

**COPIER OPERATIONS TIP OF THE MONTH
OCTOBER 2018**

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.

Please call me if you have any questions.

Pete Patellis Customer Service Specialist TeamWorks Central Montgomery County Public Schools
301-279-3110

Finally, remember I am only a phone call away and you can contact me on Outlook (Peter_D_Patellis@mcpsmd.org) for everything you need for your copier.