



Oneida-Herkimer-Madison BOCES

## SCHOOL COMMUNICATIONS SERVICE

• Information and Technology Division •

502 Court Street • Utica, NY 13502

**School Communications** 315.793.8610

You may need a newer version of Adobe Reader to type in & save PDF - [get a free download](#).

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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.

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**AUTHORIZED SIGNATURE**

*Emailing to School Communication representative confirms authorization.*



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# REQUEST FOR PRINTING SERVICES

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

*E-mail to OHM BOCES confirms this person's authorization*

## 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

- |   |   |
|---|---|
| <input type="checkbox"/> Collate                        | <input type="checkbox"/> Uncollated           |
| <input type="checkbox"/> Collate & staple               | <input type="checkbox"/> Pad _____ sheets/pad |
| <input type="checkbox"/> Collate & 3-hole punch         | <input type="checkbox"/> Score                |
| <input type="checkbox"/> Collate, staple & 3-hole punch | <input type="checkbox"/> Fold                 |
| <input type="checkbox"/> Collate & tape bind            | <input type="checkbox"/> Tab                  |
| <input type="checkbox"/> Collate & spiral               | <input type="checkbox"/> Number: range _____  |
| <input type="checkbox"/> Collate, fold & saddle stitch  |   |



Collate



Uncollated



Collate, fold & saddle stitch

**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**

Printing Services • OHM BOCES • 502 Court Street • Utica, NY 13502 • TEL: 793.8509 • FAX: 793.8581