INSTRUCTIONS FOR ORDERING

Welcome to the paper ordering system! This is easy!

Log on to Employee Self-Service. Click on Materials Management tab.

Click on Warehouse Reservation

Create Reservation - Continue.

Fill in your Cost Center.

Additional Info: Your name.

Material numbers are on the following page. Once you feel more comfortable you can search for something you want.

Quantity: we are ordering by reams (there are 10 reams per case of 20lb paper).

Goods Recipient: Add your department name.

Unloading Point: Building Name and Room Number.

Choose the date you would like to receive your order.

Once you are finished, click save.
You can choose more materials by clicking "Add A Line".
Once complete, click "Save Warehouse Reservation".
Scroll down, reservation number is on the bottom left.
Copy the document number for future reference.

I will check daily for the orders and fill them.

The Labor Crew will bring your order to you.

Feel free to call Ext. 3627 with any questions.

Thanks for your patience.

Sharon Lee

Printing & Duplicating Services

20611 REGULAR COPY PAPER-RECYCLED 20LB WHITE (8½ X 11) 18137 GENERIC LETTERHEAD 17986 GENERIC #10 ENVELOPES 17986 GENERIC #10 WINDOW ENVELOPES 17984 #9 BUSINESS REPLY ENVELOPES 18185 20LB WHITE PAPER, (8½ X 14) 18174 20LB BLUE (8½ X 11) 18176 20LB CANARY (8½ X 11) 18178 20LB GREEN (8½ X 11) 18182 20LB PINK (8½ X 11) 18183 20LB SALMON (8½ X 11) 18180 60LB LILAC (8½ X 11) 18175 20LB BUFF (8½ X 11) 18180 60LB LILAC (8½ X 11) 18181 60LB PEACH (8½ X 11) 18181 60LB FUCHSIA (8½ X 11) 18181 60LB ELECTRIC GREEN (8½ X 11) 18168 60LB ELECTRIC GREEN (8½ X 11) 18169 60LB ELECTRIC YELLOW (8½ X 11) 18170 60LB COACHLIGHT (8½ X 11) 18161 60LB SPRING GREEN (8½ X 11) 18162 60LB BRITANNIA BLUE (8½ X 11) 18163 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22564 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22566 65LB BLUE (8½ X 11) - CARD STOCK 22567 65LB WHITE (8½ X 11) - CARD STOCK 22568 65LB BLUE (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22562 70LB YELLOW (8½ X 11) - CARD STOCK 22563 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT PINK (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 22571 70LB SEA SPRAY (8½ X 11) 22572 70LB SEA SPRAY (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22574 While You Were Out Pads - 4¼ x 5½ 20620 Things TO Do Pads 17918 BLUE BOOKS	ITEM #	DESCRIPTION
17987 GENERIC #10 ENVELOPES 17986 GENERIC #10 WINDOW ENVELOPES 17984 #9 BUSINESS REPLY ENVELOPES 18185 20LB WHITE PAPER, (8½ X 14) 18174 20LB BLUE (8½ X 11) 18176 20LB CANARY (8½ X 11) 18178 20LB GREEN (8½ X 11) 18182 20LB PINK (8½ X 11) 18183 20LB SALMON (8½ X 11) 18180 60LB LILAC (8½ X 11) 18181 60LB PEACH (8½ X 11) 18187 60LB FUCKISA (8½ X 11) 18187 60LB FUCKISA (8½ X 11) 18180 60LB FUCKISA (8½ X 11) 18181 60LB PEACH (8½ X 11) 18181 60LB PEACH (8½ X 11) 18160 60LB ELECTRIC GREEN (8½ X 11) 18161 60LB BENTANIA BLUE (8½ X 11) 18162 60LB BRITANNIA BLUE (8½ X 11) 18163 60LB SPRING GREEN (8½ X 11) 18164 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22566 65LB SUN YELLOW (8 X 11) - CARD STOCK 22567 65LB BLUE (8½ X 11) - CARD STOCK 22568 65LB BLUE (8½ X 11) - CARD STOCK 22569 65LB SUN YELLOW (8 X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22562 65LB CANARY (8½ X 11) - CARD STOCK 22563 65LB BLUE (8½ X 11) - CARD STOCK 22564 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22565 65LB CANARY (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22567 70LB YELLOW (8½ X 11) 22569 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	20611	REGULAR COPY PAPER-RECYCLED 20LB WHITE (8½ X 11)
