

White Paper Order Form

From Maintenance Department

Deliver To:

Code:

Date of Request:

| # of Cases | Type of Paper | Received By | Date |
|------------|--|-------------|------|
| | 8 1/2" x 11" Xerox / White / Dual Purpose | | |

Note:

Colored, legal and ledger paper is to be ordered from and will be charged by the GRHS Print Shop.

Current Price / White Paper Only:

8 1/2" x 11" Xerox / White / Dual Purpose

Case: \$26.19 (effective 8/21/2019)

Paper deliveries are made weekly (Wednesday). Occasionally there are too many orders to fill in the time allowed. Whenever possible, **please allow two (2) weeks for delivery**. Paper chargebacks will be done monthly. If you have any questions, feel free to contact the Maintenance Office at 327-5834 or fax 327-5831. Thank you!