



Office Papers Collection

Our complete line of office papers makes your work look great, from black-and-white copying to color printing.



CERTIFICATIONS



ColorLok® Technology

As the standard for richer colors, bolder blacks, and faster drying times, ColorLok® Technology delivers a more consistent, higher quality digital printing performance.

Inkjet Benefits

- Vibrant colors
- Bolder, sharper text and graphics
- Improved duplex printing
- Faster drying for reduced smearing

Laser Benefits

- Improved reliability
- Better print quality and performance



The Forest Stewardship Council® (FSC®) promotes environmentally appropriate, socially beneficial, and economically viable management of the world's working forests through the development of forest management standards. FSC® certification has become the gold standard by which responsible forestry is judged and is the recognized choice of over 85 leading environmental groups worldwide.



The Sustainable Forestry Initiative® (SFI®) is an independent, not-for-profit forest and paper certification program that integrates the perpetual growing and harvesting of trees with the preservation of wildlife, plants, soil, water, and air quality. In order to be certified, participants in the SFI® program must undergo a thorough, third-party review of their operations.



Domtar delivers a complete collection of office papers with superior performance and exceptional results you can trust from everyday copies to full-color professional documents.

Xerox® Paper—Premium quality paper crafted to provide superior results and perform flawlessly to meet the demands of professional office environments.

Lettermark® Paper—Lettermark® provides a wide selection of office papers that deliver exceptional performance for home, office, or high-volume printing needs.

EarthChoice® Office Paper—A line of sustainability-focused papers, created to help individuals and businesses meet personal and professional environmental responsibility goals.

All Domtar papers are made in North American paper mills that support local communities and are responsibly sourced from small landowners with the highest level of commitment to their family's land. By choosing to print on Domtar Paper, you're making a sustainable choice for the environment and the North American economy.

Domtar is committed to delivering products when and where you need them with mills and warehouses throughout the United States and Canada to better serve you.



Every business is different, but whether you work for yourself or on a team, you know that everything you bring forward has the ability to enhance your professional reputation. When your work needs to “wow” your audience and make an unforgettable impression, don’t settle for the ordinary—let Xerox® Paper showcase your ideas and messages in the best possible light. With the widest range of paper for all your business needs, Xerox® Paper sets the standard for rich image quality that gets noticed and easy readability on any printer or copier. From multipurpose printer papers to digital printing, let Xerox® Paper help you look your best.

xerox™

Trademark Licensee



Xerox® Vitality® features elevated product quality and ColorLok® Technology. Trust Xerox® Vitality® to deliver flawless, worry-free printing that keeps your business moving. Whether you're a professional printer, or using a desktop printer in your home office, you can always expect better results.

Xerox® Vitality® Pastel Multipurpose Paper is colored paper, versatile enough for most jobs in 6 vibrant colors. Great for color coding and organizing. Designed to run in all types of printers and copiers. Environmentally responsible with 30% post-consumer recycled and FSC® certified fiber.

Xerox® Bold Professional™ Premium Quality Printer Paper is brighter, whiter and thicker (featuring quality you can both see and feel). This makes it the optimal choice for presentations, proposals, and reports—as well as graphs, charts, and images.

Xerox® Bold Digital™ Printing Paper gives you the ability to turn even the most ambitious digital printed piece into a reality. Plus it's known for flawless performance on any digital printer or copier, giving professional printers the peace of mind knowing the end result will be extraordinary.

To learn more about the entire Xerox® Paper and Specialty Media product offering, please visit xeroxpaperusa.com or xeroxpaper.ca.



