



# 2021 PAPER CATALOG

## Ways to order

- Online in  *Express*
- Email

**Order Deadline:**  
**June 16**

**Questions?**

Contact 888-739-3289 or  
[info@purchasingconnection.org](mailto:info@purchasingconnection.org)

## Ordering Instructions

**Deadline:        June 16, 2021**

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

### White Paper

- **Leading Edge Brand:** available in 1-39 cases and in 40 case increments (pallet).
- **Sizes:** 8.5x11; 8.5x14; 11x17
- **Three-hole punch**

### Colored Paper

- Available only in full case quantities. Color samples available online at <https://go.aws/3eLDJSm> or upon request.
- Pastel, Neon/Brights

Not finding the product you need? Please email [info@purchasingconnection.org](mailto:info@purchasingconnection.org) or call 888-739-3289.

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

### Mix & Match a Pallet

A pallet can be a combination of white and colored paper.

### **Placing an Order** – We offer two ways:

1. Online in Express – [www.purchasingconnection.org](http://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](mailto:info@purchasingconnection.org)

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

Paper 101  
PO Box 248, Ankeny, IA 50021-0248

**Please Note:** Verify Paper 101 is a vendor in your finance system. If you need a W-9 please reach out to us.

### **Receiving Your Order**

- **NOTICE:** The driver will call 24 hours ahead of delivery.
- **DELIVERY:**
  - The driver will only assist in moving the pallets/product to the back or "tail" of the truck.
  - Any damage or shortage, **MUST** be noted on the packing slip at the time of delivery.
  - Need the paper brought to the ground? Include Liftgate to Ground Service on your order (on the last page of the order form.) \$75 for every 4 pallets.

**Thank you for your order; we appreciate your support!**

**Questions?** Contact Lori Mittelstadt

1-888-739-3289

[info@purchasingconnection.org](mailto:info@purchasingconnection.org)



## Online ordering instructions

### New to Express? Start here:

#### **If You Need An Express Account:**

- Visit [www.purchasingconnection.org](http://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](mailto: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](mailto: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](http://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.

**PAPER CATALOG**

All Products ▾  **Search** Shopping Cart 0

- 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" 24/60#
- Neon/Brights 8.5" x 11" 65# Cover
- Delivery Options

If you wish to see all the items, click "Search" without entering any search terms.

**ad the information below. Call 888-739-3289 with**

- Use the All Products drop-down menu to browse our  
ar to search by part number.

ducts in multiple sizes and weights. Each product is sorted into easy-to-  
wn menu. If you have a copy of our catalog and are entering your order  
the page to find items by their part number. Once you start searching the

**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.



# 2021 CUT PAPER ORDER FORM

**Bill To:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**PO #:** \_\_\_\_\_  
**Summer Contact:** \_\_\_\_\_  
(if different than listed)  
**Summer Phone:** \_\_\_\_\_

**Ship To:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Receiving Contact:** \_\_\_\_\_  
**Receiving Phone:** \_\_\_\_\_  
**Bus. Manager:** \_\_\_\_\_  
**Bus. Manager Phone:** \_\_\_\_\_  
**Bus. Manager Email:** \_\_\_\_\_  
**Email for invoicing:** \_\_\_\_\_

Does your delivery location have a loading dock? \_\_\_\_\_

Availability for Delivery? (Circle the days of the week and hours available)    M    T    W    H  
 \_\_\_\_\_  
 8 to 9 AM    9-10 AM    10-11 AM    11 AM-12 PM    12-1 PM    1-2 PM    2-3 PM    3-4 PM    4-5 PM

**Delivery Requested:** Before **June 30, 2021** \_\_\_\_\_ or between **July 1 and August 5, 2021** \_\_\_\_\_.  
 Please note, if you need liftgate to ground service, it **MUST** be noted on each individual purchase order for each ship-to location. 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	\$ 28.73		\$ -

