

Campus Services -- Supply Order Form

Date: _____

Name (Attn.): _____

Department: _____

Project #: _____



Copy Center x. 3533



Mail Center x. 3302

USPS & Express Supplies

& Inter-Office Envelopes

Other sizes may be available-Call Mail Center

These items NO Charge to departments.

- _____ Priority Mail letter envelopes
- _____ Priority Mail tyvek paks
- _____ Customs labels (Small green/white)
- _____ Certified & Return Receipt labels
- _____ FedEx Letter Envelopes
- _____ FedEx Paks
- _____ FedEx box-sm. 12.5 x 11 x 1.5
- _____ FedEx box-med. 13x11x2.5
- _____ FedEx box-lrg. 18x12x3
- _____ Small Inter-office envelopes #10
- _____ Large Inter-office envelopes 10 x 13

Stamps

Other stamps available-Call Mail Center

- _____ Roll of 100 First-class stamps
- _____ Book of 20 First-class stamps
- _____ Book of 10 Postcard stamps

Campus Services use only.

Misc. Supplies

- _____ Blue Exam Books (Pkg. of 100)
- _____ Packing Tape 1-roll = 55 yards (clear)

Stop by the Mail Center for available shipping boxes and padded mailers.

Copier Toner (N/C)

_____ Write in model #

Paper from Copy Center (Minimum quantity only, please.)

Larger quantities should be handled via office supply vendor.

- _____ Ream(s) 8 1/2 x 11 Recycled copy paper (30% Post consumer waste)
- _____ Ream(s) 8 1/2 x 11 Strathmore paper for 2nd sheet (30% Post consumer waste)
- Fill in ream qty. & color in the spaces provided. 8 1/2 x 11 Colored Paper

_____ Qty.	_____ Color	_____ Qty.	_____ Color
_____ Qty.	_____ Color	_____ Qty.	_____ Color
- _____ Ream(s) 8 1/2 x 14 Copy Paper _____ Color
- _____ Ream(s) 11 x 17 White copy paper _____

Write In

Signature: _____ Ext.: _____

Total \$\$\$

Fill in form & send to Campus Services