



**COPY EXPRESS
PAPER PURCHASE REQUISITION
(for pick up only)**

Date Ordered: _____
Order Requested by: _____
Phone: _____ (*Customer Name*)

Description

11" Bond Paper Colors Available 20# #of reams _____
White Blue Green Yellow Pink Gray Salmon Ivory
Buff Tan Gold Cherry Orchid

14" Bond Paper Colors Available 20# #of reams _____
White Blue Green Yellow Gold Pink Salmon Orchid

17" Bond Paper Colors Available 20# #of reams _____
White Yellow Gold

11" Card Stock Colors Available 67# #of reams _____
White Blue Green Yellow Pink Gray Salmon Ivory
Buff Tan Gold Cherry Orchid Pewter Aged Natural

Department Name _____
Authorized Signer _____

Shortcode _____

For Office Use Only

TOTAL COST \$ _____

JOB NUMBER

9/05