementary Bid.

(4) The Bid of my company is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any bidder, potential bidder or a surety, agent, representative, owner, employee or party in interest of any other contractor, bidder or potential bidder to submit a complementary or other non-competitive Bid.

(5) \_\_\_\_\_, its affiliates, subsidiaries, officers, directors, and  
(Name of My Company)

employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that  
(Name of My Company)

**Wilson School District – 2023-2024  
SECONDARY ART SUPPLIES BID**

the above representations are material and important, and will be relied on by the Wilson School District in awarding the Contract(s) for \_\_\_\_\_ which this Bid is submitted.

I understand and my company understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Wilson School District of true facts relating to the submission of Bids for this Contract.

\_\_\_\_\_  
(Name and Position in Company)

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public

My Commission Expires:



**Wilson School District – 2023-2024  
SECONDARY ART SUPPLIES BID**

**ACKNOWLEDGEMENT - RECEIPT OF REVISIONS/ADDENDUMS**

I (We) hereby acknowledge receipt of the following revisions and/or addendums to the Specifications and other Contract Documents:

<u>REVISION/ADDENDUM NUMBER</u>	<u>DATE RECEIVED</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Bidder \_\_\_\_\_ Phone \_\_\_\_\_

**Wilson School District – 2023-2024  
SECONDARY ART SUPPLIES BID**

**BIDDER'S PAST HISTORY**

List of like ITEMS supplied in the past three (3) years with Owner's name, address, phone number and contact person.

ITEM	OWNER/CONTACT PERSON	ADDRESS & PHONE #

Supplier and subcontractors capabilities, as required aforesaid. If subcontractors are not listed, they cannot be used by the Supplier for the project.


Bidder \_\_\_\_\_ Phone \_\_\_\_\_

**Wilson School District – 2023-2024  
SECONDARY ART SUPPLIES BID**

**BID CERTIFICATION**

**BID**

**of**

---

(Name of Bidder)

---

(Business Address of Bidder)

---

(Date)

To Whom It May Concern:

This is a Bid to provide SECONDARY ART SUPPLIES. This Bid is due at or before 2:00 p.m., local time, on Wednesday, March 29, 2023. Bids must be submitted on the Bid Form prepared by the School District.

The undersigned, having examined carefully the Contract Documents agrees to furnish:

**SECONDARY ART SUPPLIES**

Bids shall be placed in a sealed envelope plainly marked SECONDARY ART SUPPLIES BID.

1. If sent via regular first class mail, the bid envelope should be addressed to the Wilson School District, Attention: Business Office, 2601 Grandview Boulevard, West Lawn, PA 19609-1324.
2. If delivered via courier service (i.e., Federal Express, UPS, etc.) the bid envelope should be addressed to the Wilson School District, Attention: Business Office, 4 Cloister Court, Sinking Spring, PA 19608.
3. Bids will also be accepted via email to a secured email address: [sealedbids@share.wilsonsd.org](mailto:sealedbids@share.wilsonsd.org). Bids will not be accessible to staff until bid opening.

Bidder \_\_\_\_\_ Phone \_\_\_\_\_



**Wilson School District – 2023-2024  
SECONDARY ART SUPPLIES BID**

(CORPORATION BIDDER)

(Corporate Seal)

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
(Date)

By \_\_\_\_\_  
(President, Vice-President or  
Authorized Representative\*)

Attest:

\_\_\_\_\_  
(Secretary, Asst. Sec.)

Business Address \_\_\_\_\_  
\_\_\_\_\_

\*Attach appropriate proof evidencing authority to execute on behalf of the corporation.

Bidder: \_\_\_\_\_ Phone: \_\_\_\_\_

INSTRUCTIONS: THE ITEMS LISTED ARE SUPPLIES FOR THE (SCHOOL NAME)  
 PLEASE ENTER IN 'RED' YOUR UNIT COST(EVEN CENTS ONLY), TOTAL COST,  
 BRAND NAME, AND PRODUCT NUMBER ONLY FOR THE ITEM YOU WISH TO BID.  
 LEAVE THE REST BLANK. FILL IN VENDOR NAME AT THE TOP OF EACH PAGE.  
 RETURN ONLY PAGES YOU BID ON AND THE LAST PAGE. PLEASE SUBMIT TOTAL  
 BID COST FOR ALL ITEMS BID ON THE LAST PAGE.

=====|  
 |  
 |VENDOR\_\_\_\_\_||  
 |  
 |VENDOR BID #\_\_\_\_\_||  
 |=====|  
 |(FOR BUSINESS OFFICE USE ONLY BY: |  
 | WILSON SCHOOL DISTRICT |  
 |  
 |DATE RECEIVED\_\_\_\_\_||  
 |  
 |VENDOR #\_\_\_\_\_||  
 |  
 |DATE ENTERED\_\_\_\_\_BY\_\_\_\_\_||  
 |  
 |DATE CHECKED\_\_\_\_\_BY\_\_\_\_\_||  
 |  
 |=====|

\*\*\*\*\*  
 \* \*  
 \* YOUR SUBSTITUTE ITEMS WILL BE CONSIDERED \*  
 \* ONLY WHEN SAMPLES ARE INCLUDED!! \*  
 \* \*  
 \*\*\*\*\*

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
CLASS : ARTSE				
ARTSE0000000001	<u>6</u>	BOTTL BOTTLES	WEART23 PAINT, CRAYOLA LIQUID TEMPERA (ONLY) 32 OZ. SQ. BTL. RED	
		REQUESTED BRAND :	PRODUCT NUMBER :	
		YOUR CATALOG # :		
		SUBSTITUTED BRAND :	<u>DO NOT SUBSTITUTE</u> PRODUCT NUMBER :	
		UNIT COST :	TOTAL COST :	
ARTSE0000000003	<u>1</u>	BOTTL BOTTLES	SOART23 PAINT, CRAYOLA LIQUID TEMPERA (ONLY) 32 OZ. SQ. BTL. YELLOW	
		REQUESTED BRAND :	PRODUCT NUMBER :	
		YOUR CATALOG # :		
		SUBSTITUTED BRAND :	<u>DO NOT SUBSTITUTE</u> PRODUCT NUMBER :	
		UNIT COST :	TOTAL COST :	
ARTSE0000000004	<u>3</u>	BOTTL BOTTLES	WEART23 PAINT, CRAYOLA LIQUID TEMPERA (ONLY) 32 OZ. SQ. BTL. GREEN	
		REQUESTED BRAND :	PRODUCT NUMBER :	
		YOUR CATALOG # :		
		SUBSTITUTED BRAND :	<u>DO NOT SUBSTITUTE</u> PRODUCT NUMBER :	
		UNIT COST :	TOTAL COST :	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000005	<u>2</u>	BOTTL	BOTTLES PAINT, CRAYOLA LIQUID TEMPERA (ONLY) 32 OZ. SQ. BTL. BLUE	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000006	<u>1</u>	BOTTL	BOTTLES PAINT, CRAYOLA LIQUID TEMPERA (ONLY) 32 OZ. SQ. BTL. VIOLET	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000008	<u>1</u>	BOTTL	BOTTLES PAINT, CRAYOLA LIQUID TEMPERA (ONLY) 32 OZ. SQ. BTL. BLACK	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____



