Harper Insurance
Supply Request Form

ITEM REQUESTED	REASON REQUESTED
Pens	We ran out of pens. We only have **pencils**.
Highlighters	The **markers** we have do not work for highlighting. They are too dark.
Staples	The **stapler** is out of staples. We need more to stay organized.
Tape	We want to see our sales goals. We could tape them to our office walls.
Legal pads	During meetings we need to take notes. We can also take notes on sales calls.
Envelopes	We need them for sending out customer correspondence.
Binders	Binders will help us keep documents together. This makes them easier to find.

Read the supply request form. Then, choose the correct answers.

1 What is the purpose of the form?

A to define different office supplies

B to explain how to use various office supplies

C to ask for office supplies that the office needs

D to list which office supplies the office currently has in stock

2 Why does the office need legal pads?

A to write letters to customers

B to take notes during meetings and phone calls

C to record sales goals

D to create presentations

3 Which of the following does the form NOT ask for?

A pencils

B binders

C staples

D envelopes

LIVEWORKSHEETS