



Contact: customerservice@kcda.org

KCDA School Code _____ School Year 2019-2020
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? Want guaranteed pricing? 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.
• 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 Orders: Please verify that KCDA Customer Service has received your form prior to the 5/17/19 cut off date.

Scheduled Delivery Benefits

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

Qualifications

- Regularly ordered KCDA items that are a storage issue for you.
• Pricing is guaranteed for the months below. Additional units added after the cut-off date will be at market prices.
• Use one form for each Mark For and PO.
• Billing follows each shipment.

Perishable Foods

- To ensure freshness, perishable foods will be purchased just before the requested delivery date and will be at market prices. 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 may vary from one delivery to another on the same product.

Due to our large volume of school start up orders, please have your first shipment of copy paper scheduled before 8/19 or after 9/3.

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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

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

List the quantity you want delivered each month:

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

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