<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE000000009	<u>3</u>	BOTTL	BOTTLES PAINT, CRAYOLA LIQUID TEMPERA (ONLY) 32 OZ. SQ. BTL. WHITE	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE000000010	<u>3</u>	PACK	PACK ART UTILITY CUPS, 3 1/4OZ, 350/PK	WEART23
			REQUESTED BRAND : (SOLD/PRICED PK/250)	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE000000011	<u>3</u>	PACK	PACK ART UTILITY CUPS 3 1/4OZ, 250/PK, SNAP-ON LIDS	WEART23
			REQUESTED BRAND : (SOLO/PRICED PK/250)	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000012	<u>50</u>	SET	SET	WEART23
			WATERCOLOR SETS CRAYOLA (ONLY) 8/SET, STD. HALF-PANS	
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	<u>DO NOT SUBSTITUTE</u> PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000014	<u>5</u>	TB	TUBES	SOART23
			LIQUITEX BASICS ACRYLIC (ONLY) 4OZ TUBE TITANIUM WHITE	
			REQUESTED BRAND : LIQUITEX	PRODUCT NUMBER : 1046432
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	<u>DO NOT SUBSTITUTE</u> PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000015	<u>2</u>	TB	TUBES	SOART23
			LIQUITEX BASICS ACRYLIC (ONLY) 4OZ TUBE CADMIUM RED DEEP	
			REQUESTED BRAND : LIQUITEX	PRODUCT NUMBER : 1046311
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	<u>DO NOT SUBSTITUTE</u> PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000018	<u>3</u>	TB	TUBES LIQUITEX BASICS ACRYLIC (ONLY) 4OZ TUBE CADMIUM YELLOW DEEP	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	DO NOT SUBSTITUTE _____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000020	<u>3</u>	TB	TUBES LIQUITEX BASICS ACRYLIC (ONLY) 4OZ TUBE IVORY BLACK	SOART23
			REQUESTED BRAND :	LIQUITEX PRODUCT NUMBER : 1046244
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	DO NOT SUBSTITUTE _____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000023	<u>2</u>	TB	TUBES LIQUITEX BASICS ACRYLIC (ONLY) 4OZ TUBE GREEN LIGHT	SOART23
			REQUESTED BRAND :	LIQUITEX PRODUCT NUMBER : 1046312
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	DO NOT SUBSTITUTE _____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
ARTSE0000000024	<u>2</u>	TB	TUBES LIQUITEX BASICS ACRYLIC (ONLY) 4OZ TUBE NEUTRAL GREY, VALUE 5	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	DO NOT SUBSTITUTE _____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000025	<u>2</u>	TB	TUBES LIQUITEX BASICS ACRYLIC (ONLY) 4OZ TUBE CADMIUM ORANGE HUE	SOART23
			REQUESTED BRAND :	LIQUITEX PRODUCT NUMBER : 1046720
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	DO NOT SUBSTITUTE _____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000029	<u>2</u>	GAL	GALLONS LIQUITEX GESSO 1 GALLON, WHITE	HSART23
			REQUESTED BRAND :	LIQUITEX PRODUCT NUMBER : 20515
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	_____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000031	<u>2</u>	PACK	PACK DISPOSABLE PALETTES, 9X12, 50 SHEETS REQUESTED BRAND : _____  YOUR CATALOG # : _____  SUBSTITUTED BRAND : _____  UNIT COST : _____	SOART23  PRODUCT NUMBER : 101040  PRODUCT NUMBER : _____  TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000038	<u>8</u>	EA	EACH FREDRIX CANVAS PADS, 18 X 24", 10/PAD REQUESTED BRAND : BLICK  YOUR CATALOG # : _____  SUBSTITUTED BRAND : _____  UNIT COST : _____	HSART23  PRODUCT NUMBER : _____  PRODUCT NUMBER : _____  TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000049	<u>12</u>	SET	SET PENTEL OIL PASTELS (ONLY) 25 COLOR SET REQUESTED BRAND : _____  YOUR CATALOG # : _____  SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>  UNIT COST : _____	HSART23  PRODUCT NUMBER : _____  PRODUCT NUMBER : _____  TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000050	<u>4</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, INDIGO BLUE	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000051	<u>20</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, TRUE BLUE	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000052	<u>4</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, APPLE GREEN	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000053	<u>13</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, CRIMSON RED 9720568 (AM)	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000054	<u>12</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, VIOLET	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000055	<u>15</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, BLACK	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000056	<u>1</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, SLATE GREY REQUESTED BRAND : PRISMACOLOR	SOART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000057	<u>6</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, DARK GREEN REQUESTED BRAND :	SOART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000060	<u>11</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, PINK REQUESTED BRAND :	WEART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	



