

Tapescript PSW 2.7 Stock Check

- Maria: We seem to need a lot of things this month.
- Tan: That's because we've moved and they didn't order much before the move. Have you got the list?
- Maria: Yes - I wish it was in alphabetical order. Perhaps next time they'll put it on computer. Well, we'd better begin. How many boxes of staples are there?
- Tan: 10, I think. - Yes, 10. How many should we order? About 20?
- Maria: Yes, 10 in stock and 20 to order. How about staplers?
- Tan: We've got sixteen - that's enough, isn't it?
- Maria: Yes - no need to order any.
- Tan: And we've got six boxes of sellotape.
- Maria: How many rolls in each box?
- Tan: 12 - so, I think that's OK.
- Maria: Right, 6 boxes. Nothing to order. Rubber bands?
- Tan: None - can't see any. Let's order 2 large boxes of each size.
- Maria: OK - 2 large boxes of each size. Plastic files always get used up quickly. How are we off for those?
- Tan: We'll need about 50. I think we're down to the last ten. Yes, only ten left. So, we'll order 50. And we'll need about sixteen ring files. I can only see 8 and we should have 24.
- Maria: OK, I'll order 16. What about labels? What have we got?
- Tan: 3 or 4 boxes here - yes, 4 boxes and each box has 36 packets. So, altogether that's ...
- Maria: 144 packets of labels. That's plenty. But A4 Paper is very low. How much is left?
- Tan: 6 boxes. We'll need at least another 100 boxes.
- Maria: Right - let's order 100 and 30 rolls of fax paper because there's only 15 rolls left.
- Tan: Floppy discs - I thought the IT people ordered those?
- Maria: Yes, they do. That's a mistake. Cross it off the list. Paper clips - I use so many of those because I hate staples.
- Tan: Well, we've got 36 boxes left Shall we make it 50?
- Maria: OK. That's it then. Let's take this to admin. and go to lunch.