



2018 PAPER CATALOG

Order Deadlines:

May 16 - For delivery by June 30

June 13 - For delivery after July 1

Questions?

Contact NDESC

info@purchasingconnection.org

866.337.2005

Ordering Instructions

Deadlines: **5/16/18 – for delivery BY 6/30/18**
 6/13/18 – for delivery AFTER 7/1/18

MINIMUM ORDER OF 40 CASES (pallet) PER DELIVERY LOCATION IS REQUIRED. The pallet can be a combination of white and colored paper.

Available Products - The performance of all products in this catalog is fully guaranteed.

White Paper

- **Leading Edge Brand:** available in 1-39 cases then in 40 case (pallet) increments up to a full truckload. Can be combined with colored paper to satisfy the required minimum order.
- **Xerox brand:** Call for pricing: Lori Mittelstadt at 1-888-739-3289.

Colored Paper

- Available only in full case quantities. Color samples available online at www.purchasingconnection.org or upon request.
- Colored paper can be combined with white paper to meet the 1 pallet (40 cases) minimum order.

Placing an Order – We offer two ways:

1. Online in Express – www.cpcexpress.org – see the next page for more details OR
2. Complete the order form on the following pages for **each** delivery location:

Send to Cooperative Purchasing Connection (email or fax)

- 218-739-2459 (fax) Attn: Lori Mittelstadt
- lmittelstadt@lcsc.org

A Purchase Order (PO) for **each** delivery location must also accompany each order form. POs can be made to:

- Cooperative Purchasing Connection
1001 E Mt Faith, Fergus Falls MN 56537

Receiving Your Order

- **NOTICE:** The driver will call 24 hours ahead of delivery.
- **DELIVERY:** The driver will assist in moving the pallets/product to the back or "tail" of the truck.
- **LIFTGATE TO GROUND SERVICE - \$75 for 1 to 4 pallets, \$150 for 5 or more pallets.** Once the product has been moved to the tail of the truck (tailgate), the driver will use a hydraulic lift to lower the product to the ground or a standard loading dock. If you need the product brought to the ground, **you must note it on the order.**
- **UPON DELIVERY:** When receiving product, please confirm by checking against the packing slip. Any damage or shortage, **MUST** be noted at the time of delivery.

Thank you for your order; we appreciate your support!

Questions? Contact Lori Mittelstadt:
1-888-739-3289
lmittelstadt@lcsc.org



Online ordering instructions

New to Express? Start here:

If You Need An Express Account:

- Visit www.cpcexpress.org. Click the blue “Register Now” button on the right side of the page.
- Under agency, begin to type your member organization and select your organization when it appears.
- Fill in your email, name, phone number, and create a password. Your email address will be your username.
- Click submit.
- After you submit your registration, check your email for a verification email from express@purchasingconnection.org and single click the link. This may take a few minutes to arrive. Check your spam folder, if the email doesn’t come directly to your inbox. Once you verify your account, you’ll receive either a confirmation email from express@purchasingconnection.org, or an “Express Account Now Active!” email. Then you can begin to use Express.

Already have an Express account? Start here:

Create An Order

Log into your account: www.cpcexpress.org

After you are logged in, you will see the Paper Catalog on the home page. Click the globe icon to access the paper catalog.

- Use the All Product drop-down menu to browse our catalog by category.
- Use the search bar to search by part number or description.



The screenshot shows the Express website interface. At the top left is the 'PAPER CATALOG' logo. Below it is a dropdown menu with 'All Products' selected. A red circle highlights the 'Search' button in the search bar. To the right of the search bar is a 'Shopping Cart' icon with a '0' next to it. A pink callout box with a white border contains the text: 'If you wish to see all the items, click “Search” without entering any search terms.' Below the search bar, there is a list of product categories including '3-Hole Punched 8.5" x 11"', 'Pastel 8.5" x 14" 20#', 'Pastel 11" x 17" 20#', 'Neon/Brights 8.5" x 11" 20/50#', 'Neon/Brights 8.5" x 11" 24/60#', 'Neon/Brights 8.5" x 11" 65# Cover', 'Pastel 8.5" x 11" 20#', and 'Pastel 8.5" x 11" 65# Cover'. Below the list, there are sections for 'Xerographic' and 'Delivery Options'.