17986 GENERIC #10 WINDOW ENVELOPES 17984 #9 BUSINESS REPLY ENVELOPES 18185 20LB WHITE PAPER, (8½ X 14) 18174 20LB BLUE (8½ X 11) 18176 20LB CANARY (8½ X 11) 18178 20LB GREEN (8½ X 11) 18182 20LB PINK (8½ X 11) 18183 20LB SALMON (8½ X 11) 18180 60LB LILAC (8½ X 11) 18187 60LB CHERRY (8½ X 11) 18187 60LB CHERRY (8½ X 11) 18181 60LB PEACH (8½ X 11) 18180 60LB FUCHSIA (8½ X 11) 18181 60LB FUCHSIA (8½ X 11) 18168 60LB ELECTRIC GREEN (8½ X 11) 18169 60LB LITRA LAVA (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18174 60LB COACHLIGHT (8½ X 11) 18175 60LB BRITANNIA BLUE (8½ X 11) 18176 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB ULTRA LAVA (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22567 70LB YELLOW (8½ X 11) - CARD STOCK 22568 70LB VILTRA LIME (8½ X 11) - CARD STOCK 22569 70LB LIGHT PINK (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18137	GENERIC LETTERHEAD
17984 #9 BUSINESS REPLY ENVELOPES 18185 20LB WHITE PAPER, (8½ X 14) 18174 20LB BLUE (8½ X 11) 18176 20LB CANARY (8½ X 11) 18178 20LB GREEN (8½ X 11) 18182 20LB PINK (8½ X 11) 18183 20LB SALMON (8½ X 11) 18180 60LB LILAC (8½ X 11) 18187 60LB CHERRY (8½ X 11) 18187 60LB CHERRY (8½ X 11) 18181 60LB PEACH (8½ X 11) 18180 60LB FUCHSIA (8½ X 11) 18170 60LB FUCHSIA (8½ X 11) 18168 60LB ELECTRIC GREEN (8½ X 11) 18169 60LB ELECTRIC YELLOW (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18164 60LB BRITANNIA BLUE (8½ X 11) 18175 60LB COACHLIGHT (8½ X 11) 18176 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22567 70LB YELLOW (8½ X 11) - CARD STOCK 22568 70LB VICTRA LIME (8½ X 11) - CARD STOCK 22569 70LB LIGHT PINK (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	17987	GENERIC #10 ENVELOPES
18185 20LB WHITE PAPER, (8½ X 14) 18174 20LB BLUE (8½ X 11) 18176 20LB CANARY (8½ X 11) 18178 20LB GREEN (8½ X 11) 18182 20LB PINK (8½ X 11) 18183 20LB SALMON (8½ X 11) 18180 60LB LILAC (8½ X 11) 18177 60LB CHERRY (8½ X 11) 18180 60LB LICAC (8½ X 11) 18181 60LB PEACH (8½ X 11) 18180 60LB FUCHSIA (8½ X 11) 18170 60LB FUCHSIA (8½ X 11) 18160 60LB ELECTRIC GREEN (8½ X 11) 18161 60LB ELECTRIC GREEN (8½ X 11) 18162 60LB ULTRA LAVA (8½ X 11) 18163 60LB BRITANNIA BLUE (8½ X 11) 18164 60LB BRITANNIA BLUE (8½ X 11) 18165 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22562 65LB CANARY (8½ X 11) - CARD STOCK 22563 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22564 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22565 70LB YELLOW (8 X 11) - CARD STOCK 22567 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT PINK (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	17986	GENERIC #10 WINDOW ENVELOPES
18174 20LB BLUE (8½ X 11) 18176 20LB CANARY (8½ X 11) 18178 20LB GREEN (8½ X 11) 18182 20LB PINK (8½ X 11) 18183 20LB SALMON (8½ X 11) 18185 20LB BUFF (8½ X 11) 18175 20LB BUFF (8½ X 11) 18180 60LB LILAC (8½ X 11) 18177 60LB CHERRY (8½ X 11) 18181 60LB PEACH (8½ X 11) 18180 60LB FICHSIA (8½ X 11) 18170 60LB FUCHSIA (8½ X 11) 18168 60LB ELECTRIC GREEN (8½ X 11) 18169 60LB ELECTRIC GREEN (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18167 60LB COACHLIGHT (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22566 65LB SUN YELLOW (8 X 11) - CARD STOCK 22566 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB CANARY (8½ X 11) - CARD STOCK 22567 70LB YELLOW (8½ X 11) - CARD STOCK 22568 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	17984	#9 BUSINESS REPLY ENVELOPES
