

GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will: {a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; {b} be merchantable and fit for the purpose intended; and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Purchase Order

PURCHASE ORDER NO.
 PAPER09B

PAGE
 2

BLANKET RELEASE
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CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

*709055310 304-547-0414
 LIBERTY DISTRIBUTORS INC
 PO BOX 498
 TRIADELPHIA WV 26059

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
01/28/2009		NET 30		550677029			
SHIP VIA		F.O.B		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
0001	01/31/2010	EA	395-50		.00000		
3. VENDOR'S BID DATED DECEMBER 18, 2008. ALL ORDERS OF PAPER MUST BE DELIVERED WITHIN 10 WORKING DAYS AFTER RECEIPT OF ORDER. ALL ORDERS TOTALING \$1,000.00 OR MORE TO A SINGLE WEST VIRGINIA DELIVERY POINT SHALL BE F.O.B. DESTINATION. NO ORDER MINIMUM THROUGH THIS CONTRACT. PRICES ARE FIRM FOR A MINIMUM OF 90 DAYS FROM DATE OF CONTRACT AWARD. CONTRACT COORDINATOR: MIKE BASLER PHONE NUMBER: 304-634-3118 FAX NUMBER: 304-522-7170 MISCELLANEOUS PAPER-COMPUTER-TYPING, ETC. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON FEBRUARY 1, 2009 AND EXTENDS FOR A PERIOD OF ONE (1)							
						TOTAL	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE



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	<p>YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY</p>						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
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<p>AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p>							
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LINE	QUANTITY	UOP	VENDOR ITEM NO		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
<p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>EXHIBIT 6</p> <p>PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE</p>							
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VENDOR

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<p>SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>(X) THE PRICES ON THIS CONTRACT WILL REMAIN FIRM FOR 90 DAYS AFTER THE EFFECTIVE DATE OF THE CONTRACT. PRICES WILL REMAIN FIRM AFTER EACH PRICE ADJUSTMENT FOR A MINIMUM OF 90 DAYS.</p>							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
						TOTAL	

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Delivery:

All orders of paper must be delivered within 10 working days after receipt of order.

All orders totaling \$1,000.00 or more to a single West Virginia delivery point shall be F.O.B. destination.

Orders totaling less than \$1,000.00 to a single West Virginia delivery point may (at the vendor's discretion) be F.O.B. shipping point. Vendor must inform the ordering agency of the estimated freight charges for all orders on which a delivery charge shall be made.

If the vendor has a fixed delivery charge for orders less than \$1,000.00, the vendor shall indicate the amount on the pricing pages.

If the vendor will ship all orders, regardless of dollar total, they should so state on the pricing pages.

Paper Requirements

All paper is to be ream wrapped (except where noted). All fine papers are to be listed in the most current edition of "Grade Finders".

There are two envelopes on the pricing pages. The price per box of 500 envelopes should be entered in the unit price column.

Computer paper

Construction: continuous, marginally punched on both sides for high speed printer feed. Paper shall be blank, 1/2" green bar, 1/6" green bar, or three lines per inch as indicated at the time the order is placed. No upcharge will be permitted on green bar paper.

Horizontal Perforations: All sets of forms shall have horizontal perforation between sets through all parts and carbons. Horizontal perforations shall be at right angle to marginal aligning holes and fall halfway between marginal aligning holes; 12 cuts per inch vertical perforations: Paper shall be nonperforated on right and left sided unless specified for a particular item. If specified, vertical perforations are to result in clean edges when aligning strips are removed.

Fastening: paper shall have temporary crimping or incomplete holes. Carbons, if any, shall be mechanically removable without aligning strips. Wire stitching or stapling is unacceptable.

Packaging: Paper shall be folded, with no breaks, in close-fitting cartons, with a corrugated or fiberboard pad on top and bottom. Cartons shall be labeled on one end, identifying form size, type, number of parts, and vendor name and address.

Award

The State of West Virginia reserves the right to award multiple contracts if it is deemed to be in the best interests of the State of West Virginia.

Recycled Paper

Recycled paper must meet the minimum recycled content guidelines issued by the Environmental Protection Agency (EPA). The EPA guidelines require minimums of 30% post consumer content for most uncoated printing and writing papers, and 10% for most coated paper.