Delivery Specifications:

NOTE: To complete an order – you **MUST** add the required delivery options to your order under the Delivery Options Menu. **The minimum order is 40 cases (pallet).** The pallet can be a mix of white and colored paper. If you access Express through your finance system, all orders need to be approved and placed by the dates listed on the previous page of this catalog.



2018 CUT PAPER ORDER FORM

Bill To: _____	Ship To: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Contact: _____	Receiving Contact: _____
Phone: _____	Receiving Phone: _____
PO #: _____	Bus. Manager: _____
	Bus. Manager Phone: _____

Delivery Requested: Before **June 30, 2018** _____ or after **July 1, 2018** _____ (all deliveries must be completed by August 2, 2018). Please note, if you need liftgate to ground service, it MUST be noted on each individual purchase order. See the last page of this order form for additional delivery information.

White Cut Paper Products

Leading Edge, Xerographic, 8.5 x 11, 20#, 92 Bright, 5000 Sheets/Case				
Part #	Description	Price/Case	Quantity	Total Price
W101	1-39 Cases	\$ 27.50		
Part #	Description	Price/Case	Total Price	Place an "X" Next to Your Selection
W102	1 Pallet (40 Cases)	\$ 26.00	\$ 1,040.00	
W103	2 Pallets (80 Cases)	\$ 26.00	\$ 2,080.00	
W104	3 Pallets (120 Cases)	\$ 26.00	\$ 3,120.00	
W105	4 Pallets (160 Cases)	\$ 25.90	\$ 4,144.00	
W106	5 Pallets (200 Cases)	\$ 25.15	\$ 5,030.00	
W107	6 Pallets (240 Cases)	\$ 25.15	\$ 6,036.00	
W108	7 Pallets (280 Cases)	\$ 25.15	\$ 7,042.00	
W109	8 Pallets (320 Cases)	\$ 25.15	\$ 8,048.00	
W110	9 Pallets (360 Cases)	\$ 25.15	\$ 9,054.00	
W111	10 Pallets (400 Cases)	\$ 25.15	\$ 10,060.00	
W112	11 Pallets (440 Cases)	\$ 25.15	\$ 11,066.00	
W113	12 Pallets (480 Cases)	\$ 24.80	\$ 11,904.00	
W114	13 Pallets (520 Cases)	\$ 24.80	\$ 12,896.00	
W115	14 Pallets (560 Cases)	\$ 24.80	\$ 13,888.00	
W116	15 Pallets (600 Cases)	\$ 24.80	\$ 14,880.00	
W117	16 Pallets (640 Cases)	\$ 24.80	\$ 15,872.00	
W118	17 Pallets (680 Cases)	\$ 24.80	\$ 16,864.00	
W119	18 Pallets (720 Cases)	\$ 24.80	\$ 17,856.00	
W120	19 Pallets (760 Cases)	\$ 24.80	\$ 18,848.00	
W121	20 Pallets (800 Cases)	\$ 24.80	\$ 19,840.00	
W122	21 Pallets/Full Truckload (840 Cases)	\$ 23.90	\$ 20,076.00	

3-Hole Punched, 8.5 x 11, 20#, 92 Bright, 5000 Sheets/Case				
Part #	Description	Price/Case	Quantity	Total Price
W300	1 Pallet (40 Cases)	\$ 28.75		

Prices listed on this order form include delivery to site, no additional delivery charges will apply. Please ensure your order meets the 40 case (1 pallet) minimum. You may combine white and colored paper to satisfy the minimum order.

