

# 2026 PAPER CATALOG

## Ways to order

- Online in  Express
- Email

## Available

White and Colored Paper

### Ordering deadlines:

**May 5**

*delivered by June 30*

**June 18**

*delivered after July 1*

### Questions?

Contact 888-739-3289 or  
[info@purchasingconnection.org](mailto:info@purchasingconnection.org)

# Ordering Instructions

**Ordering Deadlines:** **May 5, 2026** - for delivery and invoicing by June 30  
**June 18, 2026** - for delivery and invoicing after July 1

## **Available Products**

### **White Paper**

- Xerographic: 8.5x11; 8.5x14; 11x17; available in 1-39 cases and in 40 case increments (pallet)
- Premium: 8.5x11; available in 1-39 cases and in 40 case increments (pallet).
- Three-hole punch: 8.5x11

### **Colored Paper – Pastel and Brights**

- Available only in full case quantities. Color samples available upon request.

## **Placing An Order**

**MINIMUM ORDER OF 40 CASES** (pallet) per delivery location is required. A pallet can be a combination of white and colored paper.

### **SUBMIT an order for each delivery location via:**

- **Online in Express** (details on next page)  
or
- **Email to [info@purchasingconnection.org](mailto:info@purchasingconnection.org)**. Include:
  - Completed order form for each delivery location.
  - **A PO for each delivery location. POs can be made to:**  
Performance Office Papers, Inc., PO Box 1217 Lakeville, MN 55044
  - Your agency's ST-3/tax exempt form
- **Delivery details**
  - Need the paper brought from the truck to the ground? Request Liftgate to Ground on your order. No cost for liftgate.
  - On the order form - Please confirm if the delivery location has a loading dock (a raised platform designed for trucks to back into for loading/unloading).
  - If you do not request liftgate to ground, make sure you have the proper equipment to receive the pallet(s).
- If you need a W-9 please reach out to us.

## **Receiving Your Order**

- **NOTICE:** The driver will call the Receiving Contact listed on your order form(s) 24-48 hours ahead of delivery.
- Any damage or shortage **MUST** be noted on the packing slip at the time of delivery.

The performance of all products in this catalog is fully guaranteed.

**Thank you for your order; we appreciate your support!**

### **Questions?**

Contact Lori Mittelstadt at 1-888-739-3289 or [info@purchasingconnection.org](mailto:info@purchasingconnection.org)

# Online ordering instructions

The Express Online Marketplace is **FREE**, built to simplify online shopping for our members!

## New to Express? Start here:

- **MN and SD:** Visit [www.purchasingconnection.org](http://www.purchasingconnection.org). Click the blue “Register Now” button on the right-hand side of the page.
- **ND:** Visit [www.ndesc.org](http://www.ndesc.org). Click “Express Marketplace Login” in the top, green menu bar. And then click “Register Now”.

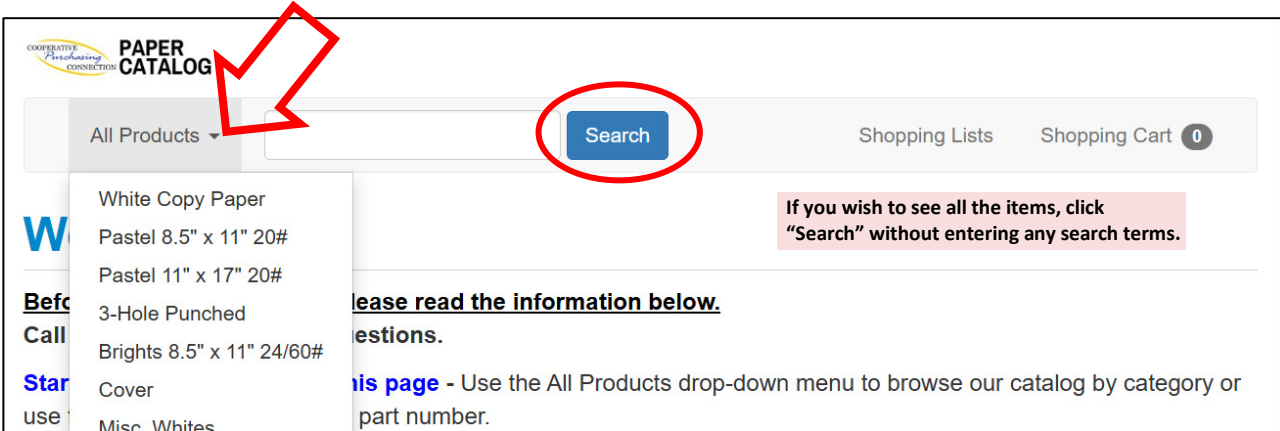
## To Register

- Under agency, begin to type your member organization and select your organization.
- Fill in the required information and click submit. Note: Your email address will be your username.
- After submitting your registration, watch for a verification email from [express@purchasingconnection.org](mailto:express@purchasingconnection.org) and single click the link. This may take a few minutes to arrive. Check your spam folder if the email doesn’t come directly to your inbox. After verification, you’ll receive a confirmation email from [express@purchasingconnection.org](mailto:express@purchasingconnection.org), and can begin to use Express!