<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000061	<u>15</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, ULTRAMARINE	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000062	<u>10</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, CANARY YELLOW	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000063	<u>3</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, MAGENTA	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000064	<u>14</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, ORANGE	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000066	<u>5</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, LAVENDAR	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000067	<u>3</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, AQUAMARINE	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000068	<u>12</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, WHITE	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000070	<u>1</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, METALLIC SILVER	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000071	<u>11</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, GRASS GREEN	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000072	<u>1</u>	EA	EACH CHARCOAL PENCILS, WHITE 2B/ EACH REQUESTED BRAND : * PRICED/SOLD DOZEN	SOART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000073	<u>24</u>	EA	EACH FABER-CASTELL DESIGN PENCILS, 6B/EA. REQUESTED BRAND : TURQUOISE-BY DOZEN	WEART23 PRODUCT NUMBER : 1200
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000075	<u>24</u>	EA	EACH FABER-CASTELL DESIGN PENCILS, 2B/ EA. REQUESTED BRAND : TURQUOISE- BY DOZEN	WEART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000076	<u>24</u>	EA	EACH FABER-CASTELL DESIGN PENCILS, HB/EA. REQUESTED BRAND : TURQUOISE- BY DOZEN	WEART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000080	<u>6</u>	BOXES	BOXES PRISMACOLOR MAGIC RUB ERASER PAPER WRAPPED STICK, 12/BOX, S-74201 REQUESTED BRAND : MAGIC RUB	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000082	<u>13</u>	DOZEN	DOZEN TORTILLONS, MEDIUM, DOZEN REQUESTED BRAND : 22942-1112	SOART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
ARTSE0000000083	<u>22</u>	EA	<u>DESCRIPTION</u> EACH ALUMINUM RULER, 18" REQUESTED BRAND : CLIPMALL	WEART23 PRODUCT NUMBER : A-18
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000084	<u>2</u>	EA	EACH LARGE CIRCEL TEMPLATES, 45 CIRCLES, RANGE 1/6 TO 8 1/4" REQUESTED BRAND :	SOART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000086	<u>444</u>	EA	EACH SHARPIE PERMANENT MARKER, BLACK, FINE POINT REQUESTED BRAND : SHARPIE	WEART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000087	<u>240</u>	EA	EACH SHARPIE PERMANENT MARKER, BLACK, EXTRA FINE POINT REQUESTED BRAND : ULTRA FINE	WEART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000088	<u>96</u>	EA	EACH SHARPIE PERMANENT MARKER, BLACK, ULTRA FINE POINT REQUESTED BRAND : SHARPIE	SOART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000089	<u>10</u>	EA	EACH SANFORD'S KING SIZE LINE MARKER, 1/4" TIP, BLACK REQUESTED BRAND :	WEART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000091	<u>12</u>	SET	SET STAEDTLER KARAT WATERCOLOR PENCIL SET, 24 COLOR	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000092	<u>13</u>	BOXES	BOXES DESIGN KNEADED ERASERS, MEDIUM, 12/BOX	WEART23
			REQUESTED BRAND : DESIGN	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000093	<u>1</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, GOLDENROD	SOART23
			REQUESTED BRAND : PRISMACOLOR	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	



<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000094	<u>9</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, SIENNA BROWN	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000095	<u>9</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, SKY BLUE LIGHT	SOART23
			REQUESTED BRAND : PRISMACOLOR	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000096	<u>1</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, CREAM	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000098	<u>4</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS., 12X18, YELLOW	WEART23
			REQUESTED BRAND : TRU RAY	PRODUCT NUMBER : P103036
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000100	<u>5</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS., 12X18, ORANGE	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000101	<u>10</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS., 12X18, BLACK	WEART23
			REQUESTED BRAND : Tru-Ray	PRODUCT NUMBER : P103061
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000103	<u>6</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS., 18X24, BLACK	SOART23
			REQUESTED BRAND : TRU RAY	PRODUCT NUMBER : P103093
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000104	<u>5</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS., 18X24, ORANGE	WEART23
			REQUESTED BRAND : Tru-Ray	PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000105	<u>6</u>	PACK	PACK PENTALIC PAPER FOR PENS, 50 SHEETS, 11X14	HSART23
			REQUESTED BRAND : bienfang	PRODUCT NUMBER : 40 SHEET PAD
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000107	<u>5</u>	REAMS	REAMS WHITE DRAWING PAPER, 80#, 9X12, REAM REQUESTED BRAND : american paper	WEART23 PRODUCT NUMBER : 80900
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000108	<u>2</u>	EA	EACH WHITE DRAWING PAPER, 80#, 12X18, REAM REQUESTED BRAND : PACON CORP	WEART23 PRODUCT NUMBER : X4883SS-5987
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000109	<u>2</u>	REAMS	REAMS WHITE DRAWING PAPER, 80#, 18X24, REAM REQUESTED BRAND : PACON CORP	WEART23 PRODUCT NUMBER : X4885SS-5987
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000111	<u>75</u>	EA	EACH CRESCENT (ONLY) MATBOARD, 32X40, SMOOTH BLACK REQUESTED BRAND : _____  YOUR CATALOG # : _____  SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u> UNIT COST : _____	HSART23 PRODUCT NUMBER : 405234  PRODUCT NUMBER : _____ TOTAL COST : _____
ARTSE0000000113	<u>3</u>	PACK	PACK PAPER WATERCOLOR, STRATHMORE, 22X30, ROUGH, 130# SHEET REQUESTED BRAND : _____  YOUR CATALOG # : _____  SUBSTITUTED BRAND : _____ UNIT COST : _____	HSART23 PRODUCT NUMBER : 473-98  PRODUCT NUMBER : _____ TOTAL COST : _____
ARTSE0000000115	<u>1</u>	PACK	PACK STRATHMORE 500 SERIES CHARCOAL PAPER, PKG OF 25 SHEETS, FOG GREY REQUESTED BRAND : _____  YOUR CATALOG # : _____  SUBSTITUTED BRAND : _____ UNIT COST : _____	SOART23 PRODUCT NUMBER : _____  PRODUCT NUMBER : _____ TOTAL COST : _____

SUBSTITUTE ITEM (CIRCLE) : YES / NO

SUBSTITUTE ITEM (CIRCLE) : YES / NO

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000117	<u>6</u>	PACK	PACK PRINTFOAM, 9X12, PKG OF 12 REQUESTED BRAND : INVOART	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000118	<u>34</u>	EA	EACH FISKARS (ONLY) 8", BENT CLIP SCISSORS REQUESTED BRAND :	WEART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000119	<u>41</u>	ROLLS	ROLLS TAPE, SCOTCH MASKING, #234, 3/4" X 60 YD ROLL (ONLY) REQUESTED BRAND : SCOTCH	SOART23 PRODUCT NUMBER : 234 3/4 X60
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000121	<u>12</u>	ROLLS	ROLLS FILAMENT TAPE, 3/4" X 60 YD	HSART23
		REQUESTED BRAND :	SHURTAPE	PRODUCT NUMBER : 897B
		YOUR CATALOG # :	_____	
		SUBSTITUTED BRAND :	_____	PRODUCT NUMBER : _____
		UNIT COST :	_____	TOTAL COST : _____
		SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>		
ARTSE0000000122	<u>3</u>	GAL	GALLONS GLUE, ELMERS GLUE-ALL (ONLY) GALLON	WEART23
		REQUESTED BRAND :	ELMERS	PRODUCT NUMBER :
		YOUR CATALOG # :	_____	
		SUBSTITUTED BRAND :	<u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
		UNIT COST :	_____	TOTAL COST : _____
ARTSE0000000126	<u>55</u>	BOXES	BOXES CLAY, AMACO NO. 25, WHITE, MOIST, 50# BOX	WEART23
		REQUESTED BRAND :	AMACO	PRODUCT NUMBER : 45015Y
		YOUR CATALOG # :	_____	
		SUBSTITUTED BRAND :	_____	PRODUCT NUMBER : _____
		UNIT COST :	_____	TOTAL COST : _____
		SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>		

