

Instructions:

Complete bid sheet below: Fill in the unit price for each line item. Please be sure to provide the material specification information requested with each section. If bidding an alternate or multiple brands, print off and complete a separate bid sheet. ****If pricing for both virgin and recycled are requested, estimated usage is for both combined****

Description	Line Item	Sizes	Estimated Quantity per M	Unit Price per M
Virgin - 20# Copier Paper, Smooth, White Brightness 92 (minimum) Laser, and High Speed Copier Guaranteed, Ink Jet Compatible.	1	8.5" x 11"	37,000	
	2	8.5" x 11" 3HP	175	
	3	8.5" x 11" Xprs Pac	1600	
	4	8.5" x 11" 3HP Xprs Pac	700	
	5	8.5" x 14"	500	
	6	11" x 17"	450	
Meets ANSI/NISO Z39.48-1992(R2002) for Permanence: _____ Yes _____ No _____ Certified _____ Other				
Comments:				
Brand / Sheet Bidding:				
Brightness: _____ Opacity: _____				
Recycled - 20# Copier Paper, Smooth, White Brightness 92 (minimum) Laser, and High Speed Copier Guaranteed, Ink Jet Compatible.	7	8.5" x 11"	18,500	
	8	8.5" x 11" 3HP	80	
	9	8.5" x 11" Xprs Pac	800	
	10	8.5" x 11" 3HP Xprs Pac	300	
	11	8.5" x 14"	240	
	12	11" x 17"	220	
Meets ANSI/NISO Z39.48-1992(R2002) for Permanence: _____ Yes _____ No _____ Certified _____ Other				
Comments:				
Brand / Sheet Bidding: _____ % PC Content: _____				
Brightness: _____ Opacity: _____				
Recycled - No.1 bond paper, 20# White watermarked (smooth or wove finish) Recycled , 87 bright (minimum) Opacity 86 (minimum)	13	8.5" x 11"	400	
	14	8.5" x 14"	1	
	15	11" x 17"	1	
Comments:				
Brand / Sheet Bidding: _____ % PC Content: _____				
Brightness: _____ Opacity: _____				
Recycled - No. 1 Bond / Xerographic Paper, Multipurpose, 20#, Colors. Must contain PC recycled content (30% minimum) Brightness 92 (minimum) Opacity 90 (minimum)	16	8.5" x 11"	2,700	
	17	8.5" x 11" 3HP	5	
	18	8.5" x 14"	130	
	19	11" x 17"	90	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding: _____ % PC Content: _____				
Brightness: _____ Opacity: _____				

Description	Line Item	Sizes	Estimated Quantity per M	Unit Price per M
Virgin - Premium No. 4 Xerographic 20# Copier Paper, Smooth, White.	20	8.5" x 11"	200	
	21	8.5" x 11" 3HP	1	
	22	8.5" x 11" Xprs Pac	1	
	23	8.5" x 14"	4	
	24	11" x 17"	1	
Meets ANSI/NISO Z39.48-1992(R2002) for Permanence: ____ Yes ____ No ____ Certified ____ Other				
Comments:				
Brand / Sheet Bidding:				
Brightness:		Opacity:		
Recycled - Premium No. 4 Xerographic 20# Copier Paper, Smooth, White.	25	8.5" x 11"	100	
	26	8.5" x 11" 3HP	1	
	27	8.5" x 11" Xprs Pac	1	
	28	8.5" x 14"	2	
	29	11" x 17"	1	
Meets ANSI/NISO Z39.48-1992(R2002) for Permanence: ____ Yes ____ No ____ Certified ____ Other				
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Virgin - 28# Color Copier Paper Super Premium No. 1 Ultra Smooth White.	30	8.5" x 11"	1	
	31	8.5" x 14"	4	
	32	11" x 17"	15	
	33	12" x 18"	1	
Comments:				
Brand / Sheet Bidding:				
Brightness:		Opacity:		
Recycled- 28# Color Copier Paper Super Premium No. 1 Ultra Smooth White.	34	8.5" x 11"	1	
	35	8.5" x 14"	2	
	36	11" x 17"	10	
	37	12" x 18"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Virgin - Text, 50# Uncoated Offset, White	38	8.5" x 11"	1	
	39	11" x 17"	1	
	40	23" x 35"	1	
	41	25" x 38"	1	
Comments:				
Brand / Sheet Bidding:				
Brightness:		Opacity:		
Recycled - Text, 50# Uncoated Offset, White	42	8.5" x 11"	1	
	43	11" x 17"	1	
	44	23" x 35"	1	
	45	25" x 38"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		

