

**COPIER OPERATIONS TIP OF THE MONTH
NOVEMBER 2024**

**Team Works Copies Repair Service
Tips & tricks**

Dear Partners,

Attention partners and other colleagues who order supplies, including toner, staples, and UPS labels:

Please email Stevarlon Green, TeamWorks Central, to order supplies:

[Stevarlon G Green@mcpsmd.org](mailto:Stevarlon.G.Green@mcpsmd.org)

DO NOT send your orders through the EGPS Customer Service dropbox, this will only delay your order.

Ms. Stevarlon Green is the **ONLY** point of contact for all your TeamWorks copier needs.

Please post this notice so that all who handle supplies in your office know how to order supplies properly.

*Thank you! As always, **please contact me with any questions**. I am only a phone call away and you can also contact me on Outlook ([Stevarlon G Green@mcpsmd.org](mailto:Stevarlon.G.Green@mcpsmd.org)).*

Stevarlon "Stev" Green
Customer Service Specialist, TeamWorks Copiers
MCPS Operations
240-740-6531