



## Yale Law School Office Supplies Order Form

### INSTRUCTIONS:

1. Enter Paper, Supply Room, and W.B. Mason orders on separate forms.
2. To order paper, select PAPER ORDER and enter quantities.
3. To order Supply Room items, browse the Supply List from the link below, and enter items in the table.
4. To order Office Supplies from W.B. Mason, select W.B. MASON ORDER below. Browse the W.B. Mason catalog using the link below, and enter the items you want to order on the order form. (You need to setup an account to see the Yale catalogue - instructions below.)
5. When the form is complete, click the SUBMIT button.
6. A new email message will open, with the order form attached. Click SEND.
7. Save a copy of the order electronically for your records or cc yourself on the email (optional).

Orders will be placed three times per week on Monday, Wednesday, and Friday.

Expect delivery within 3 business days.

ORDERED BY: \_\_\_\_\_ NET ID: \_\_\_\_\_ DATE: \_\_\_\_\_  
ORDERED FOR: \_\_\_\_\_ DELIVER TO ROOM #: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
ACCOUNT NAME: \_\_\_\_\_

Workday COA:

FC  CC  PG  PJ  ASSG

☐ **PAPER ORDER:**

Type:	# of Reams:	# of Boxes:
Letter (8.5 X 11)	<input type="text"/>	<input type="text"/>
Letter (3-hole punch)	<input type="text"/>	<input type="text"/>
Legal (8.5 X 14)	<input type="text"/>	<input type="text"/>
B-Size (11 X 17)	<input type="text"/>	<input type="text"/>

☐ **SUPPLY ROOM ORDER:**

Click [here](#) for the link to the Supply List.

Enter items needed below.

☐ **W.B. MASON ORDER:**

Click [here](#) for the link to browse the Yale W.B. Mason catalogue.

Click [here](#) for instructions on how to setup an account to browse the Yale W.B. Mason catalogue.

Enter items needed below.

ENTER **EITHER** SUPPLY ROOM ORDER ITEMS **OR** W.B. MASON ITEMS:

ITEM #	ITEM DESCRIPTION	QTY	UNIT	PRICE	ITEM TOTAL

TOTAL:

Received by: \_\_\_\_\_

Received Date: \_\_\_\_\_