



Organization must-haves.

From the brands who know how to boost productivity.







An ultra-modern **Post-it**° **Note Dispenser** looks great in any space—get quick access to stickies and keep your pen collection contained.







Staying organized in a hybrid work environment requires ingenuity. Whether working at home or the office, a work from anywhere command center is the ideal way to stay on top of your priorities.

A TOPS[™] casebound notebook serves as the foundation of your mobile command center. Make your mark on its luxe paper with just the right uni-ball[®] pen that matches your personal style. Set up a nimble task tracker using color-coded Post-it[®] Notes to better categorize and complete your work, personal, and family to-dos. Add some Post-it[®] Flags to quickly call attention to anything that's mission-critical!



Post-it° Flags are for more than page marking! Create a custom index in your hardbound journal, color-code sections or identify action items in your notebook, and make temporary notes in books!

For everyday note taking, try some satisfyingly clicky uni-ball* 207 Plus+ Gel Pens. Rich Nanofiber ink dries fast and makes even marks on glossy paper.



Love color?

Try uni-ball* Vision Elite Roller pens (far left) in bold, juicy hues. Prefer something more subtle? Try uni-ball* 207 Gel BLX pens (left) with black-infused shades of sophisticated color.



Travel-light with versatile uni-ball Vision Elite BLX Designer Roller pens. Their exclusive uni-flow ink system is airplane-safe and will keep the ink in your pen, not on your things.

NOT URG

Archive Last week's Projects

Write ROUGH
Draft of Q4
Newsletter

& EMAIL TO KATIE
FOR FEEDBACK

Sign new landscaping contract & get Bob's signature

Ribbon marks the spot

©TOPS



uni-ball.

To shop the look, search **worklifeorganized** on your favorite office dealer's site





Simply the best.

A universal favorite, easy-to-grip uni-ball* Jetstream RT Ballpoint pens combine the smooth writing experience of a gel pen and the quick-drying nature of a ballpoint.



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TITLE SR. MARKETING DIRECTOR
ORGANIZATION HOPEWELL PERFORMING ARTS ACADEMY

CELL: 555-876-5431

ADDRESS: 30 CENTRE PLAZA, ST. MARYS, PA 15857

What does Hopewell Performing Arts Academy do? Brades 8-12 performing arts magnet high School, privately-funded. Dedicated to enriching the lives of children a families in the St. Mary's community. Mission is to foster a creative atmosphere that supports critical thinking and independence.

WEBSITE: hopewellacademy.org

SOCIAL: Instagram @Hopewell_Academy

Facebook Hopewell Academy

YouTube DiscoverHopewellAcademy
Twitter @Hopewell_official

Parents of kid involved in lot Dr

· SERVICES WE'LL Antegrated ma building Socia DUE 6/24

DUE 7/15

"W Storyboard Video "We are Hopewell"

· Full-length version

DESIGNER: MADELINE K ART DIRECTOR: BOB M. WRITER: KATIE M.

TOPS Post

uni-ball.

To shop the look, search "takenote" on your favorite office dealer's site

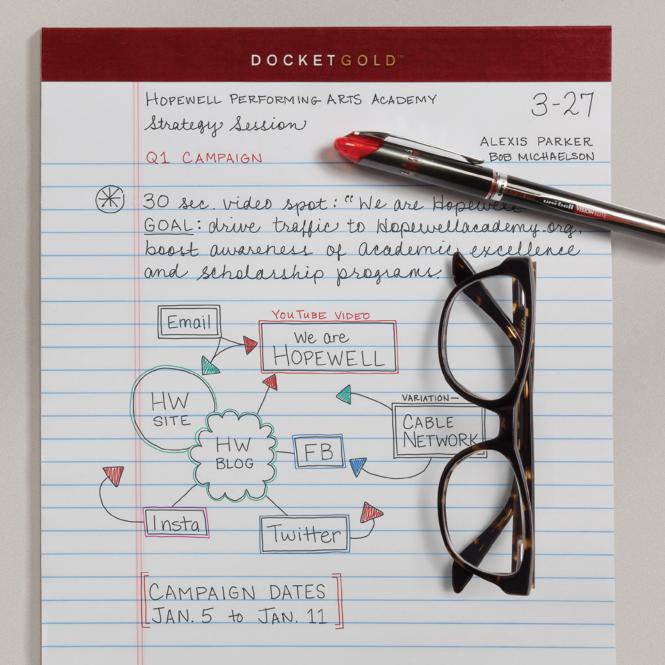
The act of writing notes helps you better process and retain information. Whether your canvas is a Post-it® Note, index card, or legal pad, note-taking offers you focus in a disjointed digital world, so you can bring your ideas to fruition.