Colored Cut Paper Products

E-Copy, Pastel 8.5 x 11, 20#, 5000 Sheets/Case				
Part #	Description	Price/Case	Quantity	Total Price
C100	CANARY	\$ 35.85		
C101	BLUE	\$ 35.85		
C102	PINK	\$ 35.85		
C104	BUFF	\$ 35.85		
C106	CHERRY	\$ 35.85		
C107	GREEN	\$ 35.85		
C108	TAN	\$ 35.85		
C110	SALMON	\$ 35.85		
C111	GOLDENROD	\$ 35.85		
C112	IVORY	\$ 35.85		
C113	ORCHID	\$ 35.85		
C114	GRAY	\$ 35.85		
C115	PUMPKIN	\$ 35.85		

E-Copy, Pastel 8.5 x 14, 20#, 5000 Sheets/Case				
Part #	Description	Price/Case	Quantity	Total Price
C200	WHITE	\$ 36.25		
C201	CANARY	\$ 54.75		
C202	BLUE	\$ 54.75		
C203	PINK	\$ 54.75		
C209	GREEN	\$ 54.75		
C212	GOLD	\$ 54.75		
C213	IVORY	\$ 54.75		

E-Copy, Pastel 11 x 17, 20#, 2500 Sheets/Case (5 reams of 500 sheets)				
Part #	Description	Price/Case	Quantity	Total Price
C300	WHITE	\$ 28.00		
C301	CANARY	\$ 41.50		
C302	BLUE	\$ 41.50		
C303	PINK	\$ 41.50		
C305	BUFF	\$ 41.50		
C308	GREEN	\$ 41.50		
C313	IVORY	\$ 41.50		
C314	ORCHID	\$ 41.50		

Prices listed on this order form include delivery to site, no additional delivery charges will apply. Please ensure your order meets the 40 case (1 pallet) minimum. You may combine white and colored paper to satisfy the minimum order.

Colored Cut Paper Products (continued)

Neon/Brights will include Ecopy and Britehue. They are the exact same colors with different names. Those with one name listed below will be Britehue only.

Neon/Brights 8.5 x 11, 20/50#, 5000 Sheets/Case				
Part #	Description	Price/Case	Quantity	Total Price
C400	GLOWING GREEN/GREEN	\$ 50.00		
C401	YELLOW	\$ 50.00		
C402	GLIMMERING GOLD/GOLD	\$ 50.00		
C403	ARTIC ORANGE/ORANGE	\$ 50.00		
C404	ENERGETIC ORANGE/ULTRA ORANGE	\$ 50.00		
C405	FLARING FUCHSIA/ULTRA PINK	\$ 50.00		
C406	RADIANT RED/RED	\$ 50.00		
C407	ENERGETIC RED/ULTRA LAVA	\$ 50.00		
C408	NIGHT SKY PURPLE/VIOLET	\$ 50.00		
C409	BEAMING BLUE/BLUE	\$ 50.00		
C410	TWILIGHT TEAL/SEA BLUE	\$ 50.00		
C411	MEADOW GREEN	\$ 50.00		
C412	SOLAR FLARE YELLOW/ULTRA LEMON	\$ 50.00		
C413	LUMINOUS LIME/ULTRA LIME	\$ 50.00		
C414	BRILLIANT BERRY/ULTRA FUSCHSIA	\$ 50.00		
C415	SUNSHINE YELLOW/SUN YELLOW	\$ 50.00		
C416	ULTRA GRAPE	\$ 50.00		
C417	LIME GREEN	\$ 50.00		

Neon/Brights 8.5 x 11, 24/60#, 5000 Sheets/Case				
Part #	Description	Price/Case	Quantity	Total Price
C500	GLOWING GREEN/GREEN	\$ 63.50		
C501	YELLOW	\$ 63.50		
C502	GLIMMERING GOLD/GOLD	\$ 63.50		
C503	ARTIC ORANGE/ORANGE	\$ 63.50		
C504	ENERGETIC ORANGE/ULTRA ORANGE	\$ 63.50		
C505	FLARING FUCHSIA/ULTRA PINK	\$ 63.50		
C506	RADIANT RED/RED	\$ 63.50		
C507	ENERGETIC RED/ULTRA LAVA	\$ 63.50		
C508	NIGHT SKY PURPLE/VIOLET	\$ 63.50		
C509	BEAMING BLUE/BLUE	\$ 63.50		
C510	TWILIGHT TEAL/SEA BLUE	\$ 63.50		
C511	MEADOW GREEN	\$ 63.50		
C512	SOLAR FLARE YELLOW/ULTRA LEMON	\$ 63.50		
C513	LUMINOUS LIME/ULTRA LIME	\$ 63.50		
C514	BRILLIANT BERRY/ULTRA FUSCHSIA	\$ 63.50		
C515	SUNSHINE YELLOW/SUN YELLOW	\$ 63.50		
C516	ULTRA GRAPE	\$ 63.50		
C517	LIME GREEN	\$ 63.50		

Prices listed on this order form include delivery to site, no additional delivery charges will apply. Please ensure your order meets the 40 case (1 pallet) minimum. You may combine white and colored paper to satisfy the minimum order.

