



Paper and Supply Order Form

e-mail: printshop@apu.edu

Complete all boxes necessary for accurate billing and distribution.

		DATE SUBMITTED	DATE DUE
DEPARTMENT	CONTACT PERSON	DELIVER OR PICK UP	
ACCOUNT NUMBER	EXT/PHONE	QUANTITY/REAM	

PAPER SUPPLIES

Copier Paper Sold by Case
Canon and Xerox Copiers Only
COPIER SERIAL #

Printer Paper Sold by Case
HP Printers

Blue 20lb

Buff 20lb

Cherry 20lb

Goldenrod 20lb

Gray 20lb

Green 20lb

Ivory 20lb

Orchid 20lb

Pink 20lb

Salmon 20lb

Tan 20lb

Yellow 20lb

8.5 x 14 20lb

11 x 17 20lb

Transparencies

COPIER TONER

NPG-13A CANON TONER 6035

GPR-2 CANON TONER 330

GPR-6 CANON TONER 3300

GPR-16 CANON TONER 3570

M20/M22 XEROX TONER/DRUM

WCM15/20 XEROX TONER

NOTES:

Speciality Colors/Types

Contact Duplicating Services at ext. 5418

Duplicating Services Policies

Incomplete Request Forms will be returned to the department for correction.

Account Number

The 13 digit People Soft Account Numbers are required to process request.

Warehouse Operations Policies

Delivery Schedule

Duplicating Services will be responsible for receiving and billing supply orders via the printshop@apu.edu account. Once orders are billed, supply orders will be forwarded to Warehouse Operations for processing and distribution within 24 business hours of receipt.

Pick Up Schedule

Departments requesting to pick supplies will need to make an appointment with Warehouse Operations at ext. 5001

Questions Concerning Orders

Contact Warehouse Operations at ext. 5001