NOTE: In addition to those items identified as recycled, recycled items meeting individual specifications may be bid for other items on this contract. Recycled paper shall be given a 10% preference over virgin paper.

Change orders shall not be done at interim periods for price decreases. The vendors shall be expected to quote the lesser prices and invoice accordingly in the event that decreases occur during each of the 90-day periods. Decreases may be done at the normal 90-day timetable, but shall not be changed via change order until the next 90-day cycle.

NO ALTERNATE TERMS SHALL BE ACCEPTED.

At any time the vendor requests a price adjustment, the purchasing division may either accept the price adjustment and amend the contract accordingly, or reject the adjustment in its entirety and cancel the contract.

Vendors should indicate the brand names for all items bid. Samples may be required for any and all of the items bid. When/if samples are requested, vendors must submit samples within 10 days of the request for the bid on that item or group of items will be rejected. Vendors bidding should include mill swatch books (covering all applicable items) with their bid. Successful bidder(s) may also be required to furnish swatch books to any and all agencies upon request throughout the life of this contract.

NOTE: “PM” in the unit of measure column = per thousand

NOTE: All quantities are estimates and are not to be construed as any guarantee of any quantity.

Contract Coordinator

Vendors should complete the vendor contract coordinator information at the end of the pricing pages. If the individual who “manages” any subsequent contract is a different person, please list that information also.

Reports

Successful vendor shall be required to submit quarterly reports of all purchases against the contract. Additionally, vendor shall be required to submit an annual report that contains the total amount of purchases and the agencies which have placed orders against the contract.