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000127	<u>3</u>	EA	EACH GLAZE, AMACO, GLOSS, WET, PINT, EMERALD GREEN	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER : 38500S
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000128	<u>6</u>	EA	EACH GLAZE, AMACO, GLOSS, WET, PINT, DARK BLUE	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER : 39146E
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000129	<u>3</u>	EA	EACH GLAZE, AMACO, GLOSS, WET, PINT, PURPLE	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER : 38504W
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	



<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000132	<u>3</u>	EA	EACH GLAZE, AMACO, GLOSS, WET, PINT, CANARY YELLOW	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER : 39154D
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000134	<u>8</u>	EA	EACH GLAZE, AMACO, GLOSS, WET, PINT, TURQUOISE	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER : 39148W
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000135	<u>8</u>	EA	EACH GLAZE, AMACO, GLOSS, WET, PINT, LIGHT BLUE	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER : 39147H
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000137	<u>3</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS., 12X18, PURPLE/VIOLET	SOART23
			REQUESTED BRAND : TRU-RAY	PRODUCT NUMBER : P103041
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000138	<u>3</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS., 12X18, BLUE	SOART23
			REQUESTED BRAND : TRU-RAY	PRODUCT NUMBER : P103054
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000139	<u>4</u>	PACK	PACK TRU-RAY SULPHITE (ONLY) CONSTRUCTION PAPER, 50 SHTS., 18X24, YELLOW 9715522(F)	SOART23
			REQUESTED BRAND : TRU RAY	PRODUCT NUMBER : P103068
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000140	<u>4</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS., 18X24, PURPLE/VIOLET	WEART23
			REQUESTED BRAND : TRURAY	PRODUCT NUMBER : P103083
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000141	<u>5</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS., 18X24, BLUE 9715522(C)	WEART23
			REQUESTED BRAND : TRU RAY	PRODUCT NUMBER : P103086
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000142	<u>3</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS., 18X24, GREEN	WEART23
			REQUESTED BRAND : TRURAY	PRODUCT NUMBER : P103070
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000144	<u>6</u>	EA	EACH HARD ALUMINUM RULERS, 24" W 1 1/4" L REQUESTED BRAND : CLIPMALL	HSART23 PRODUCT NUMBER : A-24
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000154	<u>3</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, CERULEN BLUE REQUESTED BRAND :	SOART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000157	<u>2</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, YELLOWED ORANGE 9720568 (BN) REQUESTED BRAND : PRISMACOLOR	SOART23 PRODUCT NUMBER : 3386
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000158	<u>1</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, VIOLET BLUE 9720568 (AP)	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000159	<u>1</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, POPPY RED 9720568 (BA)	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000160	<u>6</u>	EA	EACH PRISMACOLOR COLORED PENCIL SHARPENER	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
ARTSE0000000161	<u>100</u>	EA	<u>DESCRIPTION</u> EACH (SAX) SKETCH DIARY, SPIRAL-BOUND, 50 LB, 8 1/2 X 11", 50-SHEET PAD, ONLY THESE SPECIFICATIONS REQUESTED BRAND : SAX YOUR CATALOG # : _____ SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u> UNIT COST : _____	WEART23 PRODUCT NUMBER : PMMK457586-5987 PRODUCT NUMBER : _____ TOTAL COST : _____
ARTSE0000000165	<u>5</u>	ROLLS	ROLLS MASKING TAPE, 60-YD ROLL, 2" WIDTH REQUESTED BRAND : CASCADE YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	SOART23 PRODUCT NUMBER : 123193 PRODUCT NUMBER : _____ TOTAL COST : _____
ARTSE0000000174	<u>5</u>	PACK	PACK TRU-RAY FADE-RESISTANT CONSTRUCTION PAPER, 50 SHEETS, 76LB, 18X24, ORANGE REQUESTED BRAND : TRU-RAY YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	WEART23 PRODUCT NUMBER : P103066 PRODUCT NUMBER : _____ TOTAL COST : _____

SUBSTITUTE ITEM (CIRCLE) : YES / NO

SUBSTITUTE ITEM (CIRCLE) : YES / NO

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000177	<u>6</u>	PACK	PACK TRU-RAY FADE-RESISTANT CONSTRUCTION PAPER, 50 SHEETS, 76LB, 12X18, ROYAL BLUE REQUESTED BRAND : TRU RAY YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	WEART23 PRODUCT NUMBER : P103049 PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000178	<u>1</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHEETS, 12X18, LIGHT GREEN 9708564 (D) REQUESTED BRAND : TRU RAY YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	SOART23 PRODUCT NUMBER : P103038 PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000179	<u>2</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHEETS, 12X18, DARK GREEN 9708564 (AL) REQUESTED BRAND : TRU RAY HOLIDAY GREE YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	HSART23 PRODUCT NUMBER : P102961 PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000181	<u>2</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHEETS, 12X18, LILAC 9708564 (P) REQUESTED BRAND : TRU-RAY YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	SOART23 PRODUCT NUMBER : 103050 PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000182	<u>6</u>	PACK	PACK TRU-RAY FADE-RESISTANT CONSTRUCTION PAPER, 50 SHEETS, 76LB, 12X18, BLACK REQUESTED BRAND : TRURAY YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	SOART23 PRODUCT NUMBER : P103061 PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000183	<u>1</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHEETS, 12X18, WARM BROWN 9708564 (V) REQUESTED BRAND : TRURAY YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	SOART23 PRODUCT NUMBER : PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				



