



Contact: customerservice@kcda.org

KCDA School Code _____ School Year 2023-2024
District _____ School/Ordering Site _____
Address _____ City _____ Zip _____
School PO Number _____ PO Pending - OR - Call for Credit Card Number
Mark For: _____
Contact Person _____ Email _____ Phone _____
Signature _____ Date _____

Scheduled Supplies

- Need copy paper, towels, tissue, can liners, etc. and lack storage? Don't want to pay for a year supply up front? KCDA scheduled delivery is a solution.

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 cases of copy paper: delivery of 20 cases on the 5th of each month or twice a month, or every other month.
• If you find that one month you need more or less of an item, simply call and we will adjust the delivery schedule.
• The heaviest scheduled delivery days are the 1st and the 15th of each month. For better service, please pick a day of delivery other than the 1st and the 15th.

Copy Paper

- KCDA No. 17808 - Orca white copy paper, 8-1/2"x11, 20#.
• KCDA No. 17803 - Natural Choice white copy paper, 8-1/2"x11", 20#.
• Copy paper pricing will be adjusted quarterly based on market conditions.
• Copy paper delivered within each quarter will receive that quarters price.
• Copy paper pricing per quarter will be lower than KCDA's 40+ case price.
• Please verify that KCDA Customer Service has received your order form prior to the 6/30/23 cut off date.

Qualifications

- Regularly ordered KCDA items that are a storage issue for you.
• Use one form for each Mark For and PO.
• Billing follows each shipment.

Due to our large volume of school start up orders, please have your first shipment of copy paper scheduled before 8/17 or after 9/8.

1. KCDA No. _____ Description _____ Day of Delivery: _____
List the quantity you want delivered each month:
July _____ Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ Qty Total _____
-- OR-- On Demand Delivery - List Total Quantity: _____
2. KCDA No. _____ Description _____ Day of Delivery: _____
List the quantity you want delivered each month:
July _____ Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ Qty Total _____
-- OR-- On Demand Delivery - List Total Quantity: _____
3. KCDA No. _____ Description _____ Day of Delivery: _____
List the quantity you want delivered each month:
July _____ Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ Qty Total _____
-- OR-- On Demand Delivery - List Total Quantity: _____
4. KCDA No. _____ Description _____ Day of Delivery: _____
List the quantity you want delivered each month:
July _____ Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ Qty Total _____
-- OR-- On Demand Delivery - List Total Quantity: _____

5. KCDA No. _____ Description _____ Day of Delivery: _____

List the quantity you want delivered each month:

July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec ____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ Qty Total _____

-- OR-- On Demand Delivery - List Total Quantity: _____

6. KCDA No. _____ Description _____ Day of Delivery: _____

List the quantity you want delivered each month:

July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec ____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ Qty Total _____

-- OR-- On Demand Delivery - List Total Quantity: _____

7. KCDA No. _____ Description _____ Day of Delivery: _____

List the quantity you want delivered each month:

July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec ____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ Qty Total _____

-- OR-- On Demand Delivery - List Total Quantity: _____

8. KCDA No. _____ Description _____ Day of Delivery: _____

List the quantity you want delivered each month:

July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec ____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ Qty Total _____

-- OR-- On Demand Delivery - List Total Quantity: _____

9. KCDA No. _____ Description _____ Day of Delivery: _____

List the quantity you want delivered each month:

July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec ____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ Qty Total _____

-- OR-- On Demand Delivery - List Total Quantity: _____

10. KCDA No. _____ Description _____ Day of Delivery: _____

List the quantity you want delivered each month:

July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec ____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ Qty Total _____

-- OR-- On Demand Delivery - List Total Quantity: _____

11. KCDA No. _____ Description _____ Day of Delivery: _____

List the quantity you want delivered each month:

July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec ____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ Qty Total _____

-- OR-- On Demand Delivery - List Total Quantity: _____

12. KCDA No. _____ Description _____ Day of Delivery: _____

List the quantity you want delivered each month:

July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec ____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ Qty Total _____

-- OR-- On Demand Delivery - List Total Quantity: _____

13. KCDA No. _____ Description _____ Day of Delivery: _____

List the quantity you want delivered each month:

July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec ____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ Qty Total _____

-- OR-- On Demand Delivery - List Total Quantity: _____

14. KCDA No. _____ Description _____ Day of Delivery: _____

List the quantity you want delivered each month:

July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec ____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ Qty Total _____

-- OR-- On Demand Delivery - List Total Quantity: _____