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Date: 3/29/2013 11:50:49 AM
Subject: office supplies

Halti, please order:

- ☐ Standard size file folders (not the long legal size ones), color coded if possible. I know the colors sound picky but they really do help.
- ☐ Small Binder Clips
- ☐ Post-It Notes
- ☐ Sharpies

Also, if the budget allows, I know Veldran and I could use a label gun to better organize our files.