Xerox® Vitality® Multipurpose Printer Paper

Basis Weight	GSM	Brightness GE	Opacity	Smoothness	Caliper
20	75	92	90	160	4.1
24	90	92	92	160	4.6

Stocking Information

Basis Weight	Item Code	Description	Sheets/Ream	Reams/Carton	Sheets/Carton	Cartons/Pallet
20	3R02047	8.5 x 11 (Paper Ream Wrap)	500	10	5,000	40
	3R02047PY	8.5 x 11 (Poly Ream Wrap)	500	10	5,000	40
	3R11415	8.5 x 11 Xpress Pack (No Ream Wrap)	Bulk	—	2,500	80
	3R02641	8.5 x 11 3 Hole Punch (Paper Ream Wrap)	500	10	5,000	40
	3R02051	8.5 x 14 (Paper Ream Wrap)	500	10	5,000	30
	3R03761	11 x 17 (Paper Ream Wrap)	500	5	2,500	40
24	3R02531	8.5 x 11 (Paper Ream Wrap)	500	10	5,000	40
	3R11414	8.5 x 11 Xpress Pack (No Ream Wrap)	Bulk	—	2,000	80
	3R03317	8.5 x 11 3 Hole Punch (Paper Ream Wrap)	500	10	5,000	40
	3R03871	11 x 17 (Paper Ream Wrap)	500	5	2,500	40

Xerox® Vitality® Multipurpose Printer Paper, 30% Recycled

Basis Weight	GSM	Brightness GE	Opacity	Smoothness	Caliper	PC Fiber
20	75	92	90	160	4.1	30%

Stocking Information

Basis Weight	Item Code	Description	Sheets/Ream	Reams/Carton	Sheets/Carton	Cartons/Pallet
20	3R06296	8.5 x 11	500	10	5,000	40
	3R06299	11 x 17	500	5	2,500	40

Xerox® Vitality® Pastel Multipurpose Paper

Basis Weight	GSM	Brightness GE	Opacity	Smoothness	Caliper	PC Fiber
20	75	—	—	160	4.0	30%

Stocking Information

Basis Weight	Color	Item Code	Description	Sheets/ Ream	Reams/ Carton	Sheets/ Carton	Cartons/ Pallet
20	Blue	3R11050	8.5 x 11	500	10	5,000	40
	Green	3R11051		500	10	5,000	40
	Pink	3R11052		500	10	5,000	40
	Yellow	3R11053		500	10	5,000	40
	Goldenrod	3R11055		500	10	5,000	40
	Ivory	3R11056		500	10	5,000	40

* All reams wrapped in paper ream wrap.

NOTE: Color swatches are for representation only and may not be an exact match.

Xerox® Bold Professional™ Premium Quality Printer Paper

Basis Weight	GSM	Brightness GE	Opacity	Smoothness	Caliper	PC Fiber
24	90	98	92	100	4.6	—

Stocking Information

Basis Weight	Item Code	Description	Sheets/Ream	Reams/ Carton	Sheets/ Carton	Cartons/ Pallet
24	3R13038	8.5 x 11 (Bilingual Poly Ream Wrap)	500	5	2,500	64
	3R13038PEN	8.5 x 11 (English Only Poly Ream Wrap)	500	5	2,500	64

Xerox® Bold Digital™ Printing Paper

Basis Weight	GSM	Brightness GE	Opacity	Smoothness	Caliper	PC Fiber
TEXT						
24/60	90	98	92	60	4.0	—
28/70	105	100	94	60	4.7	—
32/80	120	100	95	60	5.3	—
COVER						
60	163	100	97	60	7.5	—
80	216	100	98	80	10.1	—
100	270	100	99	80	13.1	—

