

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 2024-2025	
District	School/Ordering Site	
Address	_City	_Zip
School PO Number	PO Pending - OR - Call for Credit Ca	ard 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 1/1/24 to 6/30/24, making this program an excellent hedge against industry price increases for the rest of this year. Pricing for 2024 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.

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- OR On Demand De	elivery - List Total (Quantity:										
KCDA No.	Description							Da	ay of Delive	ery:		
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JulyAug	Sept Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Qty Total		
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Scheduled Delivery Order Form



4. KCDA No	Descri	ption							Da	y of Delive	ery:
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13. KCDA No	Descri	ption							Da	y of Delive	ery:
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