<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000185	<u>3</u>	PACK	PACK TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHEETS, 9X12, BLUE 9708565(C) REQUESTED BRAND : TRU RAY YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	SOART23 PRODUCT NUMBER : P103022 PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000187	<u>7</u>	EA	EACH GLAZE AMACO LG GLOSS , 16OZ JAR, LG-2, BLACK LUSTRE REQUESTED BRAND : _____ YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	WEART23 PRODUCT NUMBER : 39142B PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000189	<u>1</u>	EA	EACH GLAZE AMACO LG GLOSS , 16OZ JAR, LG-67, FIRE ORANGE REQUESTED BRAND : _____ YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	WEART23 PRODUCT NUMBER : _____ PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000192	<u>3</u>	EA	EACH GLAZE AMACO LG GLOSS , 16OZ JAR, LG-51, LILAC REQUESTED BRAND :  YOUR CATALOG # : _____  SUBSTITUTED BRAND : _____  UNIT COST : _____	WEART23  PRODUCT NUMBER : 38502E  PRODUCT NUMBER : _____  TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000193	<u>3</u>	EA	EACH GLAZE AMACO LG GLOSS , 16OZ JAR, LG-11, OPAQUE WHITE REQUESTED BRAND :  YOUR CATALOG # : _____  SUBSTITUTED BRAND : _____  UNIT COST : _____	SOART23  PRODUCT NUMBER : 39144S  PRODUCT NUMBER : _____  TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000194	<u>2</u>	EA	EACH GLAZE AMACO LG GLOSS , 16OZ JAR, LG-58, BRILLANT RED REQUESTED BRAND : AMACO  YOUR CATALOG # : _____  SUBSTITUTED BRAND : _____  UNIT COST : _____	SOART23  PRODUCT NUMBER :  PRODUCT NUMBER : _____  TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000195	<u>3</u>	EA	EACH GLAZE AMACO LG GLOSS , 16OZ JAR, LG-30, CHOCOLATE BROWN REQUESTED BRAND :  YOUR CATALOG # :  SUBSTITUTED BRAND :  UNIT COST :	SOART23  PRODUCT NUMBER : 38493K  PRODUCT NUMBER :  TOTAL COST :
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000200	<u>2</u>	EA	EACH PAINT CRAYOLA PREMIER TEMPERA, QUART, TURQUOISE REQUESTED BRAND :  YOUR CATALOG # :  SUBSTITUTED BRAND :  UNIT COST :	SOART23  PRODUCT NUMBER : 54-1232-048  PRODUCT NUMBER :  TOTAL COST :
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000201	<u>2</u>	EA	EACH PAINT CRAYOLA PREMIER TEMPERA , QUART, MAGENTA REQUESTED BRAND :  YOUR CATALOG # :  SUBSTITUTED BRAND :  UNIT COST :	SOART23  PRODUCT NUMBER :  PRODUCT NUMBER :  TOTAL COST :
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000203	<u>12</u>	EA	EACH NASCO PRO-FORMANCE TAKLON BRUSHES, ROUND, SIZE 12, 3/4"	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000206	<u>2</u>	BOXES	BOXES PRANG HALF-PAN WATERCOLOR REFILLS, BOX OF 12, YELLOW	SOART23
			REQUESTED BRAND : PRANG	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000209	<u>1</u>	EA	EACH LIGHT BOX 12X16	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER : 1000
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000220	<u>24</u>	EA	EACH ELMERS ART PASTE E-99000 REQUESTED BRAND : ELMERS	HSART23 PRODUCT NUMBER : 99000
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000232	<u>7</u>	PACK	PACK ARTIST'S ECONOMY KNIFE BLADES NO.24 100/PK REQUESTED BRAND :	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000233	<u>2</u>	EA	EACH GLAZE, AMACO, GLOSS, WET, PINT, LEAF GREEN REQUESTED BRAND :	SOART23 PRODUCT NUMBER : 39150Y
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000246	<u>150</u>	EA	EACH FREDRIX SELECT PINE STRETCHER STRIPS 16"	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000247	<u>150</u>	EA	EACH FREDRIX SELECT PINE STRETCHER STRIPS 24"	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000253	<u>2</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, CARMINE RED	SOART23
			REQUESTED BRAND : PRISMACOLOR	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000254	<u>75</u>	EA	EACH CRESCENT (ONLY) MATBOARD, 32X40, PALM BEACH WHITE	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER : 405244
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000255	<u>2</u>	EA	EACH FLEETWOOD TOTE TRAYS, LARGE TRAY, SIZE 13, 3/4" W X 4 3/8" H X 19" D	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000256	<u>1</u>	EA	EACH CONTE CRAYONS PKG.OF 12 1/4"sq. x 2-1/2"L WHITE (2B) 9-447248-705	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000257	<u>1</u>	EA	EACH TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS, 12X18, GRAY	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000258	<u>2</u>	EA	EACH TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS, 12X18, SKY BLUE	SOART23
			REQUESTED BRAND : TRU RAY	PRODUCT NUMBER : P103048
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000261	<u>2</u>	EA	EACH TRACING PAPER 11X14 REAM 9-453719-705	SOART23
			REQUESTED BRAND : SAX	PRODUCT NUMBER : PX2311AA-5987
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	