Item	Description	Size	Weight	Color	Liberty Distributors	
					Price Per 1,000	
1	bond: #1 watermark, sulphite	8-1/2 x 11	20#	white	\$10.68	
4	bond: #4 premium	8-1/2 x 11	20#	white	\$6.19	
5	bond: #4 premium	8-1/2 x 14	20#	white	\$8.48	
6	bond: #4 premium	11 x 17	20#	white	\$13.35	
8	bond: #4 premium	17-1/2 x 22-1/2	20#	white	\$25.05	
9	bond: #4 premium	23 x 35	20#	white	\$51.95	
10	bond: #4 premium	25 x 38	20#	white	\$61.10	
11	bond: #4 premium, 3 hole punch, unlined	8-1/2 x 11	20#	white	\$6.65	
12	bond: #4 premium recycled, 3 hole punch, u	8-1/2 x 11	20#	white	\$7.20	
13	bond: #4 premium recycled	8-1/2 x 11	20#	white	\$6.75	
14	bond: #4 premium recycled	8-1/2 x 11	20#	colors	\$7.15	
15	bond: #4 premium recycled	8-1/2 x 14	20#	white	\$9.20	
16	bond: #4 premium recycled	8-1/2 x 14	20#	colors	\$9.70	
17	bond: #4 premium recycled	11 x 17	20#	white	\$14.45	
18	bond: #4 premium recycled	11 x 17	20#	colors	\$15.20	
25	offset: #2 coated, regular, smooth	19 x 25	70#	white	\$49.65	
26	offset: #2 coated, regular, smooth	19 x 25	80#	white	\$56.75	
27	offset: #2 coated, regular, smooth	19 x 25	100#	white	\$70.90	
28	offset: #2 coated, regular, smooth	23 x 35	60#	white	\$75.85	
29	offset: #2 coated, regular, smooth	23 x 35	70#	white	\$84.40	
30	offset: #2 coated, regular, smooth	23 x 35	80#	white	\$96.50	
31	offset: #2 coated, regular, smooth	23 x 35	100#	white	\$119.90	
33	offset: #2 coated, regular, smooth	25 x 38	70#	white	\$99.30	
34	offset: #2 coated, regular, smooth	25 x 38	80#	white	\$113.50	
35	offset: #2 coated, regular, smooth	25 x 38	100#	white	\$141.90	
37	offset: #2 coated, regular, smooth	28 x 40	70#	white	\$117.00	
38	offset: #2 coated, regular, smooth	28 x 40	80#	white	\$134.10	
39	offset: #2 coated, regular, smooth	28 x 40	100#	white	\$167.40	
44	offset: #2 recycled, coated, regular, smooth	19 x 25	70#	white	\$78.75	
45	offset: #2 recycled, coated, regular, smooth	19 x 25	80#	white	\$90.00	
47	offset: #2 recycled, coated, regular, smooth	23 x 35	70#	white	\$122.50	
48	offset: #2 recycled, coated, regular, smooth	23 x 35	80#	white	\$153.00	
50	offset: #2 recycled, coated, regular, smooth	25 x 38	70#	white	\$157.50	
51	offset: #2 recycled, coated, regular, smooth	25 x 38	80#	white	\$180.00	
52	offset: #1 regular finish	8-1/2 x 11	50#	white	\$6.25	
53	offset: #1 regular finish	8-1/2 x 11	60#	white	\$7.30	
54	offset: #1 regular finish	8-1/2 x 11	70#	white	\$7.30	
58	offset: #1 regular finish	8-1/2 x 14	60#	white	\$10.00	
60	offset: #1 regular finish	11 x 17	50#	white	\$13.40	
61	offset: #1 regular finish	11 x 17	60#	white	\$15.70	
62	offset: #1 regular finish	11 x 17	70#	white	\$18.30	
63	offset: #1 regular finish	17-1/2 x 22-1/2	50#	white	\$25.20	
64	offset: #1 regular finish	17-1/2 x 22-1/2	60#	white	\$29.80	
65	offset: #1 regular finish	17-1/2 x 22-1/2	70#	white	\$34.60	
66	offset: #1 regular finish	19 x 25	50#	white	\$30.70	
67	offset: #1 regular finish	19 x 25	60#	white	\$35.80	
68	offset: #1 regular finish	19 x 25	70#	white	\$41.80	
69	offset: #1 regular finish	23 x 35	50#	white	\$52.20	
70	offset: #1 regular finish	23 x 35	60#	white	\$60.85	
71	offset: #1 regular finish	23 x 35	70#	white	\$71.00	
72	offset: #1 regular finish	25 x 38	50#	white	\$61.40	
73	offset: #1 regular finish	25 x 38	60#	white	\$71.60	
74	offset: #1 regular finish	25 x 38	70#	white	\$83.50	
75	offset: #1 vellum	8-1/2 x 11	50#	white	\$6.25	
76	offset: #1 vellum	8-1/2 x 11	60#	white	\$7.30	
79	offset: #1 vellum	8-1/2 x 11	60#	colors	\$8.45	
80	offset: #1 vellum	8-1/2 x 11	70#	colors	\$9.85	

