St. Lawrence-Lewis BOCES

Building Futures
Creating Meaningful Lives

Board of Cooperative Educational Services

BOCES Print Shop
Ogdensburg Free Academy
1100 State Street, Room 106B
Ogdensburg, NY 13669

Phone: 315-393-3555
ext. 40302
Fax: 315-393-2014
printshop@sllboces.org

Print Request Form

Requestor Name: _____ Phone: _____ Ext._____

School: _____ Department: _____

Job Description: _____

Number of Originals: _____ Number of copies Needed: _____ Date Needed by: _____
(Please try to give us 2 weeks on larger jobs)

Printing/Copying

Ink Color:
☐ Black & White ☐ Full Color

Check below only if you need specific Pantone Colors
☐ 1 Color _____
☐ 2 Color _____, _____

☐ **Single Sided**

☐ **Double Sided** ☐ 1 to 2-sided ☐ 2 to 1-sided
☐ 2 to 2-sided ☐ Booklet

☐ **Collated** ☐ **Uncollated**

Paper Size:
☐ Letter (8.5 x 11)
☐ Legal (8.5 x 14)
☐ Tabloid (11 x 17)

Epson Wide Format Poster Print:
☐ 18 x 20 ☐ 20 x 30
☐ 24 x 36 ☐ Other _____

Standard Paper Colors:
☐ White ☐ Sun Yellow ☐ Violet ☐ Meadow Green
☐ Cream ☐ Ultra Lemon ☐ Orchid ☐ Gray
☐ Ivory ☐ Orange ☐ Blue ☐ Pastel Blue
☐ Canary ☐ Ultra Orange ☐ Sea Blue
☐ Gold ☐ Red ☐ Pastel Green

☐ **Cover Stock 80lb :** _____
(Please choose color from the list above.)

Card Stock Colors (Index):
☐ White ☐ Pastel Green
☐ Ivory ☐ Gray
☐ Blue ☐ Buff
☐ Canary ☐ Cherry

Finishing

Staples:
☐ **Corner Staple** ☐ Top Left ☐ Top Right ☐ Bottom Left ☐ Bottom Right

☐ **Two Staples** ☐ Left Side ☐ Right Side

☐ **Booklet Staples**

Hole Punched: ☐ 2 Hole ☐ Other _____ ☐ 3 Hole

Folded: ☐ Bifold (1/2) ☐ Other _____ ☐ Trifold (1/3)

☐ **Laminate** (no wider than 26")

☐ **Comb Binding** ☐ Clear Plastic Cover

Specialty Paper: ☐ Endurance (Photo quality paper)
☐ Strathmore Bond (white Stationery)
☐ Graphika Parch (certificates; ask about available colors)
☐ Cream White Felt

NCR: ☐ Letter (8.5 x 11) ☐ 2-Part ☐ 4-Part
☐ Special NCR ☐ 3-Part ☐ 5-Part
_____

Envelopes: ☐ #10 Regular ☐ #10 Window
☐ 6x9 report card ☐ Other _____

Additional Instructions: _____

_____

_____

_____

_____

_____

revised 6/2017