



ROCKLAND BOCES

FAST TURNAROUND

HIGH SPEED COPYING

LARGE FORMAT

FINISHING

PAPERS

DELIVERY



PRINT CENTERS USERS GUIDE

THE ROCKLAND BOCES

Print Centers Users Guide

This User's Guide provides comprehensive information about Rockland BOCES Print Center Services and answers the most frequently asked questions.

It is recommended that you keep a copy of this guide in the main office of each of your school buildings. Staff using Print Center Services is encouraged to contact our Print Centers at the phone numbers listed below.

We look forward to continuing to meet your printing needs as we strive to produce printed materials that reflect our high quality standards.

Kaushika Patel
Director, Technology

Print Center Locations / Contact Information

East Ramapo Central School District
Eunice Rivera, Betty Deyne
845.577.6028

Pearl River Union Free School District
Betty Deyne, Mike Bheem
845.920.7505

North Rockland Central School District
Mark Barkovich
845.942.3568



ROCKLAND BOCES PRINT SERVICE REQUEST

| | | | |
|----------------------|-------|--|--|
| SHOP USE ONLY | | | |
| INITIAL: | _____ | | |
| DATE: | _____ | | |
| JOB#: | _____ | | |
| HARD COPY: | _____ | | |
| DIGITAL: | _____ | | |
| ACCOUNT#: | _____ | | |

REQUESTING SCHOOL/DEPT: _____
 DATE SUBMITTED TO COPY CENTER: _____
 COMPLETION DATE REQUESTED: _____
 DOCUMENT NAME: _____

NUMBER OF PAGES: _____
 (IN DOCUMENT)

PAPER SIZE:

- 8.5 x 11
- 8.5 x 14
- 11 x 17

COLLATED SET:

QUANTITY: _____

UNCOLLATED: _____

- 1 SIDED TO 1 SIDED
- 1 SIDED TO 2 SIDED
- 2 SIDED TO 2 SIDED
- 2 SIDED TO 1 SIDED

PAPER COLOR: _____ *

- 3 HOLE *
- TRANSPARENCIES *

FINISHING:

- STAPLE
- DUAL STAPLE
- LANDSCAPE STAPLE
- THERMAL BIND *
- VELO BIND W/ COVER *
- VELO BIND STRIP *
- SPIRAL BIND *

- LAMINATING *
- COLOR PRINT *
- SIGNATURE BOOKLET *

COVERS: FRONT BACK

COVER COLOR: _____

INDEX STOCK OR STANDARD

FOLDING: _____
 (Please send folding sample)

PADDING CUTTING

SCHOOL: _____

Special Instructions: _____

PRINT YOUR NAME: _____

YOUR PHONE NUMBER: _____

*PRINCIPAL'S APPROVAL _____

| | | | |
|-------------------------|-----------|------------|-----------|
| SHOP USE ONLY | | | |
| <u>ER</u> | <u>CL</u> | <u>ISD</u> | <u>PR</u> |
| 5690 | 9120 | 8500 | 440 |
| 110 | 110 | 9000 | 460 |
| | | | 6100 |
| # OF IMPRESSIONS: _____ | | | |
| ADDITIONAL LABOR: _____ | | | |
| _____ | | | |
| _____ | | | |

PRINT CENTER SERVICES

From simple ditto sheets to graduation programs, the Rockland BOCES Print Centers are equipped to meet the full spectrum of printing needs of school district personnel.

With the addition of high speed, large format color copiers, there are virtually no documents that we can't print for you. The trained and knowledgeable Print Center staff can assist in a variety of ways. And in most cases, a completed job is delivered within five to seven days.

INSTRUCTIONS FOR COMPLETING REQUEST FORM *(Please write legibly):*

FILL IN ALL OF THE BLANKS INCLUDING:

- **School district** and **department**
- **Date** you are submitting the job, and when you need it completed by
 - Jobs are typically completed in 5-7 days
- **Name of the document** to be copied
- **Number of pages** in a single copy of the document
- **Quantity** of copies requested
- **One- or two-sided** options available (do you want print on front and back?)
- **Other options** available by checking boxes
 - Size, color, cover, cutting, folding, collation, and more available
 - Examples of options are available in this guide
- **Binding** available for documents 15-125 pages
 - See **Other Services Available** section for more information on binding
- **Special instructions** and requests beyond the options given can be written at the bottom of the request form. Please write legibly and clearly so you get the final product you want!
- Print your **name** and **phone number** at the bottom.