Part #	Description	Price	Quantity	Total Price
W102	1 Pallet (40 Cases)	\$ 1,112.00		\$ -
W103	2 Pallets (80 Cases)	\$ 2,224.00		\$ -
W104	3 Pallets (120 Cases)	\$ 3,336.00		\$ -
W105	4 Pallets (160 Cases)	\$ 4,448.00		\$ -
W106	5 Pallets (200 Cases)	\$ 5,560.00		\$ -
W107	6 Pallets (240 Cases)	\$ 6,672.00		\$ -
W108	7 Pallets (280 Cases)	\$ 7,784.00		\$ -
W109	8 Pallets (320 Cases)	\$ 8,896.00		\$ -
W110	9 Pallets (360 Cases)	\$ 10,008.00		\$ -
W111	10 Pallets (400 Cases)	\$ 11,012.00		\$ -
W112	11 Pallets (440 Cases)	\$ 12,113.20		\$ -
W113	12 Pallets (480 Cases)	\$ 13,214.40		\$ -
W114	13 Pallets (520 Cases)	\$ 14,315.60		\$ -
W115	14 Pallets (560 Cases)	\$ 15,416.80		\$ -
W116	15 Pallets (600 Cases)	\$ 16,518.00		\$ -
W117	16 Pallets (640 Cases)	\$ 17,619.20		\$ -
W118	17 Pallets (680 Cases)	\$ 18,720.40		\$ -
W119	18 Pallets (720 Cases)	\$ 19,821.60		\$ -
W120	19 Pallets (760 Cases)	\$ 20,922.80		\$ -
W121	20 Pallets (800 Cases)	\$ 22,024.00		\$ -
W122	Full Truckload (21 Pallets)		<b>Call for a quote</b>	

Please ensure your order meets the 40 case (1 pallet) minimum. You may combine white and colored paper to satisfy the minimum order.

## White Copy Paper Products continued

### 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)	\$ 30.88		\$ -

## Colored Cut Paper Products

### E-Copy, Pastel 8.5 x 11, 20#, 5000 Sheets/Case

Part #	Description	Price/Case	Quantity	Total Price
C100	CANARY	\$ 41.18		\$ -
C101	BLUE	\$ 41.18		\$ -
C102	PINK	\$ 41.18		\$ -
C104	BUFF	\$ 41.18		\$ -
C106	CHERRY	\$ 41.18		\$ -
C107	GREEN	\$ 41.18		\$ -
C108	TAN	\$ 41.18		\$ -
C110	SALMON	\$ 41.18		\$ -
C111	GOLD	\$ 41.18		\$ -
C112	IVORY	\$ 41.18		\$ -
C113	ORCHID	\$ 41.18		\$ -
C114	GRAY	\$ 41.18		\$ -
C115	PUMPKIN	\$ 41.18		\$ -

### E-Copy, Pastel 8.5 x 14, 20#, 5000 Sheets/Case

Part #	Description	Price/Case	Quantity	Total Price
C200	WHITE	\$ 39.29		\$ -
C201	CANARY	\$ 55.65		\$ -
C202	BLUE	\$ 55.65		\$ -
C203	PINK	\$ 55.65		\$ -
C209	GREEN	\$ 55.65		\$ -
C212	GOLD	\$ 55.65		\$ -
C213	IVORY	\$ 55.65		\$ -

### E-Copy, Pastel 11 x 17, 20#, 2500 Sheets/Case (5 reams of 500 sheets)

Part #	Description	Price/Case	Quantity	Total Price
C300	WHITE	\$ 30.88		\$ -
C301	CANARY	\$ 43.75		\$ -
C302	BLUE	\$ 43.75		\$ -
C303	PINK	\$ 43.75		\$ -
C305	BUFF	\$ 43.75		\$ -
C308	GREEN	\$ 43.75		\$ -
C313	IVORY	\$ 43.75		\$ -
C314	ORCHID	\$ 43.75		\$ -

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, 20/50#, 5000 Sheets/Case**

Part #	Description	Price/Case	Quantity	Total Price
C400	GREEN/ BRIGHT GREEN	\$ 61.77		\$ -
C401	YELLOW/ SOLAR YELLOW	\$ 61.77		\$ -
C402	GOLD/ EXACT GOLD	\$ 61.77		\$ -
C404	ULTRA ORANGE	\$ 61.77		\$ -
C405	ULTRA PINK	\$ 61.77		\$ -
C406	RED/ RE-ENTRY RED	\$ 61.77		\$ -
C407	ULTRA LAVA	\$ 61.77		\$ -
C408	VIOLET	\$ 61.77		\$ -
C409	BLUE/ BEAMING BLUE	\$ 61.77		\$ -
C410	SEA BLUE	\$ 61.77		\$ -
C411	MEADOW GREEN	\$ 61.77		\$ -
C412	ULTRA LEMON	\$ 61.77		\$ -
C414	ULTRA FUSCHSIA	\$ 61.77		\$ -
C415	SUN YELLOW	\$ 61.77		\$ -
C416	ULTRA GRAPE	\$ 61.77		\$ -
C417	LIME GREEN	\$ 61.77		\$ -
C418	EXACT TANGERINE	\$ 61.77		\$ -
C419	BRIGHT PINE	\$ 61.77		\$ -