Description	Line Item	Sizes	Estimated Quantity per M	Unit Price per M
Virgin - Text, 60# Uncoated Offset, White	46	8.5" x 11"	1,000	
	47	8.5" x 11" 3HP	5	
	48	8.5" x 14"	10	
	49	11" x 17"	135	
	50	23" x 35"	20	
	51	25" x 38"	20	
Comments:				
Brand / Sheet Bidding:				
Brightness:		Opacity:		
Recycled - Text, 60# Uncoated Offset, White	52	8.5" x 11"	525	
	53	8.5" x 11" 3HP	1	
	54	8.5" x 14"	5	
	55	11" x 17"	75	
	56	23" x 35"	10	
	57	25" x 38"	10	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Virgin - Text, 70# Uncoated Offset, White	58	8.5" x 11"	1	
	59	11" x 17"	2	
	60	17.5" x 22.5"	1	
	61	23" x 35"	1	
	62	25" x 38"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Recycled- Text, 70# Uncoated Offset, White	63	8.5" x 11"	1	
	64	11" x 17"	2	
	65	17.5" x 22.5"	1	
	66	23" x 35"	1	
	67	25" x 38"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		

Description	Line Item	Sizes	Estimated Quantity per M	Unit Price per M
Virgin - Cover, 65# Uncoated Offset, White	68	8.5" x 11"	69	
	69	11" x 17"	12	
	70	23" x 35"	16	
Comments:				
Brand / Sheet Bidding:				
Brightness:		Opacity:		
Recycled - Cover, 65# Uncoated Offset, White	71	8.5" x 11"	34	
	72	11" x 17"	6	
	73	23" x 35"	8	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Virgin - 24# Premium or Super Premium No. 1, Laser Print, Smooth, White	74	8.5" x 11"	1,727	
	75	8.5" x 11" 3HP	1	
	76	8.5" x 14"	1	
	77	11" x 17"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Recycled - 24# Premium or Super Premium No. 1, Laser Print, Smooth, White	78	8.5" x 11"	863	
	79	8.5" x 11" 3HP	1	
	80	8.5" x 14"	1	
	81	11" x 17"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Virgin - Text, 50# Offset Opaque, Colors	82	23" x 35"	1	
	83	25" x 38"	1	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Recycled - Text, 50# Offset Opaque, Colors	84	23" x 35"	1	
	85	25" x 38"	1	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Virgin - Text, 60# Offset Opaque, Colors	86	8.5" x 11"	27	
	87	11" x 17"	2	
	88	23" x 35"	1	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		

Description	Line Item	Sizes	Estimated Quantity per M	Unit Price per M
Recycled - Text, 60# Offset Opaque, Colors	89	8.5" x 11"	13	
	90	11" x 17"	1	
	91	23" x 35"	1	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:			% PC Content:	
Brightness:		Opacity:		
Virgin - Cover, 65# Offset Opaque, Colors	92	8.5" x 11"	44	
	93	11" x 17"	7	
	94	23" x 35"	4	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:			% PC Content:	
Brightness:		Opacity:		
Recycled - Cover, 65# Offset Opaque, Colors	95	8.5" x 11"	22	
	96	11" x 17"	3	
	97	23" x 35"	1	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:			% PC Content:	
Brightness:		Opacity:		
Virgin - 67# Cover, Colors	98	8.5" X 11"	3	
	99	11" x 17"	2	
Comments:				
Brand / Sheet Bidding:			% PC Content:	
Brightness:		Opacity:		
Recycled - 67# Cover, Colors	100	8.5" X 11"	1	
	101	11" x 17"	1	
Comments:				
Brand / Sheet Bidding:			% PC Content:	
Brightness:		Opacity:		
Virgin Text, 70# Offset Opaque, Colors	102	8.5" x 11"	9	
	103	11" x 17"	2	
	104	23" x 35"	3	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:			% PC Content:	
Brightness:		Opacity:		
Recycled Text, 70# Offset Opaque, Colors	105	8.5" x 11"	4	
	106	11" x 17"	1	
	107	23" x 35"	1	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:			% PC Content:	
Brightness:		Opacity:		