<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000264	<u>12</u>	EA	EACH SCOTCH BLUE PAINTER'S TAPE 1X60 9-13699894-705 REQUESTED BRAND : YOUR CATALOG # : SUBSTITUTED BRAND : UNIT COST :	HSART23 PRODUCT NUMBER : PRODUCT NUMBER : TOTAL COST :
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000279	<u>12</u>	EA	EACH UNIBALL MICROTIP ROLLERBALL PENS S-60106 REQUESTED BRAND : UNIBALL VISION YOUR CATALOG # : SUBSTITUTED BRAND : UNIT COST :	HSART23 PRODUCT NUMBER : 60106 PRODUCT NUMBER : TOTAL COST :
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000294	<u>2</u>	EA	EACH TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHTS, 12X18, SLATE GRAY REQUESTED BRAND : YOUR CATALOG # : SUBSTITUTED BRAND : UNIT COST :	SOART23 PRODUCT NUMBER : PRODUCT NUMBER : TOTAL COST :
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000299	<u>18</u>	EA	EACH KEMPER FETTLING KNIVES HARD, 8" IN LENGTH C30349-1020 REQUESTED BRAND : RICHESON	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000301	<u>18</u>	EA	EACH PRO NEEDLE TOOL 6-5/8" LONG C34920-1063 REQUESTED BRAND :	HSART23 PRODUCT NUMBER : 210529
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000302	<u>3</u>	EA	EACH ROYAL BRUSH ECONOMY BOX ASSORTMENTS OF WHITE TAKLON BRUSHES ROUND SET REQUESTED BRAND :	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000303	<u>5</u>	EA	EACH ROYAL BRUSH ECONOMY BOX ASSORTMENTS OF WHITE TAKLON BRUSHES FLAT SET REQUESTED BRAND : ROYAL BRUSH YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____ SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	HSART23 PRODUCT NUMBER : WTFLAT72 PRODUCT NUMBER : _____ TOTAL COST : _____
ARTSE0000000306	<u>1</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, WARM GRAY 30% REQUESTED BRAND : SOLD EA., PRICED DOZ YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____ SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	SOART23 PRODUCT NUMBER : _____ TOTAL COST : _____
ARTSE0000000307	<u>1</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, COOL GRAY 50% REQUESTED BRAND : YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____ SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	SOART23 PRODUCT NUMBER : _____ TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000308	<u>5</u>	DOZEN	DOZEN TORTILLONS, SMALL, DOZEN REQUESTED BRAND :  YOUR CATALOG # :  SUBSTITUTED BRAND :  UNIT COST :	WEART23  PRODUCT NUMBER :  PRODUCT NUMBER :  TOTAL COST :
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000310	<u>1</u>	EA	EACH CORRECTION FLUID 3oz BOTTLE REQUESTED BRAND : bic  YOUR CATALOG # :  SUBSTITUTED BRAND :  UNIT COST :	SOART23  PRODUCT NUMBER : wofec12  PRODUCT NUMBER :  TOTAL COST :
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000311	<u>2</u>	EA	EACH MARBEL THIX, LARGE JAR, MAKES 42 QUARTS REQUESTED BRAND :  YOUR CATALOG # :  SUBSTITUTED BRAND :  UNIT COST :	HSART23  PRODUCT NUMBER :  PRODUCT NUMBER :  TOTAL COST :
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000313	<u>1</u>	EA	EACH KRAFT PAPER ROLL, 40# 36"X1000' BUTCHER BROWN REQUESTED BRAND : APC	HSART23 PRODUCT NUMBER : 4036BKM/5736
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000316	<u>6</u>	EA	EACH DUCO CEMENT 3oz TUBE REQUESTED BRAND : DUCO	HSART23 PRODUCT NUMBER : 6243 (1oz TUBE)
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000317	<u>3</u>	EA	EACH TAPE ADHESIVE TRANSFER SCOTCH (ONLY) 1/2 X 36 YARD #924 REQUESTED BRAND :	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000325	<u>1</u>	BOTTL	BOTTLES PAINT, CRAYOLA LIQUID TEMPERA (ONLY) PINT SQ. BTL. SILVER REQUESTED BRAND : CRAYOLA	SOART23 SILVER PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000326	<u>1</u>	BOTTL	BOTTLES PAINT, CRAYOLA LIQUID TEMPERA (ONLY) PINT SQ.BTL. GOLD REQUESTED BRAND : CRAYOLA	SOART23 GOLD PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000327	<u>9</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, METALLIC GOLD 9720568 (AW) REQUESTED BRAND : PRISMACOLOR	WEART23 9720568 (AW) PRODUCT NUMBER : 3376
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000336	<u>6</u>	EA	EACH SPRAY BOTTLE, QUART, C05706	SOART23
			REQUESTED BRAND : ROCHESTER MIDLAND	PRODUCT NUMBER : RCM35064573
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000351	<u>1</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, BEIGE 9720568 (EA)	SOART23
			REQUESTED BRAND : PRISMACOLOR	PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000352	<u>4</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, COPENHAGEN BLUE 9720568 (AE)	SOART23
			REQUESTED BRAND : PRISMACOLOR	PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000354	<u>2</u>	BOXES	BOXES PRISMACOLOR PENCILS, 12/BOX, IMPERIAL VIOLET	SOART23 9720568 (BT)
			REQUESTED BRAND :	PRODUCT NUMBER : 3391
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000355	<u>1</u>	EA	EACH TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHEETS, 12X18, DARK BROWN	SOART23 9708564 (BE)
			REQUESTED BRAND :	PRODUCT NUMBER : 103056
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000356	<u>1</u>	EA	EACH TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHEETS, 12X18, SALMON	SOART23 9708564 (AE)
			REQUESTED BRAND : TRU-RAY	PRODUCT NUMBER : 103042
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	



<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000363	<u>4</u>	EA	EACH TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHEETS, 9X12, BLACK 9708565(J) REQUESTED BRAND : TRU RAY YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	SOART23 PRODUCT NUMBER : P103029 PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000375	<u>3</u>	EA	EACH AMACO LG GLOSS GLAZES, BLACK LUSTRE 9701455(A) REQUESTED BRAND : YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	SOART23 PRODUCT NUMBER : 39142B PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000376	<u>3</u>	EA	EACH AMACO LG GLOSS GLAZES, OPAQUE WHITE 9701455(D) REQUESTED BRAND : YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	SOART23 PRODUCT NUMBER : 39144S PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000386	<u>12</u>	PACK	PACK SILVER SCRATCHBOARD - PACKAGE OF 10 - #52-0065	WEART23
			REQUESTED BRAND : SCRATCH ART	PRODUCT NUMBER : 8088
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000387	<u>156</u>	EA	EACH SHARPIES SILVER METALLIC (FINE POINT MARKERS) - #RA02231	WEART23
			REQUESTED BRAND : SHARPIE	PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000388	<u>132</u>	EA	EACH SHARPIES GOLD METALLIC (FINE POINT MARKERS) - #RA18574	WEART23
			REQUESTED BRAND : SHARPIE	PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000389	<u>1</u>	BOXES	BOXES PLASTER CRAFT ART MATERIAL - #112-0030 REQUESTED BRAND : PACON	SOART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000394	<u>4</u>	EA	EACH GLAZE AMACO CLEAR TRANSPARENT - #127-0515 LG-10 REQUESTED BRAND :	WEART23 PRODUCT NUMBER : 39143R
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000395	<u>11</u>	EA	EACH LOEW-CORNELL PALETTE KNIFE - #A03107-1003 REQUESTED BRAND :	SOART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000399	<u>12</u>	SET	SET SHARPIES - 12 COLOR SET OF FINE POINT - #A21316-0129 REQUESTED BRAND : SHARPIE	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000421	<u>3</u>	SET	SET ROYAL & LANGNICKEL SMOOTH FINISH FOAM BRUSHES ASSORTED 15 - #RBM-33551 REQUESTED BRAND :	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000452	<u>23</u>	DOZEN	DOZEN MAGIC RUB ERASERS 9-1401981-705 - WHITE REQUESTED BRAND : MAGIC RUB	WEART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000458	<u>3</u>	PACK	PACK SCRATCH-ART SCRATCH-ETCH STYLUS - 52-0022 REQUESTED BRAND : SCRATCHART	WEART23 PRODUCT NUMBER : 8122
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000467	<u>1</u>	EA	EACH F-65 AMBER AMACO GLAZE - 124-0200 REQUESTED BRAND :	SOART23 PRODUCT NUMBER : 38354J
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000470	<u>3</u>	TB	TUBES LIQUITEX BASICS (ONLY) 4oz TUBE - BRIGHT AQUA GREEN - C00717-7204 REQUESTED BRAND : LIQUITEX	SOART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000471	<u>2</u>	TB	TUBES LIQUITEX BASICS (ONLY) 4oz TUBE - LIGHT GREEN PERMANENT - C00717-7694	SOART23
			REQUESTED BRAND : LIQUITEX	PRODUCT NUMBER : 1046312
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000472	<u>2</u>	TB	TUBES LIQUITEX BASICS (ONLY) 4oz TUBE - QUINACRIDONE MAGENTA - C00717-3714	SOART23
			REQUESTED BRAND : LIQUITEX	PRODUCT NUMBER : 1046114
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000474	<u>2</u>	ROLLS	ROLLS FREDRIX CANVAS ROLLS - FREDRIX STYLE 583 ALABAMA 54"W x 6YD ROLL - C07313-1652	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000478	<u>3</u>	EA	EACH SCULPTURE HOUSE INDIVIDUAL WOOD CARVING TOOLS #2 STRAIGHT CHISEL SIZE 3/4" - C33078-1004	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000487	<u>8</u>	PACK	PACK X-ACTO X-LIFE BULK PACKS PKD OF 100 #11 - C57413-1011	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000489	<u>1</u>	BAGS	BAGS AMACO KILN SHELF WASH 41b BAG - C32922-0000	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000495	<u>44</u>	BOXES	BOXES Majestic® Facial Tissues - Box of 100 - 9731724 REQUESTED BRAND : CASCADE	SOART23 PRODUCT NUMBER : 2930
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000498	<u>1</u>	EA	EACH Nasco Black Satin Waterproof India Ink - Pint - 9703646 REQUESTED BRAND : BLICK BLACK CAT	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000508	<u>3</u>	EA	EACH Scotch® Mailing and Storage Tape Refill Roll - 9731049 REQUESTED BRAND : SCOTCH	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	



