

Copier Paper & Supplies Available

Copier Services

LIB-215

Ext. 2470

Work Order Form

<http://hda.hsc.unt.edu/hdaccess/>

(If you need assistance on completing work order, please feel free to call Elizabeth Perales X2470 or e-mail CopierServices@unthsc.edu)

White Paper -- Allocation

No charge unless order exceeds allocation

8½ x 11 Number of cases

White Paper -- Purchase

Indicate quantity needed in work order description

\$34.00 per case (10 reams) of 8½ x 11; \$5.50 per ream (500 sheets) of 8½ x 14;

\$12.00 per ream (500 Sheets) of 8½ x 17;

8½ x 11 Number of cases 8½ x 14 Number of reams 8½ x 17 Number of reams

Colored Paper – Pastels

\$6.00 per ream (500 sheets) of 8½ x 11

Indicate quantity needed in work order description

Yellow

Salmon

Goldenrod

Orchid

Pink

Tan

Blue

Cherry

Green

Cream

Gray

Colored Paper – Neon/Brights

\$9.50 per ream (500 sheets) of 8½ x 11

Indicate quantity needed in the work order description

Lemon Yellow

Lime

Green

Yellow

Daffodil

Cherry

Emerald

Fuschia

Blue

Periwinkle

Card Stock

\$6.00 per package (250 sheets, 67lb) of 8½ x 11

Indicate quantity needed in the work order description

White

Tan

Blue

Yellow

Gray

Rx Safety Paper

\$16.00 per package (250 sheets) of 8½ x 11

Copier Supplies

Indicate item/quantity/copier information in the work order description.

Toner

Drum

Staples

Copier Information

Machine ID (5digit #)

Model

Location