**Neon/Brights 8.5 x 11, 24/60#, 5000 Sheets/Case**

Part #	Description	Price/Case	Quantity	Total Price
C500	GREEN/ GAMMA GREEN	\$ 74.13		\$ -
C502	GOLD	\$ 74.13		\$ -
C503	ORANGE/ ORBIT ORANGE	\$ 74.13		\$ -
C504	ULTRA ORANGE	\$ 74.13		\$ -
C505	ULTRA PINK/ PULSAR PINK	\$ 74.13		\$ -
C506	RED	\$ 74.13		\$ -
C507	ULTRA LAVA	\$ 74.13		\$ -
C508	VIOLET/ PLANETARY PURPLE	\$ 74.13		\$ -
C509	BLUE	\$ 74.13		\$ -
C510	SEA BLUE	\$ 74.13		\$ -
C512	ULTRA LEMON	\$ 74.13		\$ -
C513	ULTRA LIME/ TERRA GREEN	\$ 74.13		\$ -
C514	ULTRA FUSCHSIA	\$ 74.13		\$ -
C515	SUN YELLOW/ SOLAR YELLOW	\$ 74.13		\$ -
C516	ULTRA GRAPE	\$ 74.13		\$ -
C517	LIME GREEN	\$ 74.13		\$ -

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	GREEN	\$ 57.76		\$ -
C601	YELLOW	\$ 57.76		\$ -
C602	GOLD	\$ 57.76		\$ -
C603	ORANGE/ ORBIT ORANGE	\$ 57.76		\$ -
C604	ULTRA ORANGE	\$ 57.76		\$ -
C605	ULTRA PINK/ PULSAR PINK	\$ 57.76		\$ -
C606	RED/ RE-ENTRY RED	\$ 57.76		\$ -
C607	ULTRA LAVA	\$ 57.76		\$ -
C608	VIOLET/ PLANETARY PURPLE	\$ 57.76		\$ -
C609	BLUE/ LUNAR BLUE	\$ 57.76		\$ -
C610	SEA BLUE/ TERRESTRIAL TEAL	\$ 57.76		\$ -
C612	ULTRA LEMON/LIFT-OFF LEMON	\$ 57.76		\$ -
C613	ULTRA LIME/TERRA GREEN	\$ 57.76		\$ -
C614	ULTRA FUSCHSIA	\$ 57.76		\$ -
C615	SUN YELLOW/SOLAR YELLOW	\$ 57.76		\$ -
C616	ULTRA GRAPE	\$ 57.76		\$ -

### 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	\$ 42.60		\$ -
C701	BLUE	\$ 45.98		\$ -
C702	CANARY	\$ 45.98		\$ -
C704	GREEN	\$ 45.98		\$ -
C705	IVORY	\$ 45.98		\$ -
C706	GRAY	\$ 45.98		\$ -
C707	ORCHID	\$ 45.98		\$ -

## Delivery

### Liftgate To Ground Service

The driver will use a hydraulic lift to lower paper to ground or loading dock.

Part #	Description	Price/Location	Quantity	Total Price
LIFT	For 1 to 4 pallets.	\$ 75.00		\$ -
LIFT5-8	For 5-8 pallets.	\$ 150.00		\$ -
LIFT9-12	For 9-12 pallets.	\$ 225.00		\$ -
LIFT13-16	For 13-16 pallets.	\$ 300.00		\$ -
LIFT17-20	For 17-20 pallets.	\$ 375.00		\$ -

TOTAL PAPER ORDER \$ -

**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.**

Questions? Contact Lori Mittelstadt  
1-888-739-3289  
info@purchasingconnection.org