

# Paper Buying Checklist



Whether you're purchasing paper for your office or using it for projects at home, here are a few things to keep in mind to make sure you're ordering the best paper for your needs.

	YES	NO
Do I know what paper size I will need?	<input type="checkbox"/>	<input type="checkbox"/>
Will it work with my printer(s)?	<input type="checkbox"/>	<input type="checkbox"/>
Paper Type (Laser vs. Inkjet)	<input type="checkbox"/>	<input type="checkbox"/>
Size (Letter vs. Tabloid vs. Super B)	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>
Will I need matching envelopes?	<input type="checkbox"/>	<input type="checkbox"/>
Does this paper fit my needs?	<input type="checkbox"/>	<input type="checkbox"/>
For example, does the weight and tone convey the right message?	<input type="checkbox"/>	<input type="checkbox"/>
Does my project require exact specifications for a type of paper?	<input type="checkbox"/>	<input type="checkbox"/>
For example, is a specific weight, brightness level, or percentage of recycled paper needed?	<input type="checkbox"/>	<input type="checkbox"/>
Can I get multiple uses out of it?	<input type="checkbox"/>	<input type="checkbox"/>
Can I reorder easily if I run out?	<input type="checkbox"/>	<input type="checkbox"/>