



2019 PAPER CATALOG

Order Deadlines:

May 15 - For delivery before June 30

June 12 - For delivery between July 1 - Aug 9

Questions?

Contact Lori Mittelstadt

info@purchasingconnection.org

888.739.3289

www.purchasingconnection.org



Ordering Instructions

Deadlines: 5/15/19 – for delivery BEFORE 6/30/19
6/12/19 – for delivery BETWEEN 7/1/19 and 8/9/19

MINIMUM ORDER OF 40 CASES (pallet) PER DELIVERY LOCATION IS REQUIRED.

Mix & Match

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.

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.

Not finding the product you need? Please call 888-739-3289

Placing an Order – We offer two ways:

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

Email to Cooperative Purchasing Connection

Attn: Lori Mittelstadt – info@purchasingconnection.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

Please Note: We are doing business as Cooperative Purchasing Connection. Make sure Cooperative Purchasing Connection is a vendor in your finance system. If you need a copy of our W-9 please reach out to us.

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.** If you need the product brought to the ground, **you must note it on the order.**
- **UPON DELIVERY:** Any damage or shortage, **MUST** be noted on the packing slip at the time of delivery.

Thank you for your order; we appreciate your support!

Questions? Contact Lori Mittelstadt

1-888-739-3289

info@purchasingconnection.org



Online ordering instructions

New to Express? Start here:

If You Need An Express Account:

- Visit www.purchasingconnection.org. Click the blue "Register Now" button on the lower, right-hand 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: through your Finance System or go to www.purchasingconnection.org and use the login box on the right-hand side of the page.
- 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 Products drop-down menu to browse our catalog by category.
- Use the search bar to search by part number or description.

The screenshot displays the Express online ordering interface. At the top, there is a 'PAPER CATALOG' header with a globe icon and an information icon. Below this is a navigation bar containing an 'All Products' dropdown menu, a search bar with a 'Search' button circled in red, and a 'Shopping Cart' icon with a '1' 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." The 'All Products' dropdown menu is open, showing a list of paper products: 'White Copy Paper', '3-Hole Punched 8.5" x 11"', 'Pastel 8.5" x 11" 20#', 'Pastel 8.5" x 14" 20#', 'Pastel 8.5" x 11" 65# Cover', 'Pastel 11" x 17" 20#', 'Neon/Brights 8.5" x 11" 20/50#', 'Neon/Brights 8.5" x 11" 65# Cover', and 'Delivery Options'. The background of the page shows a blurred view of the product listing area with a pink callout box containing the text: "Read the information below. Call 1-866-337-2005".

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.



2019 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: _____
Summer Contact: _____ <small>(if different than listed)</small>	Bus. Manager Phone: _____
Summer Phone: _____	Bus. Manager Email: _____
	AP Email: _____

Delivery Requested: Before **June 30, 2019** _____ or between **July 1, and August 9, 2019** _____. 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 Copy 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	\$ 34.75		
Part #	Description	Price/Case	Total Price	Place an "X" Next to Your Selection
W102	1 Pallet (40 Cases)	\$ 32.00	\$ 1,280.00	
W103	2 Pallets (80 Cases)	\$ 32.00	\$ 2,560.00	
W104	3 Pallets (120 Cases)	\$ 32.00	\$ 3,840.00	
W105	4 Pallets (160 Cases)	\$ 32.00	\$ 5,120.00	
W106	5 Pallets (200 Cases)	\$ 32.00	\$ 6,400.00	
W107	6 Pallets (240 Cases)	\$ 32.00	\$ 7,680.00	
W108	7 Pallets (280 Cases)	\$ 32.00	\$ 8,960.00	
W109	8 Pallets (320 Cases)	\$ 32.00	\$ 10,240.00	
W110	9 Pallets (360 Cases)	\$ 32.00	\$ 11,520.00	
W111	10 Pallets (400 Cases)	\$ 31.80	\$ 12,720.00	
W112	11 Pallets (440 Cases)	\$ 31.80	\$ 13,992.00	
W113	12 Pallets (480 Cases)	\$ 31.80	\$ 15,264.00	
W114	13 Pallets (520 Cases)	\$ 31.80	\$ 16,536.00	
W115	14 Pallets (560 Cases)	\$ 31.80	\$ 17,808.00	
W116	15 Pallets (600 Cases)	\$ 31.80	\$ 19,080.00	
W117	16 Pallets (640 Cases)	\$ 31.80	\$ 20,352.00	
W118	17 Pallets (680 Cases)	\$ 31.80	\$ 21,624.00	
W122	21 Pallets/Full Truckload (840 Cases)	\$ 29.89	\$ 25,107.60	