81	offset: #1 vellum	11 x 17	50#	white	\$13.40
82	offset: #1 vellum	11 x 17	60#	white	\$15.70
85	offset: #1 vellum	11 x 17	60#	colors	\$17.60
86	offset: #1 vellum	11 x 17	70#	colors	\$20.50
87	offset: #1 vellum	17-1/2 x 22-1/2	50#	white	\$25.20
88	offset: #1 vellum	17-1/2 x 22-1/2	60#	white	\$29.80
91	offset: #1 vellum	23 x 35	50#	white	\$52.20
92	offset: #1 vellum	23 x 35	60#	white	\$60.85
96	offset: #1 vellum	23 x 35	60#	colors	\$72.50
97	offset: #1 vellum	23 x 35	70#	colors	\$84.50
105	cover: #3 coated	20 x 26	80#	white	\$112.00
106	cover: #3 coated	23 x 35	80#	white	\$173.65
107	cover: #3 coated	20 x 26	100#	white	\$140.00
108	cover: #3 coated	23 x 35	100#	white	\$217.10
109	offset: #1 opaque, cover	8-1/2 x 11	65#	white	\$17.00
110	offset: #1 opaque, cover	8-1/2 x 11	80#	white	\$20.90
111	offset: #1 opaque, cover	8-1/2 x 11	65#	colors	\$17.65
113	index: #4	8-1/2 x 11	90#	white	\$15.70
114	index: #4	8-1/2 x 11	90#	colors	\$16.65
115	index: #4	8-1/2 x 11	110#	white	\$18.50
116	index: #4	8-1/2 x 11	110#	colors	\$19.70
117	index: #4	22-1/2 x 35	90#	white	\$131.90
118	index: #4	25-1/2 x 30-1/2	90#	white	\$130.40
119	index: #4	22-1/2 x 35	90#	colors	\$140.10
120	index: #4	25-1/2 x 30-1/2	90#	colors	\$138.60
125	index: #4 recycled	22-1/2 x 35	90#	white	\$131.90
127	index: #4 recycled	22-1/2 x 35	90#	colors	\$140.10
129	carbonless: 2 part	8-1/2 x 11			\$10.70
130	carbonless: 3 part, straight	8-1/2 x 11			\$12.05
131	carbonless: 4 part, straight	8-1/2 x 11			\$12.85
132	carbonless: 5 part, straight	8-1/2 x 11			\$13.30
134	carbonless: 2 part, straight	8-1/2 x 14			\$13.60
135	carbonless: 3 part, straight	8-1/2 x 14			\$15.35
136	carbonless: 4 part, straight	8-1/2 x 14			\$16.40
137	carbonless: 5 part, straight	8-1/2 x 14			\$17.00
139	carbonless: 2 part, straight	11 x 17			\$21.35
140	carbonless: 3 part, straight	11 x 17			\$24.10
141	carbonless: 4 part, straight	11 x 17			\$25.75
142	carbonless: 5 part, straight	11 x 17			\$26.65
143	carbonless: 2 part, reverse	8-1/2 x 11			\$10.70
144	carbonless: 3 part, reverse	8-1/2 x 11			\$12.05
145	carbonless: 4 part, reverse	8-1/2 x 11			\$12.85
146	carbonless: 5 part, reverse	8-1/2 x 11			\$13.30
147	carbonless: 6 part, reverse	8-1/2 x 11			\$13.70
148	carbonless: 2 part, reverse	8-1/2 x 14			\$13.60
149	carbonless: 3 part, reverse	8-1/2 x 14			\$15.35
150	carbonless: 4 part, reverse	8-1/2 x 14			\$16.40
151	carbonless: 5 part, reverse	8-1/2 x 14			\$17.00
153	carbonless: 2 part, reverse	11 x 17			\$21.35
154	carbonless: 3 part, reverse	11 x 17			\$24.10
155	carbonless: 4 part, reverse	11 x 17			\$25.75
156	carbonless: 5 part, reverse	11 x 17			\$26.65
158	carbonless: 4 part, reverse	17-1/2 x 22-1/2			\$55.00
159	carbonless: cb	8-1/2 x 11		white	\$11.95
160	carbonless: cb	8-1/2 x 11		color	\$12.10
161	carbonless: cfb	8-1/2 x 11		white	\$14.50
162	carbonless: cfb	8-1/2 x 11		color	\$14.65
163	carbonless: cf	8-1/2 x 11		white	\$8.50
164	carbonless: cf	8-1/2 x 11		color	\$9.40
165	carbonless: cb	8-1/2 x 14		white	\$15.10
166	carbonless: cb	8-1/2 x 14		color	\$15.40
167	carbonless: cfb	8-1/2 x 14		white	\$18.40
168	carbonless: cfb	8-1/2 x 14		color	\$18.65
169	carbonless: cf	8-1/2 x 14		white	\$10.85
170	carbonless: cf	8-1/2 x 14		color	\$11.95
171	carbonless: cb	11 x 17		white	\$23.90



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Purchase Order

PURCHASE ORDER NO.
 PAPER09B

PAGE:

BLANKET RELEASE
 00

CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

*709055310 304-547-0414
 LIBERTY DISTRIBUTORS INC
 PO BOX 498
 TRIADELPHIA WV 26059

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
01/28/2009		NET 30		\$50677029			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: PAPER09B							
LINE	CATNO	ITEM	NUMBER	DESCRIPTION		QTY	DATE
0001		395-50		MISCELLANEOUS PAPER-COMPUTER-TYPING		_____	_____
SIGNATURE _____				DATE _____			
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							TOTAL

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE