

Printing Services Printing Services Printing Services Printing Services
ONEIDA · HERKIMER · MADISON BOCES

School District _____ Date Submitted _____
 Item Name _____ Date Requested _____
 Contact Person _____ Department _____
 Tel: _____ Fax: _____ Budget Code _____
 Authorized Signature _____

<p>QUANTITY: _____</p> <p><input type="checkbox"/> 1 sided</p> <p><input type="checkbox"/> 2 sided</p> <p>Ink Color _____</p> <p>2nd Ink _____</p> <p>3rd Ink _____</p> <p>PAPER:</p> <p><input type="checkbox"/> 8.5 x 11</p> <p><input type="checkbox"/> 8.5 x 14</p> <p><input type="checkbox"/> 11 x 17</p> <p><input type="checkbox"/> Other _____</p> <p>Paper Color _____</p> <p>Cover Color _____</p> <p>Transparencies _____ (Black Only)</p> <p>NCR PAPER:</p> <p>Size _____</p> <p><input type="checkbox"/> 2 part</p> <p><input type="checkbox"/> 3 part</p> <p><input type="checkbox"/> 4 part</p> <p><input type="checkbox"/> 5 part</p> <p><input type="checkbox"/> plus tag</p>	<p>ENVELOPES:</p> <p>Quantity _____</p> <p>Ink Color _____</p> <p>2nd Ink Color _____</p> <p>Size:</p> <p><input type="checkbox"/> #10 Regular</p> <p><input type="checkbox"/> #10 Window</p> <p><input type="checkbox"/> Other _____</p>	<p>SIGN ENGRAVING:</p> <p>Sign Size _____</p> <p>Letter Size _____</p> <p>Color _____</p> <p>Lettering Desired _____</p> <p><input type="checkbox"/> Door Plate Holder</p> <p><input type="checkbox"/> Desk Holder</p>
<p>BINDERY:</p> <p><input type="checkbox"/> Pad _____ sheets/pad</p> <p><input type="checkbox"/> Collate</p> <p><input type="checkbox"/> Collate & staple</p> <p><input type="checkbox"/> Collate & 3-hole punch</p> <p><input type="checkbox"/> Collate & tape bind</p> <p><input type="checkbox"/> Perf</p> <p><input type="checkbox"/> Score</p> <p><input type="checkbox"/> Fold</p> <p><input type="checkbox"/> Tab</p> <p><input type="checkbox"/> Number: range</p>	<p>LAMINATION:</p> <p>Materials subject: _____</p> <p>Number of items: _____</p> <p>Ft.: _____</p>	
<p>SHIPPING INSTRUCTIONS:</p> <p><input type="checkbox"/> BOCES Courier <input type="checkbox"/> Deliver to address below:</p> <p><input type="checkbox"/> PJ Green for Dist. _____</p> <p><input type="checkbox"/> Customer pickup _____</p> <p>_____</p>		

SPECIAL INSTRUCTIONS: _____

PLEASE SEND THE BEST POSSIBLE ORIGINAL FOR REPRODUCTION TO ASSURE CLEAR COPIES.
 IF YOU DO NOT SPECIFY A PAPER COLOR, WHITE WILL BE USED.