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)	\$ 34.75		

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	\$ 41.50		
C101	BLUE	\$ 41.50		
C102	PINK	\$ 41.50		
C104	BUFF	\$ 41.50		
C106	CHERRY	\$ 41.50		
C107	GREEN	\$ 41.50		
C108	TAN	\$ 41.50		
C110	SALMON	\$ 41.50		
C111	GOLDENROD	\$ 41.50		
C112	IVORY	\$ 41.50		
C113	ORCHID	\$ 41.50		
C114	GRAY	\$ 41.50		
C115	PUMPKIN	\$ 41.50		

E-Copy, Pastel 8.5 x 14, 20#, 5000 Sheets/Case				
Part #	Description	Price/Case	Quantity	Total Price
C200	WHITE	\$ 43.00		
C201	CANARY	\$ 57.00		
C202	BLUE	\$ 57.00		
C203	PINK	\$ 57.00		
C209	GREEN	\$ 57.00		
C212	GOLD	\$ 57.00		
C213	IVORY	\$ 57.00		

E-Copy, Pastel 11 x 17, 20#, 2500 Sheets/Case (5 reams of 500 sheets)				
Part #	Description	Price/Case	Quantity	Total Price
C300	WHITE	\$ 34.75		
C301	CANARY	\$ 45.00		
C302	BLUE	\$ 45.00		
C303	PINK	\$ 45.00		
C308	GREEN	\$ 45.00		

Neon/Brights 8.5 x 11, 20/50#, 5000 Sheets/Case				
Part #	Description	Price/Case	Quantity	Total Price
C400	GREEN	\$ 59.00		
C401	YELLOW	\$ 59.00		
C402	GOLD	\$ 59.00		
C403	ORANGE	\$ 59.00		
C404	ULTRA ORANGE	\$ 59.00		
C405	ULTRA PINK	\$ 59.00		
C406	RED	\$ 59.00		
C407	ULTRA LAVA	\$ 59.00		
C408	VIOLET	\$ 59.00		
C409	BLUE	\$ 59.00		
C410	SEA BLUE	\$ 59.00		
C411	MEADOW GREEN	\$ 59.00		
C412	ULTRA LEMON	\$ 59.00		
C413	ULTRA LIME	\$ 59.00		
C414	ULTRA FUSCHSIA	\$ 59.00		
C415	SUN YELLOW	\$ 59.00		
C416	ULTRA GRAPE	\$ 59.00		
C417	LIME GREEN	\$ 59.00		

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.

Looking for 60# paper? Please call 888-739-3289

Neon/Brights 8.5 x 11 65# Cover, 2000 Sheets/Case (8 packages of 250 sheets)

Part #	Description	Price/Case	Quantity	Total Price
C605	FLARING FUCHSIA/ULTRA PINK	\$ 60.00		
C609	BEAMING BLUE/BLUE	\$ 60.00		
C615	SUNSHINE YELLOW/SUN YELLOW	\$ 60.00		

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	\$ 43.00		
C701	BLUE	\$ 51.25		
C702	CANARY	\$ 51.25		
C704	GREEN	\$ 51.25		

Liftgate To Ground Service

Part #	Description	Price/Location	Total Price
LIFT	For 1 to 4 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.	\$ 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. If you need the product brought to the ground, **you must note it on the order** (see above).

UPON DELIVERY: Any damage or shortage, **MUST** be noted on the packing slip 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