## Order on Express

### After you are logged in:

- Click on the Paper Catalog on the right-hand side of the home page to access the paper catalog.
- Use the All Products drop-down menu to browse our catalog by category.
- Use the search bar to search by part number or description.



The screenshot shows the Express Online Marketplace interface. At the top left, there is a logo for "COOPERATIVE Purchasing CONNECTION" and "PAPER CATALOG". Below this is a navigation bar with "All Products" (a dropdown menu), a "Search" button (circled in red), "Shopping Lists", and "Shopping Cart" (with a "0" icon). A red arrow points to the "All Products" dropdown menu. Below the navigation bar, there is a list of paper products: "White Copy Paper", "Pastel 8.5\" x 11\" 20#", "Pastel 11\" x 17\" 20#", "3-Hole Punched", "Brights 8.5\" x 11\" 24/60#", "Cover", and "Misc. Whites". To the right of the product list, there is a pink box with the text: "If you wish to see all the items, click 'Search' without entering any search terms." Below the product list, there is a section titled "Please read the information below." with a link to "Questions." and a note: "Use the All Products drop-down menu to browse our catalog by category or part number."

## **NOTES:**

- MINIMUM ORDER OF 40 CASES (pallet) per delivery location is required. A pallet can be a combination of white and colored paper.
- To complete an order – you **MUST** add the required delivery options to your order under the Delivery Options Menu:
  - Part # JUNE or JULY
  - Need the paper brought from the truck to the ground? Add Part # LIFT. No cost for liftgate.
- If you access Express through your finance system, all orders need to be approved and placed by the dates listed on the previous page of this catalog.
- For SMART Finance, the vendor code for Performance Office Papers is 1000051.
- If you need a W-9, email [info@purchasingconnection.org](mailto:info@purchasingconnection.org).

# 2026 SUMMER PAPER ORDER FORM

## Billing Information

PO #: \_\_\_\_\_  
 Total Amount \$ \_\_\_\_\_ -  
 Bill To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Summer Phone: \_\_\_\_\_  
 Accounts Payable  
 email: \_\_\_\_\_

## Delivery Information

Ship To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Receiving Contact: \_\_\_\_\_  
 Receiving Phone: \_\_\_\_\_

## Delivery Information continued

Deliver and Invoice	<input type="checkbox"/>	Now/ASAP
Deliver and Invoice	<input type="checkbox"/>	Before June 30
Deliver and Invoice	<input type="checkbox"/>	After July 1
Do you need Liftgate To Ground Service? (answer required)	<input type="checkbox"/>	Y
	<input type="checkbox"/>	N
Does this delivery location have a loading dock? (answer required)	<input type="checkbox"/>	Y
	<input type="checkbox"/>	N
Select the days of the week available to accept delivery	<input type="checkbox"/>	M
	<input type="checkbox"/>	T
	<input type="checkbox"/>	W
	<input type="checkbox"/>	H
	<input type="checkbox"/>	F

### Reminders:

Order by May 5 for delivery and invoicing by June 30  
 Order by June 18 for delivery and invoicing after July 1

If you do not request liftgate to ground service, make sure you have the proper equipment to receive the pallet(s).

