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Ordering Copier/Printer Paper

Brad Christ - 2025-06-02 - [Comment \(1\) - Paper, Printing and Copying](#)

Ordering Paper

To order **copier/print paper**, just fill in this form [PAPER ORDER FORM](#). As time allows, we'll even deliver same day (*you can come by the desk and pickup paper at any time*).

You'll need to let us know which **Index code** to charge and **how much paper you need**. White paper is sold by the case.

Paper Type

At the moment, we are just bulk purchasing **white, 8 1/2" x 11" 30% recycled paper**.

We plan to expand into **color paper** as per demand. If you have a favorite color, let us know. Since we aren't stocking color paper yet, it **may take two to four business days for delivery**. **Color paper** will be sold by the **ream**. If you have an *immediate* need for color paper, please visit our colleagues in [Print and Copy Services](#).

Comment (1)

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LS Luana Stevens

4 years ago

What if I need to purchase colored paper?