

DATE	Date Submitted ____ / ____ / ____	All letter-sized plain white copy paper should be ordered through IT (5050). Print Services does not continually stock every paper listed, please allow additional time for shipping.
	Date Due ____ / ____ / ____ Time Due _____	

ACCOUNT INFO	Name _____	Department _____
	Account # _____	(Required)
	Email _____	Phone _____

ORDER DETAILS	Paper Size: <input type="checkbox"/> 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17	Paper Type: (20lb Bond will be delivered unless specified) <input type="checkbox"/> 20lb Bond (Standard) <input type="checkbox"/> Cardstock
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All colors listed below are available in Letter sized (8.5x11) paper. Colors are approximate and are subject to vary to the actual product. Legal (8.5x14), Tabloid (11x17), and Over-sized Tabloid (12x18) are only available as White paper.

ORDER DETAILS	*All paper sold by the Ream 20# - 500 sheets/ream Cardstock - 250 sheets/ream	Official Use	Neon/Bright Colors	Official Use
Paper Color Basic Colors <input type="checkbox"/> White QTY: _____ <input type="checkbox"/> Pink QTY: _____ <input type="checkbox"/> Yellow QTY: _____ <input type="checkbox"/> Green QTY: _____ <input type="checkbox"/> Blue QTY: _____ <input type="checkbox"/> Salmon QTY: _____ <input type="checkbox"/> Goldenrod QTY: _____ <input type="checkbox"/> Lilac QTY: _____ <input type="checkbox"/> Gray QTY: _____ <input type="checkbox"/> Tan QTY: _____ <input type="checkbox"/> Buff QTY: _____ <input type="checkbox"/> Ivory QTY: _____			<input type="checkbox"/> Neon Green QTY: _____ <input type="checkbox"/> Neon Yellow QTY: _____ <input type="checkbox"/> Neon Pink QTY: _____ <input type="checkbox"/> Neon Purple QTY: _____ <input type="checkbox"/> Neon Orange QTY: _____ <input type="checkbox"/> Neon Blue QTY: _____ <input type="checkbox"/> Dark Green QTY: _____ <input type="checkbox"/> Daffodil QTY: _____ <input type="checkbox"/> Red QTY: _____ <input type="checkbox"/> Teal QTY: _____	
			Total	_____

DELIVERY	Deliver to: _____ Building _____ Room # _____ <input type="checkbox"/> Pickup
	Received by (signature): _____ Date: _____ Delivered by: _____

A minimum of 24 hours is required for any order submitted. For specific times, please contact staff. A valid account number and proper authorization is required of all orders submitted. When submitting a order request, the department will assume that proper authorization to utilize our services has been granted. The requester assumes responsibility for any charges due where permission has not been given.