Stocking Information

Basis Weight	Item Code	Description	Sheets/Ream	Reams/Carton	Sheets/Carton	Cartons/Pallet	ColorLok®
TEXT							
24/60	3R11540	8.5 x 11 (Paper Ream Wrap)	500	10	5,000	40	•
	3R11540PY	8.5 x 11 (Retail Poly Ream Wrap)	500	10	5,000	40	•
	3R11542R	8.5 x 14 (Paper Ream Wrap)	500	8	4,000	30	•
	3R11543R	11 x 17 (Paper Ream Wrap)	500	5	2,500	40	•
28/70	3R11760	8.5 x 11 (Paper Ream Wrap)	500	8	4,000	32	•
	3R11760PY	8.5 x 11 (Retail Poly Ream Wrap)	500	8	4,000	32	•
	3R20150	8.5 x 14 (Paper Ream Wrap)	500	6	3,000	36	•
	3R11762	17 x 11* (Paper Ream Wrap)	500	4	2,000	32	•
	3R11763	18 x 12* (Paper Ream Wrap)	500	4	2,000	32	—
32/80	3R11764	8.5 x 11 (Paper Ream Wrap)	500	8	4,000	32	•
	3R11764PY	8.5 x 11 (Retail Poly Ream Wrap)	500	8	4,000	32	•
	3R11765	17 x 11* (Paper Ream Wrap)	500	4	2,000	32	•
	3R11766	18 x 12* (Paper Ream Wrap)	500	4	2,000	32	—
COVER							
60	3R11767	8.5 x 11 (Paper Ream Wrap)	250	10	2,500	32	•
80	3R11770	8.5 x 11 (Paper Ream Wrap)	250	8	2,000	32	—
	3R11771	17 x 11* (Paper Ream Wrap)	250	4	1,000	32	—
	3R11772	18 x 12* (Paper Ream Wrap)	250	4	1,000	32	—
100	3R11774	8.5 x 11 (Paper Ream Wrap)	250	6	1,500	32	—
	3R11775	17 x 11* (Paper Ream Wrap)	250	3	750	32	—
	3R11776	18 x 12* (Paper Ream Wrap)	250	3	750	32	—

*Short grain



LETTERMARK®

The Lettermark® collection of papers is crafted to uphold important messages, productivity, and creations. This brand is backed by the unbeatable commitment to product quality, service, and sustainability that you've come to expect from Domtar. Whether maintaining a fast pace in a high-volume print environment, beginning your next strategic endeavor, capturing a creative idea or starting at square one to learn something new, trust the options in the Lettermark brand as your everyday paper of choice. Lettermark helps you make your mark on the world. Where you take it from there is up to you.





Lettermark® Copy Paper

Think of Lettermark® Copy Paper as the platform where great ideas begin. Featuring 92 brightness and ColorLok® Technology, this paper delivers pops of color and bolder blacks on a wide variety of laser and inkjet printing equipment. Available in popular office sizes and convenient small packs, it meets the needs of a variety of office and home environments.

Lettermark® Premium Paper

Share your ideas with the world using Lettermark® Premium Paper. Whether printing at home or at the office, this paper features 96 brightness and overall elevated print quality on both laser and inkjet printers. It's the optimal solution for documents that require crisp text, enhanced color, and double-sided printing. End uses include memos, newsletters, flyers, and reports.

Lettermark® Colors Multipurpose

With its eye-pleasing pastel palette, Domtar's Lettermark® Colors Multipurpose is perfect for those documents that need to stand out. Whether you are looking to stay organized, generate attention or make a visual impact, trust Lettermark Colors Multipurpose to help you make your mark on the world.

Lettermark® Punched & Perforated Papers

Lettermark® Punched & Perforated Papers offer a full line of options that complement the Lettermark Copy Paper family. Dependable performance and reliable results make these great for everyday use – and perfect for a variety of industries.



ColorLok® Technology only available on Lettermark® Copy, Premium, and Punched & Perforated Papers.



