Print and Document Services Webdesk

*Store Orders*

This is where you will go to order paper and central supply items for departmental needs.

We have an extensive list of supplies available.

**Paper** – regular (bond), brights, card/cover stocks in a variety of colors.

**Envelopes** – If there is a pre-printed department version available in the size you need you will see that along with the generic version (no department name).

Envelopes Sizes:  #10 Non-window, #9 Window, 9.5 x 12.5 Catalog Envelope, #9 Business Reply Envelopes, 9 x 12 Business reply envelope, Inter-office envelopes

**Other Central supply items:** KCC Staff Calendar, Message Note Pads, three (3) sizes of Note Pads, Letterhead, Staff relocation boxes, recycled binder clips, paper clips, rubber-bands, empty paper boxes and Name/Title plate paper inserts.

Use the filter to reduce the number of items you see on screen.

First choose a category then choose a sub category or type in an item number or description and click “go”
**Viewing your Cart**

Once you have selected items and added them to your order cart you can press the view cart button to review all the selected items on your order. Now you can review the items in your cart before you place your order. You can remove, change quantity or empty your cart from this screen.

You can also continue shopping if you remember something else you need.

**Check-out**

Once you are sure you have all your items added to the cart you can check-out.

Please confirm your contact information and select the correct site/department, then select the account number the order will be charged against (if you would like to use a special account please list this in the notes section and we will change this for you).

Shipping information – please choose a due date for your order if the suggested shipping due date will not work. If your request is for same day delivery, please select “RUSH”.

**Method of Delivery:** Choose one of the options listed on screen

- Hold for Pickup – pickup in Print and Document Services LT-105

- Ship to Address – This selection you can have your order delivered to the location of your choice

- Ship to Site – This is the address information you provided in your profile.

**Special Instructions - Notes** – this is where you would tell us any additional information you would like us to know.

**Select An Action** – Choose what you would like to do with this order - Cancel Order, Save Estimate, Submit Order, Continue shopping, or view cart