

Copy Paper Order

To order paper by the case from the Mini-Storeroom, please fill out the form below and fax it to 919-962-0589 to the attention of the Mini-Storeroom Manager.

Stock #: Size: Description: Number of Cases:

GK58208 8 1/2 x 11 Recycle Paper _____

GK58209 8 1/2 x 14 Recycle Paper _____

GK58203 8 1/2 x 11 Recycle Paper 3 hole _____

Department Name: _____

Department Number: _____

Department Address: _____

Department Account Number: _____

Departmental Point of Contact: _____

Departmental Phone Number: _____

Date of Request: _____

TO BE COMPLETED AT TIME OF DELIVERY

Name of person receiving order: _____

Signature of person receiving order: _____