Lettermark® Copy Paper

Basis Weight	GSM	Brightness GE	Opacity	Smoothness	Caliper
20	75	92	88	160	4.0
24	90	92	90	160	4.6

Stocking Information

Basis Weight	Item Code	Description	Sheets/ Ream	Reams/ Carton	Sheets/ Carton	Cartons/ Pallet
20	4023	8.5 x 11 3-Ream	500	3	1,500	128
	3974	8.5 x 11 5-Ream	500	5	2,500	80
	3975	8.5 x 11 8-Ream	500	8	4,000	48
	4027	8.5 x 11 400 Sheet Ream	400	12	4,800	40
	4026	8.5 x 11 800 Sheet Ream	800	6	4,800	40
	3970	8.5 x 11	500	10	5,000	40
	3971	8.5 x 11 3-Hole Punch	500	10	5,000	40
	3972	8.5 x 14	500	10	5,000	30
	3973	11 x 17	500	5	2,500	40
24	3976	8.5 x 11	500	10	5,000	32
	3977	11 x 17	500	5	2,500	32

Lettermark® Premium Paper

Basis Weight	GSM	Brightness TAPPI/ISO	Opacity	Smoothness	Caliper
20	75	96/98	90	160	4.0
24	90	96/98	92	160	4.6

Stocking Information

Basis Weight	Item Code	Description	Sheets/ Ream	Reams/ Carton	Sheets/ Carton	Cartons/ Pallet
20	3984	8.5 x 11	500	10	5,000	40
	3988	8.5 x 11 5-Ream	500	5	2,500	80
	3985	8.5 x 11 3-Hole Punch	500	10	5,000	40
	3986	8.5 x 14	500	10	5,000	30
	3987	11 x 17	500	5	2,500	40
24	3990	8.5 x 11	500	10	5,000	32
	3991	8.5 x 11 3-Hole Punch	500	10	5,000	32
	3992	8.5 x 14	500	10	5,000	30
	3993	11 x 17	500	5	2,500	32

Lettermark® Colors Multipurpose

Basis Weight	GSM	Smoothness	Caliper	PC Fiber
20	75	160	4.0	30%

Stocking Information

Basis Weight	Color	Item Code	Description	Sheets/ Ream	Reams/ Carton	Sheets/ Carton	Cartons/ Pallet
20	Blue	94284	* 8.5 x 11	500	10	5,000	40
		94286	8.5 x 14	500	10	5,000	12
		94287	11 x 17	500	5	2,500	40
	Canary	94290	* 8.5 x 11	500	10	5,000	40
		94292	8.5 x 14	500	10	5,000	12
		94293	11 x 17	500	5	2,500	40
	Cream	94296	8.5 x 11	500	10	5,000	40
	Goldenrod	94299	* 8.5 x 11	500	10	5,000	40
	Gray	94302	8.5 x 11	500	10	5,000	16
	Green	94304	* 8.5 x 11	500	10	5,000	40
		94306	8.5 x 14	500	10	5,000	12
		94307	11 x 17	500	5	2,500	40
	Ivory	94308	8.5 x 11	500	10	5,000	16
	Orchid	94311	8.5 x 11	500	10	5,000	16
	Pink	94314	* 8.5 x 11	500	10	5,000	40
	Salmon	94318	8.5 x 11	500	10	5,000	16

* Full pallets only.

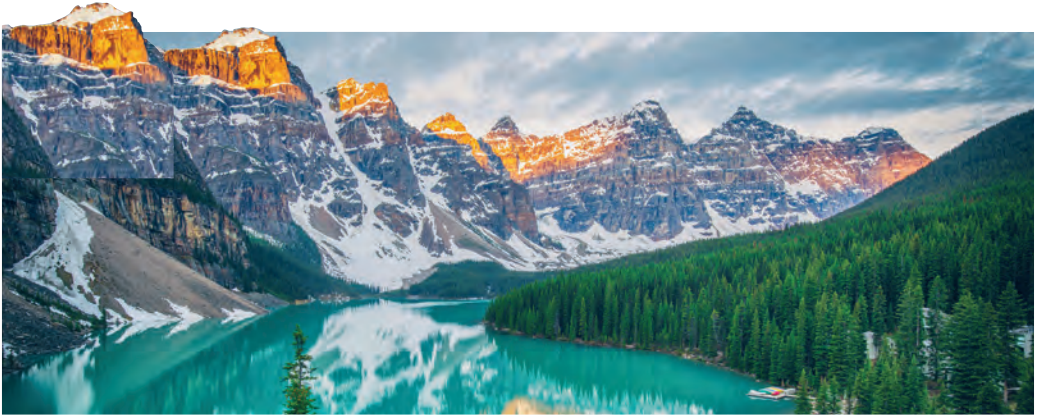
NOTE: Color swatches are for representation only and may not be an exact match. Lettermark® Colors Multipurpose do not include ColorLok® Technology.