IMPORTANT TO NOTE:

- **Copyrighted materials** cannot be printed in part, or in full, unless permission is granted by the author or publisher. If you have been granted permission, please keep original proof of permission on file and submit a copy along with your service request.
- **Bound books** will be cut for scanning.
- **Proofs** are available
- **Keep master copies safe** for future use. If we have to make an additional master copy, your school will be charged or we will send your order back.
- All work is logged, numbered, and completed on a **first come, first served basis**.

PAPER COLORS AND SIZES

8 1/2 X 11

STANDARD WEIGHT - 20#

1. PINK
2. CHERRY
3. GOLDENROD
4. BUFF
5. SALMON
6. LILAC
7. YELLOW
8. GREEN
9. BLUE
10. RED
11. GRAY
12. TAN
13. PARCHMENT GOLD
14. PARCHMENT WHITE
15. CERTIFICATE ROYAL -
25% cotton white (letterhead)
16. WHITE - (20# used for 1 sided copies)
17. WHITE - (24# used for 2 sided copies)
18. WHITE - (28# used for 1 color copies)
19. WHITE - (20# 3 hole paper)
20. TRANSPARENCIES

11 X 17 - 20#

1. WHITE
2. IVORY
3. GREEN
4. PINK
5. BLUE
6. YELLOW
7. ORCHID

INDEX

1. WHITE
2. IVORY
3. BLUE
4. GREEN
5. YELLOW
6. CHERRY
7. SALMON
8. RED
9. ORCHID
10. GOLD

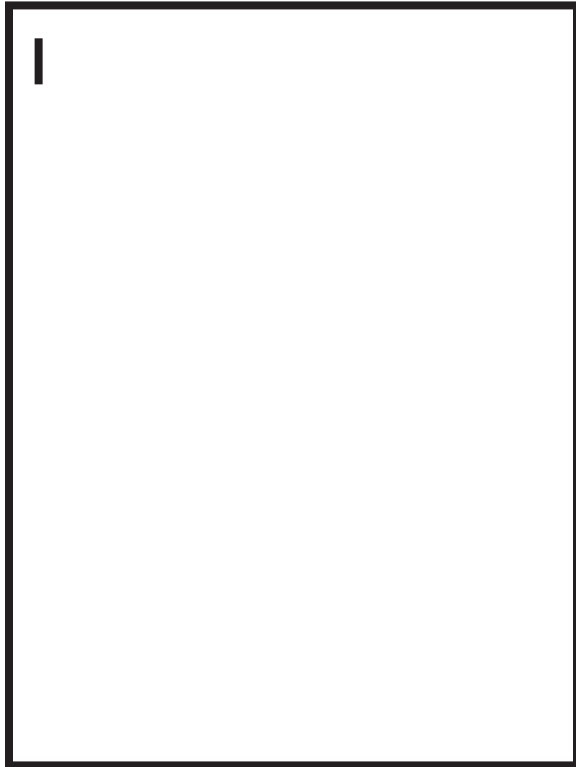
8 1/2 X 14

LEGAL - 20#

1. WHITE
2. BLUE
3. YELLOW
4. BUFF
5. GREEN
6. GOLDENROD
7. PINK

STAPLING OPTIONS

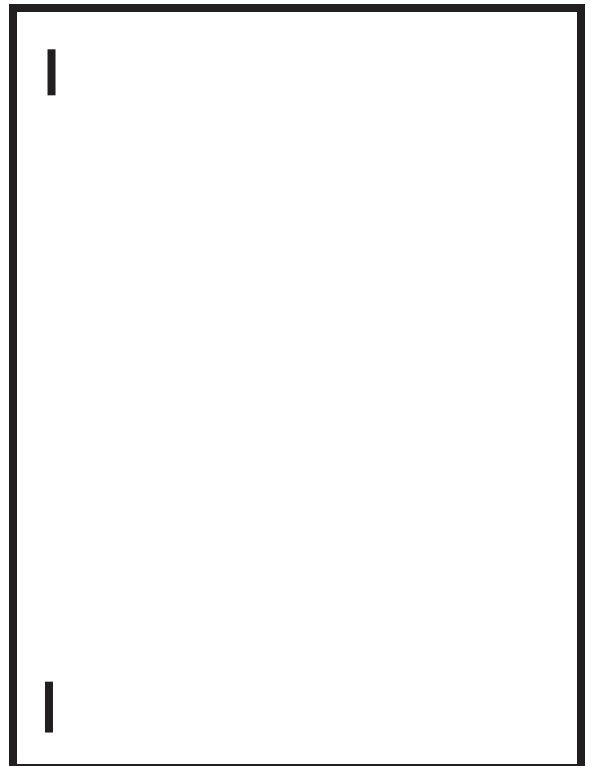
PORTRAIT STAPLE



LANDSCAPE STAPLE

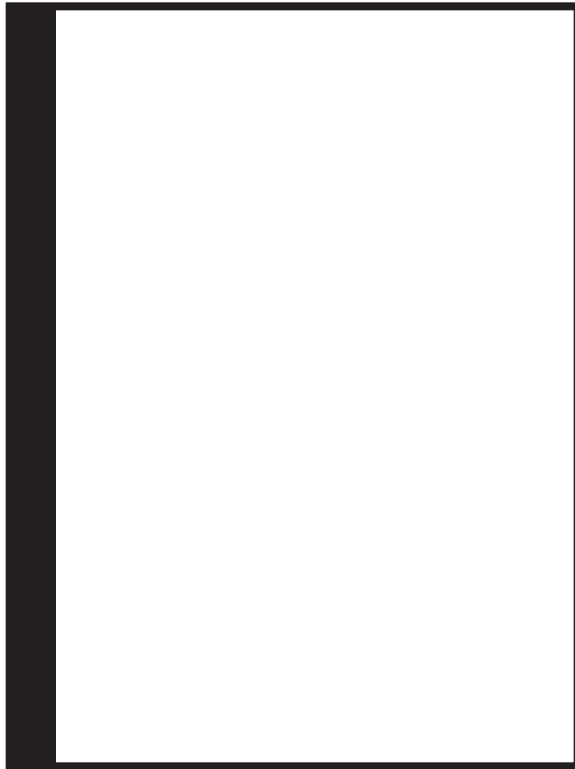


DOUBLE STAPLE

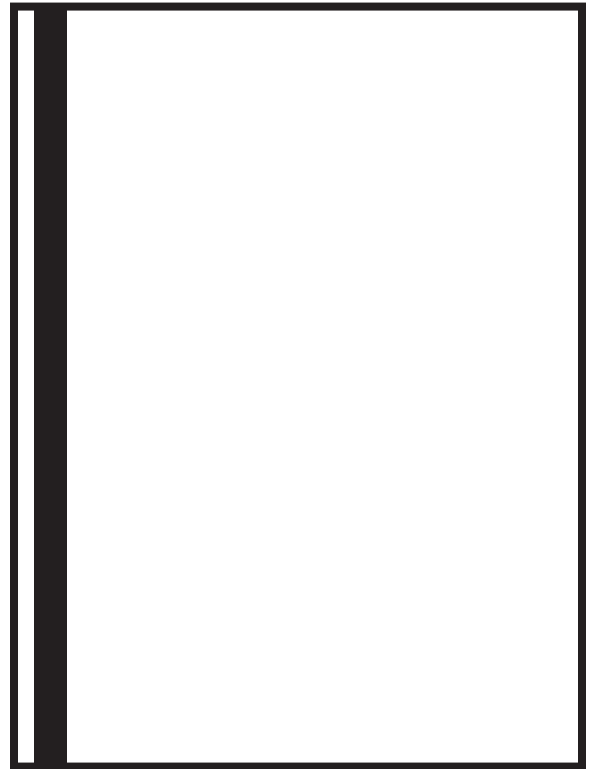


BINDING OPTIONS

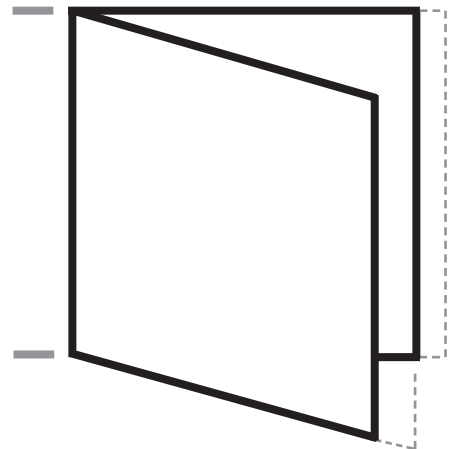
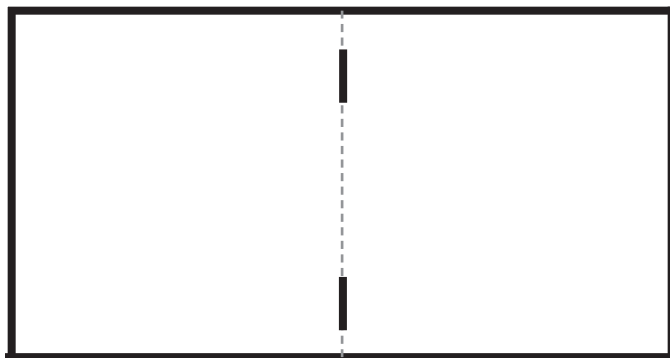
THERMAL BIND



