



Call with questions: 3685

Mail Requests to 7590

Fields in Bold are Required for processing

<Delivery Information>

<Processing Information>

Contact Person: _____

Date Needed: _____

Department: _____

Campus Phone #: _____

Delivery Location: _____

Building/Room: _____

Mail Stop: _____

Speedtype (10 digits) _____
-53120

Authorized Signature: _____

***Work orders can not be processed without a signature**

20# Bond Paper	Item Number	Unit of Measure	Quantity Ordered	Additional Information (State if Requesting Cases)
White - 8.5 x 11 (100% Recycle)	WH201	Ream (500 Sheets)		
White - 8.5 x 14	WH204	Ream (500 Sheets)		
White - 11 x 17	WH207	Ream (500 Sheets)		
Gray - 8.5 x 11	GY201	Ream (500 Sheets)		
Ivory - 8.5 x 11	IY201	Ream (500 Sheets)		
Green - 8.5 x 11	GN201	Ream (500 Sheets)		
Canary - 8.5 x 11	CY201	Ream (500 Sheets)		
Pink - 8.5 x 11	PK201	Ream (500 Sheets)		
Buff - 8.5 x 11	BF201	Ream (500 Sheets)		
Blue - 8.5 x 11	BE201	Ream (500 Sheets)		
Goldenrod - 8.5 x 11	GD201	Ream (500 Sheets)		
Salmon - 8.5 x 11	SN201	Ream (500 Sheets)		
Cherry - 8.5 x 11	CH201	Ream (500 Sheets)		
Lilac - 8.5 x 11	LC201	Ream (500 Sheets)		
Miscellaneous Paper				
Color Print Paper 28# - 8.5 x 11	PW281	Ream (500 Sheets)		
Color Print Paper 28# - 8.5 x 14	PW284	Ream (500 Sheets)		
Color Print Paper 28# - 11 x 17	PW287	Ream (500 Sheets)		
2nd Sheet Letterhead 24# - 8.5 x 11	SS241	Ream (500 Sheets)		
White 110# - 8.5 x 11 (cardstock)	WH101	Ream (250 Sheets)		
White 110# - 11 x 17 (cardstock)	WH107	Ream (250 Sheets)		
Astrobright 60# - 8.5 x 11 (text weight)	Please write color	Ream (500 Sheets)		
Astrobright 65# - 8.5 x 11 (cover weight)	Please write color	Ream (250 Sheets)		

NOTE TO CUSTOMER: IF A COPY IS NEEDED FOR YOUR FILES, PLEASE MAKE COPIES BEFORE SUBMITTING TO DUPLICATING & PRINTING.

Additional Requests:

DATE DELIVERED: _____

RECEIVED BY: _____