An **Oxford® Composition Book** may be a school staple, but it's also an ideal place for key details on projects, clients, meetings, and more. Sewn binding keeps all your info intact for continued referencing. Plus, it survives those pesky computer crashes, hacking and other technical difficulties. For quick, less permanent notes, try a **Docket Gold™ Legal Pad**. Pens love the smooth paper and you'll love the strong, chipboard back for writing anywhere. Write it down, get it done, and start a fresh sheet.

Attention, please!

Highlight crucial action items with colorful **Post-it**® **Arrow Flags**. Color-code tasks, rearrange to-dos and stay on top of priorities with this handy space-saver.

It's hard to miss bright **Oxford® Neon Index Cards**. Sturdy enough to take with you, in colors that are easy to see, they'll make sure important to-do's get done.



CTOPS Note Taking

Item No.	Description	Qty	List Price	Item No.	Description	Qty	List Price
T0P25232	Executive Casebound Notebook, 11-3/4" x 8-1/4", College Rule, 96 Sheets	Each	\$26.05	T0P63950	Docket Gold™ Writing Pads, 8 ½" x11¾", Legal Rule, Canary, 50 Sheets	12 Pack	\$123.67
T0PJ25811	Executive Casebound Journal, 11" x 8-1/2", Wide Rule, 80 Sheets	Each	\$34.35	T0P63960	Docket Gold™ Writing Pads, 8½"x11¾", Legal Rule, White, 50 Sheets	12 Pack	\$123.67
T0P25330	Executive Wirebound Notebook, 8-1/4" x 5-7/8", College Rule, 96 Sheets	Each	\$19.04	T0P63753	Docket Gold™ Top-Wirebound Project Planner, 8-1/2" x 11-3/4", 70 Sheets	Each	\$27.26
T0P20816	Gold Fibre® Wirebound Project Planner, Dark Green, 7-1/4" x 9-1/2", 84 Sheets	Each	\$11.36	T0P20220	Ampad® Writing Pads, 81/2" x113/4", Legal Rule, Canary, 50 Sheets	12 Pack	\$58.88
T0P20817	Gold Fibre® Wirebound Project Planner, Charcoal, 7-1/4" x 9-1/2", 84 Sheets	Each	\$11.36	T0P69734	Oxford® Punch Pop Notebook, 9"x11", College Rule, 3-Hole Punch, Black, 80 Sheets	Each	\$17.95
T0P56872	Idea Collective® Hardcover Journal, 5" x 8-1/4", Lined, 120 Sheets, Black	Each	\$23.73	T0P69735	Oxford® Punch Pop Notebook, 9"x11", College Rule, 3-Hole Punch, Teal, 80 Sheets	Each	\$17.95
T0P56873	Idea Collective® Hardcover Journal, 5" x 8-1/4", Lined, 120 Sheets, Red	Each	\$23.73	T0P69736	Oxford® Punch Pop Notebook, 9"x11", College Rule, 3-Hole Punch, Berry, 80 Sheets	Each	\$17.95
T0P57010IC	Idea Collective® Professional Notebook, 4-7/8" x 8", Lined, 80 Sheets, Gray	Each	\$28.75	T0P63794CT	Oxford® Composition Book, 9¾"x7½", Wide Rule, Asst. Colors1, 100 Sheets	Each	\$4.28
T0P57013IC	Idea Collective® Professional Notebook,	Each	\$28.75	0XF31	Oxford® Ruled Index Cards, 3"x 5", White	100 Pack	\$2.02
(6-5/8" x 9-1/2", Lined, 80 Sheets, Gray	Lucii		0XF34610	Oxford® Ruled Index Cards, 4"x 6", Asst. Colors#	100 Pack	\$5.13
T0P63801	Docket [™] Top-Wirebound Graph Pad, 8-1/2" x 11-3/4", Graph Rule (4 x 4), 70 Sheets, Blue	Each	\$20.66	0XF40279	Oxford® Ruled Index Cards, 3" x 5", Asst. Neon Colors**	100 Pack	\$4.46
1red vellow blue green	*hlue canary cherry green violet **nink orange vellow gree	n #blue c	anary cherry green viole	0XF40280	Oxford® Ruled Index Cards, 3" x 5", Asst. Colors††	100 Pack	\$4.05

