

**COPIER OPERATIONS TIP OF THE MONTH  
OCTOBER 2016**

**ORDERING SUPPLIES (TONER & STAPLES)**

**PARTNERS** – Before you request supplies, please check that you have an adequate supply of both toner and staples. This will save time and money, as it will cut down on the number of trips the warehouse makes to your school each week.

Please order only what you need, but check to make sure you have enough of your other supplies before you contact me at TeamWorks.