## White Copy Paper Products

### Xerographic, 8.5 x 11, 20#, 92 Bright, 5000 Sheets/Case

Description	Unit	Part #	Quantity	Price/Unit	Total Price
1-39 Cases 8511	cs	W101-8511		\$ 32.40	\$ -
1 Pallet (40 Cases)	pl	W102-8511		\$ 1,256.00	\$ -
2 Pallets (80 Cases)	pl	W103-8511		\$ 2,512.00	\$ -
3 Pallets (120 Cases)	pl	W104-8511		\$ 3,768.00	\$ -
4 Pallets (160 Cases)	pl	W105-8511		\$ 5,024.00	\$ -
5 Pallets (200 Cases)	pl	W106-8511		\$ 6,280.00	\$ -
6 Pallets (240 Cases)	pl	W107-8511		\$ 7,536.00	\$ -
7 Pallets (280 Cases)	pl	W108-8511		\$ 8,792.00	\$ -
8 Pallets (320 Cases)	pl	W109-8511		\$ 10,048.00	\$ -
9 Pallets (360 Cases)	pl	W110-8511		\$ 11,304.00	\$ -
10 Pallets (400 Cases)	pl	W111-8511		\$ 12,160.00	\$ -
11 Pallets (440 Cases)	pl	W112-8511		\$ 13,376.00	\$ -
12 Pallets (480 Cases)	pl	W113-8511		\$ 14,592.00	\$ -
13 Pallets (520 Cases)	pl	W114-8511		\$ 15,808.00	\$ -
14 Pallets (560 Cases)	pl	W115-8511		\$ 17,024.00	\$ -
15 Pallets (600 Cases)	pl	W116-8511		\$ 18,240.00	\$ -
16 Pallets (640 Cases)	pl	W117-8511		\$ 19,456.00	\$ -
17 Pallets (680 Cases)	pl	W118-8511		\$ 20,672.00	\$ -
18 Pallets (720 Cases)	pl	W119-8511		\$ 21,888.00	\$ -
19 Pallets (760 Cases)	pl	W120-8511		\$ 23,104.00	\$ -
20 Pallets (800 Cases)	pl	W121-8511		\$ 24,320.00	\$ -
Full Truckload (21 Pallets/840 Cases)	pl	W122-8511		\$ 24,696.00	\$ -

**Required - Minimum order of 40 cases (pallet) per delivery location.**

**A pallet can be a combination of white and colored paper.**

## White Copy Paper Products continued

### Premium, 8.5 x 11, 20#, 92 Bright, 5000 Sheets/Case

Description	Unit	Part #	Quantity	Price/Unit	Total Price
1-39 Cases	cs	W401-342-81		\$ 32.90	\$ -
1 Pallet (40 Cases)	pl	W402-342-81		\$ 1,276.00	\$ -
2 Pallets (80 Cases)	pl	W403-342-81		\$ 2,552.00	\$ -
3 Pallets (120 Cases)	pl	W404-342-81		\$ 3,828.00	\$ -
4 Pallets (160 Cases)	pl	W405-342-81		\$ 5,104.00	\$ -
5 Pallets (200 Cases)	pl	W406-342-81		\$ 6,380.00	\$ -
6 Pallets (240 Cases)	pl	W407-342-81		\$ 7,656.00	\$ -
7 Pallets (280 Cases)	pl	W408-342-81		\$ 8,932.00	\$ -
8 Pallets (320 Cases)	pl	W409-342-81		\$ 10,208.00	\$ -
9 Pallets (360 Cases)	pl	W410-342-81		\$ 11,484.00	\$ -
10 Pallets (400 Cases)	pl	W411-342-81		\$ 12,360.00	\$ -
11 Pallets (440 Cases)	pl	W412-342-81		\$ 13,596.00	\$ -
12 Pallets (480 Cases)	pl	W413-342-81		\$ 14,832.00	\$ -
13 Pallets (520 Cases)	pl	W414-342-81		\$ 16,068.00	\$ -
14 Pallets (560 Cases)	pl	W415-342-81		\$ 17,304.00	\$ -
15 Pallets (600 Cases)	pl	W416-342-81		\$ 18,540.00	\$ -
16 Pallets (640 Cases)	pl	W417-342-81		\$ 19,776.00	\$ -
17 Pallets (680 Cases)	pl	W418-342-81		\$ 21,012.00	\$ -
18 Pallets (720 Cases)	pl	W419-342-81		\$ 22,248.00	\$ -
19 Pallets (760 Cases)	pl	W420-342-81		\$ 23,484.00	\$ -
20 Pallets (800 Cases)	pl	W421-342-81		\$ 24,720.00	\$ -
Full Truckload (21 Pallets/840 Cases)	pl	W422-342-81		\$ 25,284.00	\$ -

### Miscellaneous

Description	Unit	Part #	Quantity	Price/Unit	Total Price
White, 3-Hole Punched, 8.5 x 11, 20/50#, 92 Bright, 5000 Sheets/Case	cs	W300-343-81P		\$ 37.80	\$ -
White, 8.5 x 14, 20/50#, 5000 Sheets/Case	cs	C200-359-84		\$ 52.40	\$ -
White, 8.5 x 11, 24#, 5000 Sheets/Case	cs	W500-355-81		\$ 44.60	\$ -

### Recycled

Description	Unit	Part #	Quantity	Price/Unit	Total Price
1-39 cartons, LEADING EDGE 30% RECYCLED	cs	W200-339-81		\$ 41.30	\$ -
1 pallet (40 cartons) to 9 pallets (360 cartons), LEADING EDGE 30% RECYCLED, In multiples of 40	cs	W201-339-81		\$ 40.30	\$ -
10 pallets (400 cartons) to 20 pallets (800 cartons), LEADING EDGE 30% RECYCLED, In multiples of 40	cs	W203-339-81		\$ 39.30	\$ -
Full Truck (840 cartons), LEADING EDGE 30% RECYCLED	pl	W204-339-81		\$ 32,172.00	\$ -

