



Oneida-Herkimer-Madison BOCES

SCHOOL COMMUNICATIONS SERVICE

• Information and Technology Division •

502 Court Street • Utica, NY 13502

Jean Palmer, Supervisor of Communications and Printing Services, 793.8610

Andrea Rafferty, Graphic Services Supervisor, 793.8545

You may need a newer version of Adobe Reader to type in & save PDF - [get a free download](#).

Date: _____ Job: _____

To: _____ From: _____

The following is a proof copy of your job. Please read it carefully as we depend on you for the correct spelling of student and employee names, as well as the accuracy of data included. Please sign the release for printing (signature is needed before printing can begin).

☐ **SEND TO PRINT** (no corrections needed)

If you have any problems or questions regarding your job, please notify us as soon as possible.

RELEASE FOR PRINTING

I have carefully read the documents to be printed, and authorize release for printing.
I understand that any revisions requested after this will be at my expense.

AUTHORIZED SIGNATURE

Emailing to School Communication representative confirms authorization.