VELO BIND

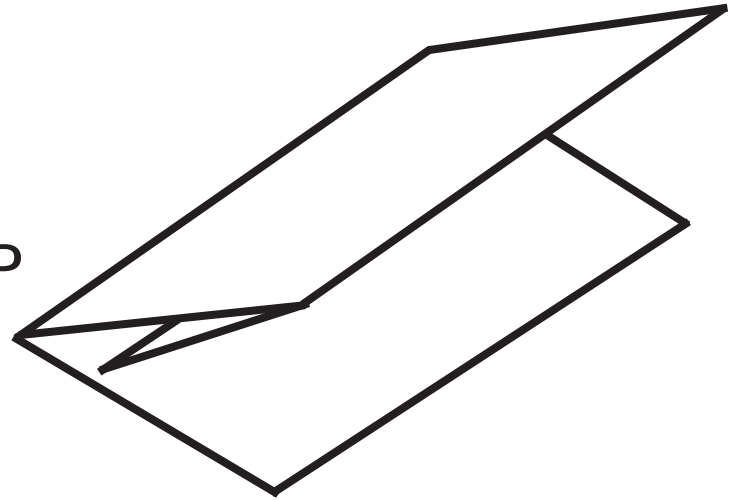


SIGNATURE BIND

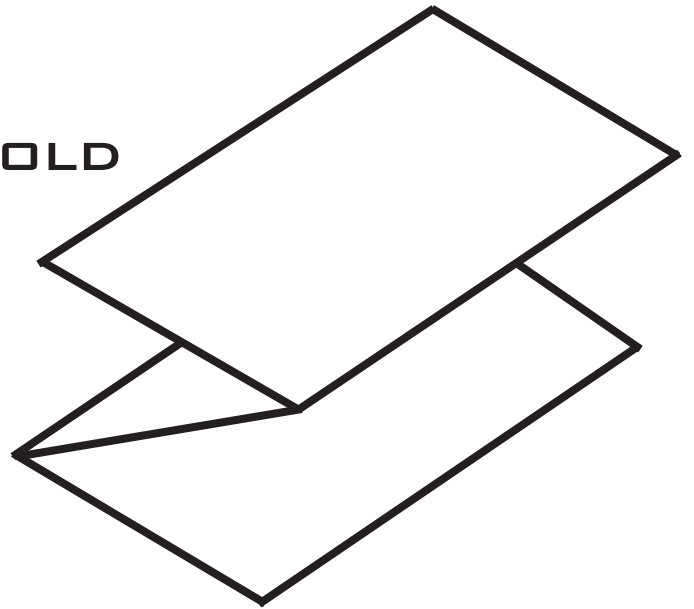


FOLDING OPTIONS

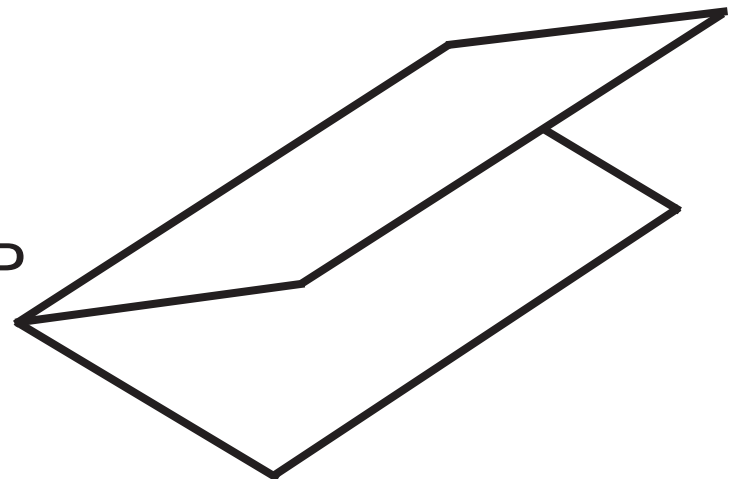
'C' OR LETTER FOLD



'Z' OR ACCORDION FOLD



'V' OR SINGLE FOLD



COLOR COPY EXAMPLE



ROCKLAND BOCES PRINT CENTER PRICE LIST

BLACK AND WHITE COPIES

PAPER TYPE

COST PER IMPRESSION

| | COST PER IMPRESSION | |
|------------------------------|---------------------|---------|
| | 1-sided | 2-sided |
| 8½ X 11 " WHITE | .03 | .025 |
| 8½ X 11 " COLOR PAPER | .036 | .026 |
| 8½ X 11 " 3-HOLE WHITE | .036 | .026 |
| 8½ X 11 " 3-HOLE COLOR PAPER | .036 | .026 |

| | | |
|------------------------------|------|------|
| 8½ X 11 " STOCK WHITE | .046 | .033 |
| 8½ X 11 " STOCK COLOR PAPER | .051 | .035 |
| 8½ X 11 " 3-HOLE STOCK WHITE | .046 | .033 |
| 8½ X 11 " 3-HOLE STOCK COLOR | .051 | .035 |

8½ X 11 WHITE/GOLD PARCHMENT .045

| | | |
|------------------------------|------|------|
| 8½ X 14 " WHITE | .037 | .03 |
| 8½ X 14 " COLOR PAPER | .042 | .031 |
| 8½ X 14 " 3-HOLE WHITE | .037 | .03 |
| 8½ X 14 " 3-HOLE COLOR PAPER | .042 | .031 |
| 8½ X 14 " WHITE STOCK | .051 | .035 |
| | | |
| 11 X 17" WHITE | .046 | .033 |
| 11 X 17" COLOR PAPER | .051 | .035 |

ROCKLAND BOCES PRINT CENTER PRICE LIST

COLOR COPIES

PAPER TYPE

COST PER IMPRESSION

| | |
|--------------------------|-----|
| 8½ X 11 " WHITE | .35 |
