

KCDA School Code _____	School Year _____
District _____	School/Ordering Site _____
Address _____	City _____ Zip _____
Phone _____	Contact Person _____
School PO Number _____	Mark For _____
Day of the Month Delivery Requested _____	

Scheduled Supplies - A new Service for Members

Need paper, towels, tissue, can liners this year? Can't take them all at once? Want to pay for them after you receive them? KCDA's new Scheduled Supplies service may be just the answer.

How it works

- Place an order for the school year by your location with a KCDA Customer Service Representative. Let us know when you would like them delivered. For example, 100 boxes of facial tissues: delivery of 20 boxes on the 15th of each month or twice a month, or every other month. Whatever works best for you!

Why it is great for you

- Pricing:** Pricing will be fixed when you place your order and based upon the total quantity ordered, regardless of size of each shipment.
- Flexibility:** If you find that one month you need more or less of an item, simply call and we will adjust the delivery schedule.

Qualifications

- Items:** Any KCDA item you use on a regular basis.
- Time period for shipments:** The next school year.
- Payment:** Billing follows each shipment.

Flexibility, Firm Pricing, Local availability of items from our \$4million of inventory.

Please note: The unstable copy paper market may negatively influence product price and availability as mills allocate available inventory. Upcoming HotSheets will alert you to any market changes that might influence pricing or availability.

Delivery - To ensure freshness perishable foods will be purchased just before the requested delivery date and will be at market prices. While this procedure will ensure that our members have adequate time to use the product before any expiration date is reached, it will also mean that pricing for the product can vary from one delivery to another on the same product. Delivery charges are included for Washington State members.

Please include this sheet for each P.O. and Mark For. _____

Signature _____ Date _____

For KCDA use only
Order # _____

