

# CONWAY CAMPUS REGULAR PAPER ORDER FORM

**Conway Campus:** Deliveries are made every Wednesday.

Name	<input type="text"/>
Email Address	<input type="text"/>
Department Name	<input type="text"/>
Department Code	<input type="text"/>
Location for Paper to be Delivered	<input type="text"/>

**Grand Strand Campus:** Pick up your paper in Bldg. 200, Faculty Lounge.

**Georgetown Campus:** Pick up your paper in Bldg. 100, Front Desk.

A Case of regular white 8 1/2" x 11" (letter) contains 5000 sheets.

Reams of 8 1/2" x 14" (legal) and  
11" x 17" (tabloid) contain 500 sheets each.

Please indicate how many Cases and Reams you need below.

If you are requesting color or special paper,  
please use the Print Services Request Form.

Reams of 500 sheets can be picked up at the Print Shop.

PAPER	QUANTITY
8 1/2" x 11" Letter	<input type="text"/> Cases
8 1/2" x 14" Legal	<input type="text"/> Reams
11" x 17" Tabloid	<input type="text"/> Reams