1red, yellow, blue, green *blue, canary, cherry, green, violet **pink, orange, yellow, green *†blue, canary, cherry, green, violet

uni-ball. Pens

Item No.	Description	Qty	List Price
UBC73840	Jetstream RT Ballpoint, 1.0mm, Asst. Colors*	3 Pack	\$12.30
UBC73832	Jetstream RT Ballpoint, 1.0mm, Black	12 Pack	\$48.60
UBC69094PP	Vision Elite Roller, 0.8mm, Blue, Red, Green, Violet	4 Pack	\$15.79
UBC90199PP	Vision Elite Rollerball, 0.8mm, Asst. Colors†	8 Pack	\$31.04
UBC61231	Vision Elite Rollerball, 0.8mm, Black	12 Pack	\$46.32
UBC1858842	Vision Elite BLX Designer Roller, 0.8mm, Asst. Colors [‡]	4 Pack	\$14.99
UBC1734916	Vision Needle Rollerball, 0.5mm, Asst. Colors§	8 Pack	\$23.60
UBC60381PP	Vision Rollerball, 0.7mm, Asst. Colors**	5 Pack	\$15.03

Item No.	Description	Qty	List Price
UBC60126	Vision Rollerball, 0.7mm, Black	12 Pack	\$41.52
UBC1739929	207 Gel, 0.7mm, Asst. Colors#	8 Pack	\$17.48
UBC33950	207 Gel, 0.7mm, Black	12 Pack	\$26.52
UBC40110	207 Gel, 0.7mm, Asst. Colors^	8 Pack	\$17.49
UBC1838182	207 BLX Gel, 0.7mm, Asst. Colors ¹	4 Pack	\$8.91
UBC70143	207 Plus+ Gel, 0.7mm, 3 Black, 2 Blue, 1 Red	6 Pack	\$20.79
UBC24836	EMOTT Fineliner Marker Pens, 0.4mm, Asst. Colors#	10 Pack	\$38.99
UBC24828	EMOTT Fineliner Marker Pens, 0.4mm, Asst. Colors§§	5 Pack	\$19.98

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Postit Notes and Accessories

Item No.	Description	Qty	List Price
MMM6605AN	Original Notepads, Supernova Neon*, 4 x 6 Lined	5 Pack	\$45.85
MMM65412SSMIA	Super Sticky Notes, Supernova Neon*, 3 x 3	12 Pack	\$31.62
MMM6756SSMIA	Super Sticky Notes, Supernova Neon*, 4 x 4 Lined	6 Pack	\$23.72
MMMR33018SSMIAC	Super Sticky Pop-up Notes, Supernova Neon†, 3 x 3	18 Pack	\$47.03
MMMABS330W	Pop-up Note Dispenser, Vertical, Gray/White [‡]	Each	\$15.82
MMM65412SSNRP	Super Sticky Recycled Notes, Bali Collection**, 3 x 3	12 Pack	\$33.86
MMM6603SSNRP	Super Sticky Recycled Notes, Bali Collection*, 4 x 6 Lined	3 Pack	\$18.20
MMM6756SSNRP	Super Sticky Recycled Notes, Bali Collection**, 4 x 4 Lined	6 Pack	\$26.12
MMM65424SSAUCP	Super Sticky Notes, Cabinet Pack, Rio De Janeiro Collection***, 3 x 3	24 Pack	\$45.22

Item No.	Description	Qty	List Price
MMM65412SSUC	Super Sticky Notes, Rio De Janeiro Collection^^, 3 x 3	12 Pack	\$31.65
MMM6603SSUC	Super Sticky Notes, Rio De Janeiro Collection ^s , 4 x 6 Lined	3 Pack	\$17.02
MMMR33010SSAU	Super Sticky Pop-up Notes, Rio De Janeiro Collection ^s , 3 x 3	10 Pack	\$27.38
MMM683VAD1	1/2" Flag Value Pack with 48 Arrow Flags, Asst. Bright Colors^^^	280 Pack	\$15.65
MMM680PPBGVA	Flags Value Pack, Asst. Bright Colors [^] , 3 x 3	200 Pack	\$16.20
MMM684ARR4	1/2" Arrow Flags, Asst. Bright Colors@	96 Pack	\$6.02
MMM683XL1	Assorted Flag Combo Pack, Asst. Sizes, Asst. Colors§	4 Pack	\$18.98

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Scan me with your camera to find note taking tips & tricks.