



KCDA School Code _____ School Year _____

District _____ School/Ordering Site _____

Address _____ City _____ Zip _____

School PO Number _____ - OR - Call for Credit Card Number

Mark For _____

Contact Person _____ Email _____ Phone _____

Signature _____ Date _____

Note: Please use one form for each Mark For and P.O.

Scheduled Supplies

- Need copy paper, towels, tissue, can liners this year? Can't take them all at once? Want to pay for them after you receive them? KCDA's Scheduled Supplies service may be just the answer.

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 boxes of facial tissues: delivery of 20 boxes on the 5th of each month or twice a month, or every other month.
In order for us to provide your schools with the best possible delivery service we highly encourage you to select delivery days other than the 1st and 15th of each month! These are our most active delivery days.

Scheduled Delivery Benefits

- Pricing is fixed when you place your order and based upon the total quantity ordered, regardless of size of each shipment.
- Allows flexibility, If you find that one month you need more or less of an item, simply call and we will adjust the delivery schedule.

Qualifications

- Any KCDA item you use on a regular basis.
- One School Year up to 12 months.
- Billing follows each shipment.

Perishable Foods

- To ensure freshness perishable foods will be purchased just before the requested delivery date and will be at market prices. While this procedure will ensure that our members have adequate time to use the product before any expiration date is reached, it will also mean that pricing for the product can vary from one delivery to another on the same product.

Due to the large volume of school start up orders, please have your first shipment of copy paper scheduled delivery come before 8/20 or after 9/3.

1. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

2. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

3. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

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

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

5. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____



6. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

7. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

8. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

9. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

10. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

11. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

12. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

13. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

14. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

15. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

16. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

17. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

18. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

19. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

20. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

21. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

22. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____

23. KCDA No. _____ Description _____ Day of Delivery: _____

Quantity Per Month:

Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Qty Total _____