Ashford Business Services Ltd

School supply request form

Classroom and office supplies - requested, approved, ordered.

Order number	PO-2026-031
Date	9 November 2026
Supplier	Sarah Mitchell
Deliver to	14 Oakfield Road, Birmingham B17 9JH
Required by	9 November 2026

Items

Item	Specification	Qty	Unit price	Total
Stationery - items	As per attached specification	1		
Exercise books	As per attached specification	2		
Art supplies - items	As per attached specification	3		
Printing / photocopying	As per attached specification	4		

Totals

	Amount
Estimated total	£45.00

Sign-off

Ordered by	Approved by	Date