Description	Line Item	Sizes	Estimated Quantity per M	Unit Price per M
Virgin - Text, 60# Offset, Bright Colors	108	8.5" x 11"	9	
	109	8.5" x 14"	1	
	110	11" x 17"	8	
	111	23" x 35"	1	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:				
Brightness: Opacity:				
Recycled - Text, 60# Offset, Bright Colors	112	8.5" x 11"	5	
	113	8.5" x 14"	1	
	114	11" x 17"	4	
	115	23" x 35"	1	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding: % PC Content:				
Brightness: Opacity:				
Virgin - Cover, 65# Offset, Bright Colors	116	8.5" x 11"	16	
	117	11" x 17"	59	
	118	23" x 35"	3	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:				
Brightness: Opacity:				
Recycled - Cover, 65# Offset, Bright Colors	119	8.5" x 11"	8	
	120	11" x 17"	29	
	121	23" x 35"	1	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding: % PC Content:				
Brightness: Opacity:				
Virgin - Cover, 80# Uncoated Offset, White	122	8.5" x 11"	16	
	123	11" x 17"	6	
	124	23" x 35"	8	
Comments:				
Brand / Sheet Bidding:				
Brightness: Opacity:				
Recycled - Cover, 80# Uncoated Offset, White	125	8.5" x 11"	8	
	126	11" x 17"	3	
	127	23" x 35"	3	
Comments:				
Brand / Sheet Bidding: % PC Content:				
Brightness: Opacity:				

Description	Line Item	Sizes	Estimated Quantity per M	Unit Price per M
Recycled - Index, 90#, White	128	8.5" x 11"	1.049776	
	129	11" x 17"	6	
	130	22.5" x 35"	6.600065	
	131	24" x 36"	4	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Recycled - Index, 110#, White	132	8.5" x 11"	4.750359	
	133	11" x 17"	6.500111	
	134	22.5" x 35"	9.125181	
	135	24" x 36"	2	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Recycled - Index, 90#, Colors	136	8.5" x 11"	7.050106	
	137	11" x 17"	5.265013	
	138	22.5" x 35"	1	
	139	24" x 36"	1	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Recycled - Index, 110#, Colors	140	8.5" x 11"	26.20063	
	141	11" x 17"	4	
	142	22.5" x 35"	30.37004	
	143	24" x 36"	1	
Colors Bidding:				
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Virgin - #2 Gloss TEXT, 70#, White.	144	23" x 35"	1	
	145	24" x 36"	4	
	146	25" x 38"	1	
	147	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Recycled - #2 Gloss TEXT, 70#, White.	148	23" x 35"	1	
	149	24" x 36"	2	
	150	25" x 38"	1	
	151	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		

Description	Line Item	Sizes	Estimated Quantity per M	Unit Price per M
Virgin - #2 Gloss TEXT, 80#, White.	152	8.5" X 11"	54	
	153	11" X 17"	20	
	154	23" x 35"	2	
	155	24" x 36"	8	
	156	25" x 38"	16	
	157	28" x 40"	4	
Comments:				
Brand / Sheet Bidding:				
Brightness:		Opacity:		
Recycled - #2 Gloss TEXT, 80#, White.	158	8.5" X 11"	27	
	159	11" X 17"	9	
	160	23" x 35"	1	
	161	24" x 36"	4	
	162	25" x 38"	8	
	163	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:				
Brightness:		% PC Content:		
Brightness:		Opacity:		
Virgin - #2 Gloss TEXT, 100#, White.	164	23" x 35"	3	
	165	24" x 36"	9	
	166	25" x 38"	1	
	167	28" x 40"	4	
Comments:				
Brand / Sheet Bidding:				
Brightness:		Opacity:		
Recycled - #2 Gloss TEXT, 100#, White.	168	23" x 35"	1	
	169	24" x 36"	4	
	170	25" x 38"	1	
	171	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:				
Brightness:		% PC Content:		
Brightness:		Opacity:		
Virgin - #2 Matte TEXT, 70#, White.	172	23" x 35"	1	
	173	24" x 36"	1	
	174	25" x 38"	1	
	175	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:				
Brightness:		Opacity:		
Recycled - #2 Matte TEXT, 70#, White.	176	23" x 35"	1	
	177	24" x 36"	1	
	178	25" x 38"	1	
	179	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:				
Brightness:		% PC Content:		
Brightness:		Opacity:		