<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000521	<u>4</u>	EA	EACH Royal Brush High-Grade Steel Flexible Palette Knife, 3 in - 9-239943-705 REQUESTED BRAND : RICHESON YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	SOART23 PRODUCT NUMBER : 500870 PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000528	<u>4</u>	EA	EACH Tape 3M General Purpose Duct , 1.88 in x 55 yd, Gray - 9-1403117-705 REQUESTED BRAND : SHURTAPE YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	HSART23 PRODUCT NUMBER : 1055 PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				
ARTSE0000000529	<u>2</u>	EA	EACH Stanley Bostitch Calypso Staple Remover with Built-In Magnet, Black - 9-087472-705 REQUESTED BRAND : BOSTITCH YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____	HSART23 PRODUCT NUMBER : 40000M-BLK PRODUCT NUMBER : _____ TOTAL COST : _____
SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>				

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000536	<u>2</u>	EA	EACH SANDISK 4GB SDHC MEMORY CARD CLASS 4 REQUESTED BRAND : SANDISK	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000556	<u>6</u>	EA	EACH SUREBONDER LIGHT DUTY STAPLE GUN #9727547 REQUESTED BRAND :	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
ARTSE0000000559	<u>2</u>	EA	EACH NITRILE DISPOSABLE GLOVES - LARGE - C20032 REQUESTED BRAND :	HSART23 PRODUCT NUMBER : LG/N2223 100 PER BOX
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000560	<u>3</u>	EA	EACH NITRILE DISPOSABLE GLOVES - MEDUIM - C200321	HSART23
			REQUESTED BRAND : NITRILE	PRODUCT NUMBER : GNI-4PF-UD
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000573	<u>6</u>	EA	EACH X-ACTO GRIPSTER KNIFE 11 BLADE - 9706313A181	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE0000000574	<u>150</u>	EA	EACH NASCO PRACTICE SKETCHBOOKS, 50 PGS, 8.5X11 - 9725807A181	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000577	<u>1</u>	EA	EACH GLAZE AMACO LEAD FREE LOW FIRE LF GLOSS LEAF GREEN - 9701455(Y)A181	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER : 39150Y
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000585	<u>3</u>	PACK	PACK ELMERS WHITE FOAMBOARD 3/16 INCH C130202-1116 PK/25	HSART23
			REQUESTED BRAND : 32x40 3/16 BOX/25	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000586	<u>144</u>	EA	EACH PRISMACOLOR TURQ DRAWING PENCILS 6B C20406-2061	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000587	<u>144</u>	EA	EACH PRISMACOLOR TURQ DRAWING PENCILS 4B C20406-2041	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000588	<u>144</u>	EA	EACH PRISMACOLOR TURQ DRAWING PENCILS 2B C20406-2021	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000592	<u>1</u>	ROLLS	ROLLS EPSON SINGLEWEIGHT MATTE INKJET PAPER 36"X131.7' ROLL - B&H #EPSWM36131 - MFR #S041854	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000625	<u>1</u>	EA	EACH GLAZE, AMACO LG GLOSS SLAZE (PETAL PINK) A-LG52	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000637	<u>12</u>	EA	EACH PENTEL HI-POLYMER BLOCK ERASERS PK 4, RA32710D101	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000648	<u>3</u>	EA	EACH GLAZE, AMACO LEAD FREE LG SERIES LOW FIRE GLOSS GLAZES, PINT (473ML) LG-52, PETAL PINK, B30413-3736	WEART23
			REQUESTED BRAND :	PRODUCT NUMBER : LG52
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000650	<u>2</u>	PACK	PACK UCREATE SUPER HEAVYWEIGHT WATERCOLOR PAPER 140 # WHITE (50 SHEETS)	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	DO NOT SUBSTITUTE _____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000657	<u>24</u>	TB	TUBES 4 OZ CADMIUM RED MEDIUM HUE 01637-3230 BLICK STUDIO ACRYLICS	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	DO NOT SUBSTITUTE _____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000658	<u>24</u>	TB	TUBES 4 OZ DIOXAZINE PURPLE 01637-6020 BLICK STUDIO ACRYLICS	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	DO NOT SUBSTITUTE _____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000659	<u>24</u>	TB	TUBES 4 OZ CADMIUM ORANGE HUE 01637-4540 BLICK STUDIO ACRYLICS	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000660	<u>24</u>	TB	TUBES 4 OZ CADMIUM YELLOW DEEP HUE 01637-4280 BLICK STUDIO ACRYLICS	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000661	<u>24</u>	TB	TUBES 4 OZ COBALT BLUE 01637-5190 BLICK STUDIO ACRYLICS	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____