**Required - Minimum order of 40 cases (pallet) per delivery location.**

**A pallet can be a combination of white and colored paper.**

## Colored Cut Paper Products

### Pastel 8.5 x 11, 20#, 5000 Sheets/Case

Description	Unit	Part #	Quantity	Price/Unit	Total Price
8 1/2 X 11 20 # PASTEL CANARY, 5000 Sheets/Case	cs	C100-368-81		\$ 56.40	\$ -
8 1/2 X 11 20 # PASTEL BLUE, 5000 Sheets/Case	cs	C101-367-81		\$ 56.40	\$ -
8 1/2 X 11 20 # PASTEL PINK, 5000 Sheets/Case	cs	C102-369-81		\$ 56.40	\$ -
8 1/2 X 11 20 # PASTEL CHERRY, 5000 Sheets/Case	cs	C106-376-81		\$ 56.40	\$ -
8 1/2 X 11 20 # PASTEL GREEN, 5000 Sheets/Case	cs	C107-370-81		\$ 56.40	\$ -
8 1/2 X 11 20 # PASTEL SALMON, 5000 Sheets/Case	cs	C110-374-81		\$ 50.00	\$ -
8 1/2 X 11 20 # PASTEL GOLD, 5000 Sheets/Case	cs	C111-372-81		\$ 56.40	\$ -
8 1/2 X 11 20 # PASTEL IVORY, 5000 Sheets/Case	cs	C112-371-81		\$ 56.40	\$ -

### Pastel 11 x 17, 20#, 2500 Sheets/Case (5 reams of 500 sheets)

Description	Unit	Part #	Quantity	Price/Unit	Total Price
White, 92 Brightness, 11 x 17 Xerographic, 20/50# Multipurpose	cs	C300-365-17		\$ 38.30	\$ -
11 x 17 20# PASTEL CANARY, 2,500 Sheets/Case	cs	C301-385-17		\$ 59.40	\$ -
11 x 17 20# PASTEL BLUE, 2,500 Sheets/Case	cs	C302-388-17		\$ 59.40	\$ -
11 x 17 20# PASTEL PINK, 2,500 Sheets/Case	cs	C303-386-17		\$ 59.40	\$ -
11 x 17 20# PASTEL GREEN, 2,500 Sheets/Case	cs	C308-389-17		\$ 59.40	\$ -

### Brights 8.5 x 11, 24#, 5000 Sheets/Case

Description	Unit	Part #	Quantity	Price/Unit	Total Price
8 1/2 X 11 BRIGHTS--GREEN, 5000 Sheets/Case	cs	C500-SCH016		\$ 94.60	\$ -
8 1/2 X 11 BRIGHTS--YELLOW, 5000 Sheets/Case	cs	C501-SCH017		\$ 94.60	\$ -
8 1/2 X 11 BRIGHTS--ORANGE, 5000 Sheets/Case	cs	C503-SCH018		\$ 94.60	\$ -
8 1/2 X 11 BRIGHTS--PINK, 5000 Sheets/Case	cs	C505-SCH019		\$ 94.60	\$ -
8 1/2 X 11 BRIGHTS--RED, 5000 Sheets/Case	cs	C506-SCH020		\$ 94.60	\$ -
8 1/2 X 11 BRIGHTS--PURPLE, 5000 Sheets/Case	cs	C508-SCH021		\$ 94.60	\$ -
8 1/2 X 11 BRIGHTS--BLUE, 5000 Sheets/Case	cs	C509-SCH022		\$ 94.60	\$ -

### Cover 8.5 x 11 65#, 2000 Sheets/Case (8 packages of 250 sheets)

Description	Unit	Part #	Quantity	Price/Unit	Total Price
White, 90 Brightness, 8 1/2 x 11, 65# Cover Stock	cs	C700-350-81		\$ 60.50	\$ -

**TOTAL PAPER ORDER** \$ -

**GUARANTEE: The performance of all products listed in this catalog is fully guaranteed.**

Any damage or shortage must be noted on the packing slip at the time of delivery.

**Thank you for your order, we appreciate your support of our Summer Paper Program.**



**Questions?** Contact Lori Mittelstadt  
1-888-739-3289 or [info@purchasingconnection.org](mailto:info@purchasingconnection.org)

**Required - Minimum order of 40 cases (pallet) per delivery location.  
A pallet can be a combination of white and colored paper.**