Description	Line Item	Sizes	Estimated Quantity per M	Unit Price per M
Virgin - #2 Matte TEXT, 80#, White.	180	23" x 35"	1	
	181	24" x 36"	1	
	182	25" x 38"	3.400052	
	183	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:				
Brightness: Opacity:				
Recycled - #2 Matte TEXT, 80#, White.	184	23" x 35"	2.5	
	185	24" x 36"	43.21489	
	186	25" x 38"	57.62486	
	187	28" x 40"	1	
Comments:				
Brand / Sheet Bidding: % PC Content:				
Brightness: Opacity:				
Virgin - #2 Matte TEXT, 100#, White.	188	23" x 35"	1	
	189	24" x 36"	14	
	190	25" x 38"	3	
	191	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:				
Brightness: Opacity:				
Recycled #2 Matte TEXT, 100#, White.	192	23" x 35"	1	
	193	24" x 36"	7	
	194	25" x 38"	1	
	195	28" x 40"	1	
Comments:				
Brand / Sheet Bidding: % PC Content:				
Brightness: Opacity:				
Virgin - #2 Gloss COVER, 80#, White.	196	8.5" X 11"	1	
	197	11" x 17"	1	
	198	23" x 35"	1	
	199	24" x 36"	1	
	200	25" x 38"	1	
	201	26" x 40"	1	
	202	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:				
Brightness: Opacity:				

Description	Line Item	Sizes	Estimated Quantity per M	Unit Price per M
Recycled - #2 Gloss COVER, 80#, White.	203	8.5" X 11"	31	
	204	11" x 17"	4	
	205	23" x 35"	1.71492	
	206	24" x 36"	1	
	207	25" x 38"	1	
	208	26" x 40"	1.649983	
	209	28" x 40"	1.435016	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Virgin - #2 Gloss COVER, 100#, White.	210	23" x 35"	3.649985	
	211	24" x 36"	0.649985	
	212	25" x 38"	1	
	213	26" x 40"	20.55001	
	214	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Recycled - #2 Gloss COVER, 100#, White.	215	23" x 35"	1.250026	
	216	24" x 36"	1	
	217	25" x 38"	2.1	
	218	26" x 40"	1	
	219	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Virgin - #2 Matte COVER, 80#, White.	220	23" x 35"	1	
	221	24" x 36"	1	
	222	25" x 38"	1	
	223	26" x 40"	1	
	224	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		
Recycled - #2 Matte COVER, 80#, White.	225	23" x 35"	10.119918	
	226	24" x 36"	13.464963	
	227	25" x 38"	30.680018	
	228	26" x 40"	1.350017	
	229	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		

Description	Line Item	Sizes	Estimated Quantity per M	Unit Price per M
Virgin - #2 Matte COVER, 100#, White.	230	23" x 35"	1.40001	
	231	24" x 36"	1	
	232	25" x 38"	1	
	233	26" x 40"	1	
	234	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:				
Brightness:		Opacity:		
Recycled - #2 Matte COVER, 100#, White.	235	23" x 35"	2	
	236	24" x 36"	1	
	237	25" x 38"	6.125035	
	238	26" x 40"	1	
	239	28" x 40"	1	
Comments:				
Brand / Sheet Bidding:		% PC Content:		
Brightness:		Opacity:		

Line 240 Percentage discount on other paper items in catalog / price list: _____