

COPY CENTER SUPPLIES ORDER FORM

REV. 1/19/2016

Name: _____

Dept charge code: _____

MUST HAVE CHARGE CODE, NO EXCEPTIONS

ORDERS WILL NOT BE FILLED WITHOUT A CODE!!

Location: List building and room number _____

Please check one:

Will pick up

Deliver

PRODUCT CODE	UNIT PACK	DESCRIPTION	PRICE	QTY Ordered	TOTAL
M101	REAM / 500	8-1/2 X 11 WHITE COPY PAPER (500)	\$4.00		
M103	REAM / 500	8-1/2 X 14 WHITE COPY PAPER (500)	\$6.50		
M104	REAM / 500	11 X 17 WHITE COPY PAPER (500)	\$9.25		
M105	REAM / 500	8-1/2 X 11 WHITE 3HP COPY PAPER (500)	\$4.50		
M106*	REAM / 500	8-1/2 X 11 Pastel COLORS (500)	\$5.50		
M107*	REAM / 500	8-1/2 X 11 HOT COLORS	\$7.50		
M106C	Ream / 250	Pastel Card Stock	\$8.00		
M107C	Ream / 250	HOT Cardstock	\$8.00		
M108	Ream / 500	8.5 X 11 Color Copier paper 28#	\$9.00		
M108C	Ream / 250	8.5 X 11 Color Copier Cover 80#	\$9.75		
M109	Ream / 500	11 x 17 Color Copier paper 28#	\$18.25		
M109C	Ream / 250	11 x 17 Color Copier Cover 80#	\$18.75		
M110	Ream / 250	Premium Cardstock (Cougar)	\$9.75		
M112	REAM / 500	2ND SHEET Cougar 70#). (500)	\$8.00		
M113	REAM / 500	M.C. WHITE LETTERHEAD (500)	\$20.00		
M117	EA.	PLACE CARDS (NAME TENTS)	\$0.10		
M118	PACK	M.C. MAILING LABELS (100)	\$7.50		
M120	EA.	NAME TAGS	\$0.10		
M122	BOX / 500	M.C. #10 WHITE WINDOW ENV. PRINTED	\$36.50		
M126	BOX / 500	M.C. #10 WHITE ENVELOPES PRINTED (500)	\$30.00		
M127	BOX / 500	#10 WHITE ENVELOPES PLAIN (500)	\$11.25		
M128	BOX / 500	M.C.#10 WHITE WINDOW ENV. PRINTED(500)	\$35.00		
M129	BOX / 500	#10 WHITE WINDOW ENVELOPES PLAIN (500)	\$16.00		
M130	BOX / 500	M.C. #6-3/4 WHITE ENVELOPES PRINTED(500)	\$20.25		
M131	BOX / 500	#6-3/4 WHITE ENVELOPES PLAIN (500)	\$10.75		
M132	BOX / 500	6-1/2 X 9-1/2 WHITE ENV. PRINTED(500)	\$37.50		
M133	BOX / 500	6-1/2 X 9-1/2 WHITE ENVELOPES PLAIN(500)	\$25.00		
M134	BOX / 500	9 X 12 WHITE ENV. - CATALOG PLAIN (500)	\$34.50		
M135	BOX / 500	9 X 12 WHITE ENV.- CATALOG PRINTED (500)	\$48.75		
M136	BOX / 500	9 X 12 WHITE ENV. - BOOKLET PLAIN (500)	\$34.50		
M137	BOX / 500	9 X 12 WHITE ENV.- BOOKLET PRINTED (500)	\$48.75		
M139	BOX / 250	A2 Printed Envelopes	\$25.00		
M140	BOX / 500	#9 Tinted Security Envelopes	\$25.00		

ORDER TOTAL

M106* - COLORS AVAILABLE: BLUE, GREEN, PINK, CANARY, GOLDENROD, CHERRY,IVORY, LILAC, SALMON
M107* - COLORS AVAILABLE: BLUE, GREEN, PINK, YELLOW, GOLD, RED, LIME, ORANGE
 OTHER COLORS AVAILABLE BY SPECIAL REQUEST AT HIGHER COST

Notes: Indicate any special instructions, colors etc.

PHONE ORDERS NOT ACCEPTED
 PRICES SUBJECT TO CHANGE

Save this form to your computer and then e-mail to either
dhuber@muhlenberg.edu
copycenter@muhlenberg.edu