Colored Cut Paper Products (continued)

Neon/Brights 8.5 x 11 65# Cover, 2000 Sheets/Case (8 packages of 250 sheets)				
Part #	Description	Price/Case	Quantity	Total Price
C600	GLOWING GREEN/GREEN	\$ 56.15		
C601	YELLOW	\$ 56.15		
C602	GLIMMERING GOLD/GOLD	\$ 56.15		
C603	ARTIC ORANGE/ORANGE	\$ 56.15		
C604	ENERGETIC ORANGE/ULTRA ORANGE	\$ 56.15		
C605	FLARING FUCHSIA/ULTRA PINK	\$ 56.15		
C606	RADIANT RED/RED	\$ 56.15		
C607	ENERGETIC RED/ULTRA LAVA	\$ 56.15		
C608	NIGHT SKY PURPLE/VIOLET	\$ 56.15		
C609	BEAMING BLUE/BLUE	\$ 56.15		
C610	TWILIGHT TEAL/SEA BLUE	\$ 56.15		
C611	MEADOW GREEN	\$ 56.15		
C612	SOLAR FLARE YELLOW/ULTRA LEMON	\$ 56.15		
C613	LUMINOUS LIME/ULTRA LIME	\$ 56.15		
C614	BRILLIANT BERRY/ULTRA FUSCHSIA	\$ 56.15		
C615	SUNSHINE YELLOW/SUN YELLOW	\$ 56.15		
C616	ULTRA GRAPE	\$ 56.15		
C617	LIME GREEN	\$ 56.15		

E-Copy, Pastel 8.5 x 11 65# Cover, 2000 Sheets/Case (8 packages of 250 sheets)				
Part #	Description	Price/Case	Quantity	Total Price
C700	WHITE	\$ 41.00		
C701	BLUE	\$ 56.15		
C702	CANARY	\$ 56.15		
C704	GREEN	\$ 56.15		
C705	IVORY	\$ 56.15		
C706	GRAY	\$ 56.15		
C707	ORCHID	\$ 56.15		

Liftgate To Ground Service				
Part #	Description	Price/Location	Quantity	Total Price
LIFT	Once the product has been moved to the tail of the truck (tailgate), the driver will use a hydraulic lift to lower the product to the ground or a standard loading dock.	\$ 75.00		
LIFT5	For 5 or more pallets. Once the product has been moved to the tail of the truck (tailgate), the driver will use a hydraulic lift to lower the product to the ground or a standard loading dock.	\$ 150.00		

TOTAL PAPER ORDER \$ _____

Delivery Information

NOTICE: The driver will call 24 hours ahead of delivery.

DELIVERY: The driver will assist in moving the pallets/product to the back or "tail" of the truck.

LIFTGATE TO GROUND SERVICE - \$75 for 4 or less pallets, \$150 for 5 or more pallets. Once the product has been moved to the tail of the truck (tailgate), the driver will use a hydraulic lift to lower the product to the ground or a standard loading dock. If you need the product brought to the ground, **you must note it on the order.**

UPON DELIVERY: When receiving product, please confirm by checking against the packing slip. Any damage or shortage, **MUST** be noted at the time of delivery.

GUARANTEE: The performance of all cut paper products listed in this catalog is fully guaranteed.

**Thank you for your order, we appreciate your support
of the Cooperative Purchasing Connection's Cut Paper Program.**

Prices listed on this order form include delivery to site, no additional delivery charges will apply. Please ensure your order meets the 40 case (1 pallet) minimum. You may combine white and colored paper to satisfy the minimum order.