Lettermark® Punched & Perforated Papers

Basis Weight	GSM	Brightness GE	Opacity	Smoothness	Caliper
20	75	92	88	160	4.0
24	90	92	90	160	4.6

Stocking Information

Size	Basis Weight	Item Code	Description	Sheets/Ream	Reams/Carton	Sheets/Carton	Cartons/Pallet
8.5 x 11	20	8821	Micro Perf at 3 2/3" from the bottom	500	5	2,500	80
		8822	Micro Perf at 3 1/2" from the bottom	500	5	2,500	80
		8823	Micro Perf at 5 1/2"	500	5	2,500	80
		8824	Micro Perf every 3 2/3"	500	5	2,500	80
		8825	5 Hole Left	500	5	2,500	80
		8826	19 Hole GBC Right	500	5	2,500	80
		8827	2 Hole Top	500	5	2,500	80
		8828	5 Hole Top, 5/16" Holes	500	5	2,500	80
		8829	5 Hole Top, 1/4" Holes	500	5	2,500	80
		8830	7 Hole Left	500	5	2,500	80
		8831	7HP - 5HP Left/2HP Top	500	5	2,500	80
	24	8832	Micro Perf at 3 2/3" from the bottom	500	5	2,500	64
		8833	Micro Perf at 3 1/2" from the bottom	500	5	2,500	64
		8834	Micro Perf at 5 1/2"	500	5	2,500	64
		8835	Micro Perf every 3 2/3"	500	5	2,500	64



EarthChoice® **EarthChoice® is more than paper. It's peace of mind.**

We all need a dependable office paper and a healthy, protected planet. EarthChoice® Office Paper helps companies and individuals enhance their sustainability and performance efforts by making both possible. The line features a variety of options, all of which are sourced from North American forests where endangered species are protected, workers are provided with fair wages and the rights of indigenous peoples are respected. The entire EarthChoice line of office papers meets the standards of the Forest Stewardship Council® (FSC®) certified by Preferred by Nature, so that you or your business can achieve your environmental responsibility goals.



EarthChoice® Office Paper

Choosing EarthChoice® Office Paper for your everyday printing needs reflects a commitment to both the environment and your business. This exceptional everyday paper runs smoothly on copiers, laser printers, and desktop inkjet printers and features 92 brightness and ColorLok® Technology.

EarthChoice®30 Recycled Office Paper

When it comes to both quality and environmental responsibility, EarthChoice®30 Recycled Office Paper delivers. It contains 30% post-consumer recycled fiber and features an eye-pleasing 92 brightness as well as ColorLok® Technology. Expect flawless performance on copiers, laser printers, and desktop inkjet printers allowing your business to deliver on productivity, and reach sustainability goals.



EarthChoice® Office Paper

Basis Weight	GSM	Brightness GE	Opacity	Smoothness	Caliper	PC Fiber
20	75	92	88	160	4.0	—

Stocking Information

Basis Weight	Item Code	Description	Sheets/Ream	Reams/ Carton	Sheets/ Carton	Cartons/ Pallet
20	2700	8.5 x 11	500	10	5,000	40
	3967	8.5 x 11 5-Ream	500	5	2,500	80
	1970	8.5 x 11 Load N Go	Bulk	—	2,500	80
	2701	8.5 x 11 3-Hole Punch	500	10	5,000	40
	2702	8.5 x 14	500	10	5,000	30
	2703	11 x 17	500	5	2,500	40

