

This form is used for paper and Xerox supplies used in department copiers on campus supported by Photocopying Services.
 Call the Photocopying office at 389-2702 if you need this form.



Wiecking Copy Shoppe Paper and Xerox Supply Order Form

Supply Number	Description	Quantity	Notes
1	One ream of white paper (8.5X11)	10	500 sheets per ream
2	One ream of blue paper (8.5X11)		500 sheets per ream
3	One ream of buff paper (8.5X11)		500 sheets per ream
4	One ream of goldenrod paper (8.5X11)		500 sheets per ream
5	One ream of gray paper (8.5X11)	1	500 sheets per ream
6	One ream of green paper (8.5X11)		500 sheets per ream
7	One ream of peach paper (8.5X11)	1	500 sheets per ream
8	One ream of pink paper (8.5X11)		500 sheets per ream
9	One ream of yellow paper (8.5X11)		500 sheets per ream
10	One ream of white paper (8.5X14)		500 sheets per ream
11	One ream of white paper (11X17)		500 sheets per ream
20	Xerox Document Centre Toner (265/460/470/)	2	(2) toner bottles per box
See notes	Xerox Document Centre Xerographic (265/460/470/)		Please call 2702 for module
See notes	Xerox Document Centre Fuser (265/460/470/)		Please call 2702 for module
30	Xerox Document Centre Staples (265/460/470/)		(3) Cartridges of 15,000 staples per box
35	Xerox Document Centre Print Cartridge (220/230)		(1) per box
40	Xerox Document Centre Print Cartridge (340/425/440)		(1) per box
45	Xerox WorkCentre Pro Toner (412)		(1) per box
45A	Xerox WorkCentre Pro Drum (412)		(1) per box
50	Xerox Digital Copier Toner (212/214)		(1) per box

Date: 5/30

Office Location: Security

Name of Employee filling order: Bob

DRAFT