KCDA **Purchasing Cooperative**

18639 80th Ave. S. , P.O. Box 5550 ~ Kent, WA 98064-5550 ~ Phone: 425-251-8115, 800-422-5019 ~ Fax 253-395-5402 ~ www.kcda.org

Contact: customerservice@kcda.org

KCDA School Code _____ School Year **2026-2027**

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? The KCDA Scheduled Delivery program is your solution to both challenges.

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.
- On Demand means that KCDA will store your total quantity of cases. As you need paper throughout the school year, contact KCDA Customer Service with case quantities and when to release them.

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 in effect from 7/1/26 to 12/31/26, making this program an excellent hedge against industry price increases for the rest of this year. Pricing for 2027 orders is subject to market conditions.
- Scheduled Delivery pricing will be lower than KCDA's 40+ case price.
- Please verify that KCDA Customer Service has received your order form.

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: _____

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

List the quantitity 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 quantitity 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 quantitity 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 quantitity 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 quantitity 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 quantitity 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 quantitity 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 quantitity 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 quantitity 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 quantitity 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: _____