

# PRINT REQUEST FORM

Name: \_\_\_\_\_ District: \_\_\_\_\_ Building: \_\_\_\_\_

Date Sent: \_\_\_\_\_ Date Due: \_\_\_\_\_ (NO ASAP) Quantity Needed: \_\_\_\_\_ Authorization: \_\_\_\_\_

OCM BOCES & CNYRIC EMPLOYEES ONLY						
Fund	Services	Activity	Object	Location		Program
A	F		960 920	HR	0	521

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date Received

Special Instructions: \_\_\_\_\_

Please Print in : ☐ Black & White ☐ Color Ink ☐ Cover in Color Ink ONLY

Originals Are: ☐ Single Sided ☐ Double Sided ☐ Mixed

Paper Color: \_\_\_\_\_

Specialty Paper: \_\_\_\_\_

## CHECK ONE FROM EACH SECTION IN THIS BOX

### Print



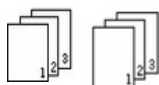
☐ One Sided



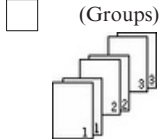
☐ Two Sided

Only Choose One

☐ Collated (Sets)



Uncollated with Slip Sheets (Groups)

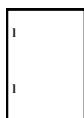


### Finishing:

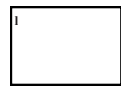
#### Staple



☐ Corner



☐ Dual



☐ Landscape



☐ Dual Landscape

#### Binding

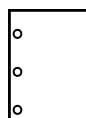


☐ Tape



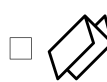
☐ Coil

#### 3-Hole



☐

#### Fold



Type of Fold

### Covers

Front

Back

☐ Printed

☐ Printed

☐ Blank

☐ Blank

Paper Color: \_\_\_\_\_

Specialty Paper: \_\_\_\_\_

### BOOKLETS



☐ Small - 5.5 x 8.5

☐ Medium - 7 x 8.5

☐ Large - 8.5 x 11

Cover: \_\_\_\_\_

### CUTTING

☐ Half

☐ Quarters

☐ Thirds

☐ Custom

☐ PADDING

Total # Of Pads Need: \_\_\_\_\_

# Of Sheets In Each Pad: \_\_\_\_\_

Backing: ☐ Chipboard ☐ Cardstock

### NCR Carbonless

☐ 2-Part

☐ 3-Part

☐ 4-Part

☐ Laminate Order

FOR OFFICE USE ONLY

25"

38"

Total Feet

Total Feet

### Poster Printing

☐ Oversize Cardstock 12x18

☐ 18x24 Poster

☐ 24x36 Poster

☐ Custom \_\_\_\_\_

## FOR OFFICE USE ONLY

### PRODUCTION CHARGES

Labor Units \_\_\_\_\_

Graphic Design \_\_\_\_\_

Envelopes \_\_\_\_\_

Posters \_\_\_\_\_

Business Cards \_\_\_\_\_

Other \_\_\_\_\_

Job #

Total Charges \_\_\_\_\_

### Printing Charges

Finished Quantity \_\_\_\_\_

Number of Originals \_\_\_\_\_

Total Impressions \_\_\_\_\_

Total Charges \_\_\_\_\_

QUESTION OR CONCERNS PLEASE  
CALL THE PRINT SHOP AT 315-433-2623

Date Completed: \_\_\_\_\_