<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000662	<u>24</u>	TB	TUBES 4 OZ ULTRAMARINE BLUE 01637-5239 BLICK STUDIO ACRYLICS	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	DO NOT SUBSTITUTE _____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000663	<u>24</u>	TB	TUBES 4 OZ TITANIUM WHITE 01637-1025 BLICK STUDIO ACRYLICS	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	DO NOT SUBSTITUTE _____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000664	<u>50</u>	EA	EACH BLICK WATERCOLOR PAPER 22X30 140LB C10008-1022	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	DO NOT SUBSTITUTE _____ PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000665	<u>48</u>	EA	EACH PRISMACOLOR TURQUOISE DRAWING PENCIL- 2H GRAPHITE 20406-2022	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	<u>DO NOT SUBSTITUTE</u> PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000666	<u>48</u>	EA	EACH PRISMACOLOR TURQUOISE DRAWING PENCIL 4H C20406-2042	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	<u>DO NOT SUBSTITUTE</u> PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____
ARTSE0000000667	<u>48</u>	EA	EACH PRISMACOLOR TURQUOISE DRAWING PENCIL 6H C20406-2062	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	_____
			SUBSTITUTED BRAND :	<u>DO NOT SUBSTITUTE</u> PRODUCT NUMBER : _____
			UNIT COST :	_____ TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE000000670	<u>48</u>	EA	EACH PRISMACOLOR PREMIER PENCIL MULBERRY	SOART23
			REQUESTED BRAND : blick studio	PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE000000672	<u>2</u>	EA	EACH TRU-RAY SULPHITE CONSTRUCTION PAPER, 50 SHEETS, 9X12, LIGHT BLUE	SOART23
			REQUESTED BRAND : TRU RAY	PRODUCT NUMBER : 21SC-103016
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____
ARTSE000000813	<u>2</u>	EA	EACH 3M #2600 Wide Masking Tape 2" Wide	SOART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # : _____	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST : _____	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000814	<u>1</u>	EA	EACH Roylco Big Collage Letters white front with a natural back. Package features one complete set of 26 uppercase letters. Letters are approximately 9" tall	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000817	<u>1</u>	EA	EACH Creativity Street Mardi Gras Masks, Package contains 24 masks in six different designs. Masks measure approximately 5x8"	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000821	<u>2</u>	EA	EACH 2 INCH T-PINS 375/BOX	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE000000822	<u>24</u>	EA	EACH BOX OF CRAFT STICKS 4 1/2" X 3/8" BOX OF 1000 REQUESTED BRAND : _____ YOUR CATALOG # : _____ SUBSTITUTED BRAND : _____ UNIT COST : _____ SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	HSART23 PRODUCT NUMBER : _____ PRODUCT NUMBER : _____ TOTAL COST : _____
ARTSE000000823	<u>18</u>	EA	EACH CRAYOLA OIL PASTELS HEXAGONAL SHAPE SET OF 16 COLORS REQUESTED BRAND : _____ YOUR CATALOG # : _____ SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u> UNIT COST : _____	HSART23 PRODUCT NUMBER : _____ PRODUCT NUMBER : _____ TOTAL COST : _____
ARTSE000000824	<u>1</u>	EA	EACH RUBBERMAID BRUTE CLAY32 GALLON CONTAINER/LID REQUESTED BRAND : _____ YOUR CATALOG # : _____ SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u> UNIT COST : _____	HSART23 PRODUCT NUMBER : _____ PRODUCT NUMBER : _____ TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
			<u>DESCRIPTION</u>	
ARTSE0000000825	<u>1</u>	EA	EACH RUBBERMAID BRUTE DOLLY	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000826	<u>2</u>	EA	EACH AMACO NO 5 DECORATING WHEEL 7" ALUMINUM	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000827	<u>1</u>	EA	EACH BRENT WARE CART EX 35X24X72	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u> <u>DESCRIPTION</u>	<u>BATCH</u>
ARTSE0000000828	<u>2</u>	EA	EACH WINDSOR NEWTON LIQUIN 16.8OZ REQUESTED BRAND :	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
ARTSE0000000829	<u>125</u>	EA	EACH BLICK 140LB 297GRAM WATERCOLOR PAPER 22X30 REQUESTED BRAND :	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : _____	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____
			SUBSTITUTE ITEM (CIRCLE) : <u>YES / NO</u>	
ARTSE0000000830	<u>2</u>	EA	EACH STATHMORE 300 BLACK CANVAS PAPER PAD 16X2 REQUESTED BRAND :	HSART23 PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____

<u>ITEM</u>	<u>QUANTITY</u>	<u>UM</u>	<u>UNIT DETAIL</u>	<u>BATCH</u>
ARTSE0000000831	<u>2</u>	EA	<u>DESCRIPTION</u> EACH SAKURA GELLY ROLL OPAQUE WHITE PENS SET OF 3	HSART23
			REQUESTED BRAND :	PRODUCT NUMBER :
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : <u>DO NOT SUBSTITUTE</u>	PRODUCT NUMBER : _____
			UNIT COST :	TOTAL COST : _____



THE UNDERSIGNED, HAVING FAMILIARIZED HIMSELF WITH THE ATTACHED INSTRUCTIONS AND GENERAL CONDITIONS, PROPOSES TO FURNISH THE ABOVE PRICE QUOTES.

IN ADDITION TO THE INSTRUCTIONS AND GENERAL CONDITIONS, THE UNDERSIGNED AGRESS TO ASSUME ALL RESPONSIBILITY IN MAKING ADJUSTMENTS OR REPLACING SUPPLIES DAMAGED IN TRANSIT TO THE SATISFACTION OF THE PURCHASER.

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

P.O. BOX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE NBR: \_\_\_\_\_

FAX NBR: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\* TOTAL BID COST \*\* \_\_\_\_\_

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\* \*  
\*NOTE TO VENDORS: YOUR SUBSTITUTE ITEMS WILL BE CONSIDERED \*  
\* ONLY WHEN SAMPLES ARE INCLUDED!! \*  
\* \*  
\*\*\*\*\*

\*\*\*\*\* End of report \*\*\*\*\*