| 8½ X 11 " WHITE - 28 lb. | .38 |
| 8½ X 11 " COLOR PAPER | .38 |

| | |
|-----------------------------|-----|
| 8½ X 11 " STOCK WHITE | .43 |
| 8½ X 11 " STOCK COLOR PAPER | .45 |

| | |
|-----------------------|-----|
| 8½ X 14 " WHITE | .50 |
| 8½ X 14 " COLOR PAPER | .60 |

| | |
|-----------------------------|-----|
| 8½ X 14 " WHITE STOCK | .58 |
| 8½ X 14 " COLOR STOCK PAPER | .60 |

| | |
|----------------------|-----|
| 11 X 17" WHITE | .63 |
| 11 X 17" COLOR PAPER | .65 |

| | |
|----------------------|-----|
| 11 X 17" WHITE STOCK | .73 |
| 11 X 17" COLOR STOCK | .75 |

ROCKLAND BOCES PRINT CENTER PRICE LIST

LAMINATING

COST PER IMPRESSION

| | |
|---------------------------|--------|
| UP TO 8½ X 11" | \$1.40 |
| OVER 8½ X 11" TO 11 X 17" | \$2.75 |
| OVER 24" TO 42" | \$6.90 |

BINDING

| | |
|--------------------------------|--------|
| VELO BIND | 0.81 |
| VELO BIND W/ FRONT/BACK COVERS | \$1.50 |
| THERMAL BIND | 0.46 |
| SIGNATURE BIND | 0.16 |
| SPIRAL BIND | \$1.50 |

OTHER

| | |
|--------------------------------------|---------------------|
| CUT/PASTE | \$20 per ½hr. |
| HAND SEALING W/ STICKERS | Cost By Size Of Job |
| PADDING, INDUSTRIAL STAPLES, FOLDING | \$20 per ½hr. |
| TRANSPARENCIES | .65 |



ROCKLAND BOCES

65 Parrott Road • West Nyack, NY 10994

845.627.4735

* This users guide was produced at Rockland BOCES Print Centers