



Oneida-Herkimer-Madison BOCES

REQUEST FOR PRINTING SERVICES

School District _____ Date Submitted _____
 Item Name _____ Date Needed _____
 Contact Person _____ Department _____
 Telephone _____ Cell _____ Budget Code _____
 Authorized Signature _____ Email: _____

PRINTING

QUANTITY _____

of Originals _____

1 sided 2 sided Same as original

Paper Size

8.5 x 11 8.5 x 14 11 x 17

Other _____

Ink Colors _____

Paper Color

White _____

Color _____

Cover Stock

Color _____

ENVELOPES

Quantity _____ Size #10 Regular

Ink Colors _____ #10 Window

Other _____

NCR PAPER

Size _____

2 part 3 part 4 part 5 part Plus tag

LAMINATION

Number of Items _____ Feet _____

SIGN ENGRAVING

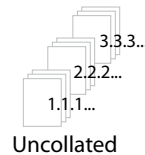
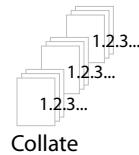
Sign Size _____ Door Plate Holder

Color _____ Desk Holder

Letter Size _____

BINDERY

- Collate
- Collate & staple
- Collate & 3-hole punch
- Collate, staple & 3-hole punch
- Collate & tape bind
- Collate & spiral
- Collate, fold & saddle stitch
- Uncollated
- Pad _____ sheets/pad
- Score
- Fold
- Tab
- Number: range _____



DELIVER TO _____
THIS ADDRESS _____

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

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