18176 20LB CANARY (8½ X 11) 18178 20LB GREEN (8½ X 11) 18182 20LB PINK (8½ X 11) 18183 20LB SALMON (8½ X 11) 18185 20LB BUFF (8½ X 11) 18187 20LB BUFF (8½ X 11) 18180 60LB LILAC (8½ X 11) 18187 60LB CHERRY (8½ X 11) 18181 60LB PEACH (8½ X 11) 18180 60LB FUCHSIA (8½ X 11) 18180 60LB FUCHSIA (8½ X 11) 18180 60LB ELECTRIC GREEN (8½ X 11) 18160 60LB ELECTRIC YELLOW (8½ X 11) 18161 60LB BUTRA LAVA (8½ X 11) 18162 60LB ULTRA LAVA (8½ X 11) 18163 60LB BRITANNIA BLUE (8½ X 11) 18164 60LB BRITANNIA BLUE (8½ X 11) 18175 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22562 70LB YELLOW (8½ X 11) - CARD STOCK 22563 70LB LIGHT PINK (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18185	20LB WHITE PAPER, (8½ X 14)
18178 20LB GREEN (8½ X 11) 18182 20LB PINK (8½ X 11) 18183 20LB SALMON (8½ X 11) 18175 20LB BUFF (8½ X 11) 18180 60LB LILAC (8½ X 11) 18187 60LB CHERRY (8½ X 11) 18181 60LB PEACH (8½ X 11) 18180 60LB FUCHSIA (8½ X 11) 18180 60LB FUCHSIA (8½ X 11) 18180 60LB ELECTRIC GREEN (8½ X 11) 18160 60LB ELECTRIC GREEN (8½ X 11) 18162 60LB ULTRA LAVA (8½ X 11) 18163 60LB BITANNIA BLUE (8½ X 11) 18164 60LB BRITANNIA BLUE (8½ X 11) 18175 60LB COACHLIGHT (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22562 70LB YELLOW (8½ X 11) - CARD STOCK 22563 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18174	20LB BLUE (8½ X 11)
18182 20LB PINK (8½ X 11) 18183 20LB SALMON (8½ X 11) 18175 20LB BUFF (8½ X 11) 18180 60LB LILAC (8½ X 11) 18177 60LB CHERRY (8½ X 11) 18181 60LB PEACH (8½ X 11) 18180 60LB FUCHSIA (8½ X 11) 18181 60LB FUCHSIA (8½ X 11) 18168 60LB ELECTRIC GREEN (8½ X 11) 18169 60LB ELECTRIC YELLOW (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18167 60LB COACHLIGHT (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22562 70LB YELLOW (8½ X 11) - CARD STOCK 22563 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18176	20LB CANARY (8½ X 11)
18183 20LB SALMON (8½ X 11) 18175 20LB BUFF (8½ X 11) 18180 60LB LILAC (8½ X 11) 18177 60LB CHERRY (8½ X 11) 18181 60LB PEACH (8½ X 11) 18180 60LB FUCHSIA (8½ X 11) 18180 60LB ELECTRIC GREEN (8½ X 11) 18160 60LB ELECTRIC GREEN (8½ X 11) 18161 60LB ELECTRIC YELLOW (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18167 60LB COACHLIGHT (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22562 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18178	20LB GREEN (8½ X 11)
18175 20LB BUFF (8½ X 11) 18180 60LB LILAC (8½ X 11) 18177 60LB CHERRY (8½ X 11) 18181 60LB PEACH (8½ X 11) 18180 60LB FUCHSIA (8½ X 11) 18170 60LB FUCHSIA (8½ X 11) 18168 60LB ELECTRIC GREEN (8½ X 11) 18169 60LB ELECTRIC YELLOW (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18167 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18182	20LB PINK (8½ X 11)
18180 60LB LILAC (8½ X 11) 18177 60LB CHERRY (8½ X 11) 18181 60LB PEACH (8½ X 11) 18170 60LB FUCHSIA (8½ X 11) 18168 60LB ELECTRIC GREEN (8½ X 11) 18169 60LB ELECTRIC YELLOW (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18167 60LB COACHLIGHT (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18183	20LB SALMON (8½ X 11)
18177 60LB CHERRY (8½ X 11) 18181 60LB PEACH (8½ X 11) 18170 60LB FUCHSIA (8½ X 11) 18168 60LB ELECTRIC GREEN (8½ X 11) 18169 60LB ELECTRIC YELLOW (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18167 60LB COACHLIGHT (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22567 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22548 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18175	20LB BUFF (8½ X 11)
18181 60LB PEACH (8½ X 11) 18170 60LB FUCHSIA (8½ X 11) 18168 60LB ELECTRIC GREEN (8½ X 11) 18169 60LB ELECTRIC YELLOW (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18167 60LB COACHLIGHT (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22562 70LB YELLOW (8½ X 11) - CARD STOCK 22563 70LB LIGHT PINK (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18180	60LB LILAC (8½ X 11)
