

Nassau BOCES Printing & Graphics Request Form

JOB NO. _____

Date Rec'd _____ Date Due _____

PROOF SENT _____ APPROVAL REC'D _____

Graphics Department Use ONLY

▲ Signature of Authorized Administrator _____

▲ District or Department, Program or School to be charged _____

▲ Purchase Order # or CoSer # _____

Gray Area MUST Be Completed

▼ **Name of Person Filling Out Request Form** _____

Email _____

Phone & Ext. _____ Fax No. _____ Completion Date _____

Printing Services Requested

TITLE OF JOB _____

Number of Pages _____ Number of Copies _____ Size _____

Printed 1 Side Printed 2 Sides Black Ink Colored Ink(s): _____

Paper

White Color: _____

As Per Sample Letterhead _____

Glossy Card Stock

Other (SPECIFY): _____

NCR (Carbonless Forms)

2-Part (WHITE, YELLOW) Other (SPECIFY): _____

3-Part (WHITE, YELLOW, PINK)

4-Part (WHITE, YELLOW, PINK, GOLD)

5-Part (WHITE, GREEN, YELLOW, PINK, GOLD)

Bindery Services

Fold Collate Staple

Pad Perforate 3-Hole Punch

Lamination (11x17 Max.) Other (SPECIFY): _____

Envelopes

As Per Sample #10 Regular #10 Window

Other (SPECIFY): _____

Manila Envelopes

As Per Sample 6 x 9 9 x 12

10 x 13 6 1/2 x 9 1/2 12 x 15 1/2

Other (SPECIFY): _____

Personalized Items

Business Cards (500 MINIMUM) Name Pads 4 1/4 x 5 1/2 (20 PAD MINIMUM, 100 SHEETS PER PAD)

Name Pads 5 1/2 x 8 1/2 (20 PAD MINIMUM, 100 SHEETS PER PAD)

Special Notes



Delivery Instructions

Name _____

Location _____

**PLEASE SEND THIS FORM,
WITH SAMPLE**

**Send completed requests to:
graphics@nasboces.org**

**If you have any questions, please
call us @ 516-396-2030**