

Bangladesh Insulator & Sanitary Factory Ltd..
Buxnagar, Mirpur, Dhaka.

..... Section/Deptt.
No.....

Date:

Sl.

Subject: Requisition slip for Computer stationary items.

Sl.	Description	Unit	Qty.	Signature
01.	Ribbon Epson LQ-2180	Nos		
02.	Ribbon Epson LQ-300+	Nos		
03.	Ribbon Epson LQ-310	Nos		
04.	Refill Ink Black	Nos		
05.	Toner 85A for HP Leaser Jet-400	Nos		
06.	Toner 326 for Canon Leaser LBP-6230dn	Nos		
07.	Toner 35A for HP Leaser Jet-1005	Nos		
08.	Ink cartridge HP 60 (Colour/Black)	Nos		
09.	Continuous Sheet, 9.5" X 14"	Box		
10.	Continuous Sheet, 9.5" X 11"	Box		
11.	Continuous Sheet, 11" X 15"	Box		
12.	Cut Sheet 8.5" X 11"	Pkt		
13.	Cut Sheet 8.5 X 14"	Pkt		
14.	Cut Sheet A4. 8.27"X 11.69"	Pkt		
15.	CD-R/ CD-RW	Nos		

Prepared by :

Section Incharge:

Departmental Head