18170 60LB FUCHSIA (8½ X 11) 18168 60LB ELECTRIC GREEN (8½ X 11) 18169 60LB ELECTRIC YELLOW (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18167 60LB COACHLIGHT (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18177	60LB CHERRY (8½ X 11)
18168 60LB ELECTRIC GREEN (8½ X 11) 18169 60LB ELECTRIC YELLOW (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18167 60LB COACHLIGHT (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18181	60LB PEACH (8½ X 11)
18169 60LB ELECTRIC YELLOW (8½ X 11) 18172 60LB ULTRA LAVA (8½ X 11) 18167 60LB COACHLIGHT (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22562 70LB YELLOW (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18170	60LB FUCHSIA (8½ X 11)
18172 60LB ULTRA LAVA (8½ X 11) 18167 60LB COACHLIGHT (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) - CARD STOCK 22568 70LB LIGHT PINK (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18168	60LB ELECTRIC GREEN (8½ X 11)
18167 60LB COACHLIGHT (8½ X 11) 18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18169	60LB ELECTRIC YELLOW (8½ X 11)
18166 60LB BRITANNIA BLUE (8½ X 11) 18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22565 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18172	60LB ULTRA LAVA (8½ X 11)
18171 60LB SPRING GREEN (8½ X 11) 22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22567 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18167	60LB COACHLIGHT (8½ X 11)
22562 65LB GREEN (8½ X 11) - CARD STOCK 22564 65LB IVORY (8½ X 11) - CARD STOCK 22567 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18166	60LB BRITANNIA BLUE (8½ X 11)
22564 65LB IVORY (8½ X 11) - CARD STOCK 22567 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	18171	60LB SPRING GREEN (8½ X 11)
22567 65LB WHITE (8½ X 11) - CARD STOCK 22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	22562	65LB GREEN (8½ X 11) - CARD STOCK
22565 65LB SUN YELLOW (8 X 11) - CARD STOCK 22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	22564	65LB IVORY (8½ X 11) - CARD STOCK
22548 65LB BLUE (8½ X 11) - CARD STOCK 22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	22567	65LB WHITE (8½ X 11) - CARD STOCK
22566 65LB ULTRA LIME (8½ X 11) - CARD STOCK 22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	22565	65LB SUN YELLOW (8 X 11) - CARD STOCK
22561 65LB CANARY (8½ X 11) - CARD STOCK 22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	22548	65LB BLUE (8½ X 11) - CARD STOCK
22572 70LB YELLOW (8½ X 11) 17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	22566	65LB ULTRA LIME (8½ X 11) - CARD STOCK
17940 70LB LIGHT PINK (8½ X 11) 22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	22561	65LB CANARY (8½ X 11) - CARD STOCK
22568 70LB IVORY (8½ X 11) 22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	22572	70LB YELLOW (8½ X 11)
22569 70LB LIGHT GREEN (8½ X 11) 22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	17940	70LB LIGHT PINK (8½ X 11)
22573 70LB LIGHT (RESTFUL) BLUE (8½ X 11) 22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	22568	70LB IVORY (8½ X 11)
22570 70LB SEA SPRAY (8½ X 11) 18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	22569	70LB LIGHT GREEN (8½ X 11)
18157 While You Were Out Pads - 4¼ x 5½ 20620 Things To Do Pads	22573	70LB LIGHT (RESTFUL) BLUE (8½ X 11)
20620 Things To Do Pads	22570	70LB SEA SPRAY (8½ X 11)
	18157	While You Were Out Pads - 41/4 x 51/2
17918 BLUE BOOKS	20620	Things To Do Pads
	17918	BLUE BOOKS