

Rapid Copy Center

Phone: 442-3245

Office Stores Order Form

Fax: 442-3329

Date: _____ **Account Number:** _____

Ordered by: _____ **Phone#:** _____
(Name)

Authorized Signature: _____
(Account Manager/Project Director)

Deliver To: _____
(Department Name) (Bldg/Rm)

INSTRUCTIONS: Fill in the quantity of each item you are requesting from Office Stores. Form must have an authorized signature and valid account number for order to be filled.
Fax the form to 442-3229 or mail to Rapid Copy Center BA B26.

| RCC USE | QTY | Unit Size | Item Description |
|---------|-----|-----------|---------------------------------|
| | | 50 / pkg | Envelope, Messenger Small |
| | | 25 / pkg | Envelope, Messgner Large |
| | | 100/ pkg | Exam Booklets, Small 7" x 8.5" |
| | | 100 / pkg | Exam Booklets, Large 8.5" x 11" |