

OCM BOCES PRINT SHOP

SUMMER PRINTING INFORMATION

The Print Shop stays open all summer! To ensure that production will be completed by the first day of school, please send job requests for the following items no later than August 1st:

- Any large orders
- All large orders of coiled books
- All large orders of tape-bound books
- All pass or pad orders for the first half of the school year
- All NCR (no carbon required) orders for the first half of the school year
- Lamination (class decor, large class sets, etc.)
- Planners
- Calendars
- Handbooks/parent guides/safety guides
- All reader booklets (including 2up staple booklets that need to be cut in half)

Please include current contact information in the event that the Print Shop needs to reach you about a job.

Summer school jobs: The Print Shop recommends utilizing online order requests for summer school materials. Please note in the job request that you're requesting summer school materials, so the Print Shop can prioritize the work accordingly.

Print Shop Summer Hours: Monday - Friday, 7:30 a.m. - 7 p.m.

PAPER OPTIONS

Paper Color	8.5x11 20#	8.5x11 Card	11x17 20#	11x17 Cardstock	8.5x14*
White	X	X	X	X	X
Blue	X	X	X	X	
Yellow	X	X	X	X	
Pink	X	X	X	X	
Green	X	X	X	X	
Gold	X	X			
Ivory	X	X	X*		
Purple	X				
Salmon	X	X			
Red	X	X	X*	X*	
Dark Green	X	X*			
SPECIAL PAPER					
NCR	2 part, 3 part, 4 part			PLEASE NOTE AVAILABILITY MAY CHANGE DUE TO SUPPLY CHAIN *LIMITED STOCK AVAILABLE	
Neon*	Blue, Yellow, Green, Pink (8.5x11 paper)				
Nevertear	8.5x11 white				
Oversized	12x18 white cardstock				

QUESTIONS OR CONCERNS?

Questions about your order? Need to cancel or change a job?
Searching for a lost job? Please contact the Print Shop at (315) 433-2623.

For WEBCRD jobs, please have the order number available when you call.

For physical production jobs, please be ready to provide your name, school, and the job type in question so that your order can be located more quickly.