

# *school* communications

ONEIDA-HERKIMER-MADISON BOCES  
INFORMATION & TECHNOLOGY DIVISION

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JOB \_\_\_\_\_

DATE \_\_\_\_\_

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 and the accuracy of data included. Please sign the release for printing (signature is needed before printing can begin).

RELEASE FOR PRINTING

*send  
to* print  
NO CORRECTIONS NEEDED



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 COMMUNICATIONS REPRESENTATIVE CONFIRMS AUTHORIZATION.



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



# THE PRINT SHOP

REQUEST FOR PRINTING SERVICES

School District and Building \_\_\_\_\_

Date Submitted \_\_\_\_\_

Item Name \_\_\_\_\_

Date Needed \_\_\_\_\_

Contact Person \_\_\_\_\_

Department \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Budget Code \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Email \_\_\_\_\_

**CONFIRM**

EMAIL TO OHM BOCES CONFIRMS THIS PERSON'S AUTHORIZATION. **DO NOT AUTHORIZE IF INFO IS MISSING.** MISSING INFO CAN DELAY PROCESSING OF JOB.

## PRINTING

**Quantity** \_\_\_\_\_

# of pages in the original document \_\_\_\_\_  
 1 sided  2 sided  Same as original

**Paper Size**

8.5 x 11  8.5 x 14  11 x 17  12 x 18  
Other \_\_\_\_\_

**Paper Color**

If you do not specify a paper color, white will be used.  
 White  
 Color \_\_\_\_\_

**Ink Colors**

Color Copy  B&W Copy  Press Ink (Color)

**Cover Paper Color**

If you do not specify a cover color, white will be used.  
 White  
 Color \_\_\_\_\_

**Cover Ink Color**

Color Copy  B&W Copy  Press Ink (Color)

**Envelopes**

Quantity \_\_\_\_\_

#10 Regular  #10 Window  
 Other \_\_\_\_\_

Ink Colors \_\_\_\_\_

**NCR Paper**

Size \_\_\_\_\_  
 2 part  3 part  4 part  5 part  Plus tag

**Lamination** Up to 24" wide by unlimited feet

Number of items \_\_\_\_\_  
Feet \_\_\_\_\_

## BINDERY

**Collate**

**Collate and staple**  
*(under 60 sheets)*

**Collate and 3-hole punch**

**Collate, staple and 3-hole punch**

**Collate and tape bind**

*(books under 18 sheets cannot be tape bound)  
(books over 110 sheets will be additional fee for hand tape)*

**Collate, fold and saddle stitch**

**Collate and spiral**  
*(under 18 sheets cannot be spiral bound)*

**Uncollated**

**Pad** \_\_\_\_\_ sheets/pad

**Score**

**Fold**

**Closure Tabs**

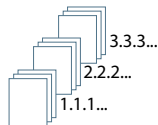
**Add Page Numbers**

**One Sided Cover**

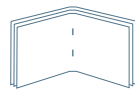
**Two Sided Cover**



Collate



Uncollated



Collate, fold & saddle stitch

## DELIVER TO THIS ADDRESS

If address is not given, delivery will default to the administration building.

## SPECIAL INSTRUCTIONS

**PLEASE SEND THE BEST POSSIBLE ORIGINAL FOR REPRODUCTION TO ASSURE CLEAR COPIES.**

Please only submit this work order once. Multiple submissions (email, courier, fax) could result in duplicate printing.