EarthChoice®30 Recycled Office Paper

Basis Weight	GSM	Brightness GE	Opacity	Smoothness	Caliper	PC Fiber
20	75	92	88	160	4.0	30%

Stocking Information

Basis Weight	Item Code	Description	Sheets/Ream	Reams/ Carton	Sheets/ Carton	Cartons/ Pallet
20	1842	8.5 x 11	500	10	5,000	40
	3965	8.5 x 11 3-Hole Punch	500	10	5,000	40
	3964	8.5 x 14	500	10	5,000	30
	3963	11 x 17	500	5	2,500	40

UNDERSTANDING BASIS WEIGHTS

Common Basis Weights



20 lb. papers are:

- Most common and economical
- Great for everyday home and office printing

COMMON USES:

- › Emails
- › Internal documents
- › Drafts
- › Spreadsheets



Common heavier papers are:

- 24 lb., 28 lb. and 32 lb.
- Sturdier to withstand handling and repeated use
- Thicker to minimize show-through when printing double-sided
- Great way to add a professional feel to your documents

COMMON USES:

- › Presentations
- › Proposals
- › Newsletters
- › Premium color copies



Card or cover stock papers are:

- 60 lb. to 100 lb.
- Heavier and stiffer than text weights
- Great for things that will be handled or hung

COMMON USES:

- › Posters
- › Report covers
- › Mailers
- › Brochures



DOMTAR.COM/INSPIRATION

Check out the new site!

Our paper.domtar.com website has a new home at domtar.com/inspiration. Filled with curated content that is engaging, educational and inspiring, it's your go-to resource for the world of print and paper.

Visit domtar.com/inspiration or scan the QR code to explore the all new look!



bit.ly-479alM1


Domtar

PAPER HANDLING & STORAGE

Best Practices in the Workplace

Paper Storage



1 Store paper away from: direct sunlight, external doorways or near heating or ventilation units.

2 Stack cartons horizontally on a solid surface vs. on end.

3 Stack cartons on pallets or store reams and cartons on solid shelving to prevent direct contact with the floor where they can absorb moisture.

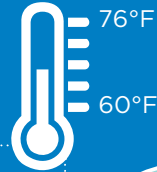
DID YOU KNOW...

Ream wrap has a vapor proof finish to protect the paper from air that is too dry or too humid.

Environment

Optimal conditions for copy rooms & printing areas:

Temperature



Humidity
40% - 60%

TIP:

Give paper time to acclimate. Leave paper in a temperature-controlled environment for 24 hours before opening cartons or removing ream wrappers.

DID YOU KNOW...

Changes in temperature and humidity have a significant effect on paper.

Performance

- Allow paper to reach room temperature before unwrapping.
- Keep paper wrapped until ready to load into the printer.
- If a wrapper is torn or only a portion of paper is used, reseal the ream to prevent moisture.



PROPER LOADING TIPS:

Before placing a ream of paper in the tray, gently fan the edges of the sheet to prevent double feeding.

Are the reams free of obvious defects?

- Check for bent edges or corners, wrinkles or uneven (poorly cut) pages prior to loading into the paper tray.

Is paper jamming?

- Turn paper over or flip it end for end.
- Use a fresh, unopened ream—the paper may be picking up or losing moisture while in the printer.

Sustainability Best Practices



- Buy paper with either the SFI® or FSC® logo on the package.
- Place paper recycling bins where they are visible and accessible.



PAPER CONNECTS US.

It brings moments, ideas and dreams to life, capturing them in a vibrant and tactile way. Our paper gives shape, provides security, stakes a claim and always has a story to tell. As master makers and purveyors of fine uncoated communication and specialty papers, collaboration and discovery in all things paper is the soul of what we do. Domtar is proud to play an important role in all the ways paper is part of creating everyday connections.



To learn more, visit [domtar.com](https://www.domtar.com) or find us on Facebook, Instagram, or LinkedIn.



DomtarPaper



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