



Oneida-Herkimer-Madison BOCES

# SCHOOL COMMUNICATIONS SERVICE

• Information and Technology Division •

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Date: \_\_\_\_\_ Job: \_\_\_\_\_

To: \_\_\_\_\_ From: \_\_\_\_\_

The following is a proof copy of your job. Please read it carefully as we depend on you for the correct spelling of student and employee names, as well as the accuracy of data included. Please sign the release for printing (signature is needed before printing can begin).

**SEND TO PRINT** (no corrections needed)

*If you have any problems or questions regarding your job, please notify us as soon as possible.*

## RELEASE FOR PRINTING

I have carefully read the documents to be printed, and authorize release for printing.  
I understand that any revisions requested after this will be at my expense.

AUTHORIZED SIGNATURE

*Emailing to School Communication representative confirms authorization.*