

school communications

ONEIDA-HERKIMER-MADISON BOCES
INFORMATION & TECHNOLOGY DIVISION

Jean Palmer

Supervisor of Communications and Printing Services
315.793.8510 | jpalmer@oneida-boces.org

Andrea Meyers

Assistant Supervisor of Printing Services
315.793.8545 | ameyers@oneida-boces.org

Cheri Derdzinski

Graphic Services Supervisor
315.793.8521 | cderdzinski@oneida-boces.org

Rebecca Neary

Public Relations Supervisor
315.793.8528 | rneary@oneida-boces.org

JOB _____

DATE _____

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 and the accuracy of data included. Please sign the release for printing (signature is needed before printing can begin).

RELEASE FOR PRINTING

*send
to* **print** ☐
NO CORRECTIONS NEEDED

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 COMMUNICATIONS REPRESENTATIVE CONFIRMS AUTHORIZATION.



You may need a newer version of Adobe Reader to type in & save PDF. Click here for a free download.



THE PRINT SHOP

REQUEST FOR PRINTING SERVICES

School District and Building _____

Date Submitted _____

Item Name _____

Date Needed _____

Contact Person _____

Department _____

Telephone _____ Cell _____

Budget Code _____

Authorized Signature _____

Email _____

☐ **CONFIRM**

EMAIL TO OHM BOCES CONFIRMS THIS PERSON'S AUTHORIZATION. **DO NOT AUTHORIZE IF INFO IS MISSING.** MISSING INFO CAN DELAY PROCESSING OF JOB.

PRINTING

Quantity _____

of pages in the original document _____

☐ 1 sided ☐ 2 sided ☐ Same as original

Paper Size

☐ 8.5 x 11 ☐ 8.5 x 14 ☐ 11 x 17 ☐ 12 x 18

Other _____

Paper Color

If you do not specify a paper color, white will be used.

☐ White

☐ Color _____

Ink Colors

☐ Color Copy ☐ B&W Copy ☐ Press Ink (Color)

Cover Paper Color

If you do not specify a cover color, white will be used.

☐ White

☐ Color _____

Cover Ink Color

☐ Color Copy ☐ B&W Copy ☐ Press Ink (Color)

Envelopes

Quantity _____

☐ #10 Regular ☐ #10 Window

☐ Other _____

Ink Colors _____

NCR Paper

Size _____

☐ 2 part ☐ 3 part ☐ 4 part ☐ 5 part ☐ Plus tag

Lamination Up to 24" wide by unlimited feet

Number of items _____

Feet _____

BINDERY

☐ **Collate**

☐ **Collate and staple**
(under 60 sheets)

☐ **Collate and 3-hole punch**

☐ **Collate, staple and 3-hole punch**

☐ **Collate and tape bind**

(books under 18 sheets cannot be tape bound)
(books over 110 sheets will be additional fee for hand tape)

☐ **Collate, fold and saddle stitch**

☐ **Collate and spiral**

(under 18 sheets cannot be spiral bound)

☐ **Uncollated**

☐ **Pad** _____ sheets/pad

☐ **Score**

☐ **Fold**

☐ **Closure Tabs**

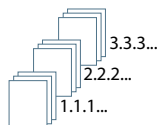
☐ **Add Page Numbers**

☐ **One Sided Cover**

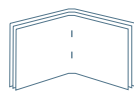
☐ **Two Sided Cover**



Collate



Uncollated



Collate, fold & saddle stitch

DELIVER TO THIS ADDRESS

If address is not given, delivery will default to the administration building.

SPECIAL INSTRUCTIONS

PLEASE SEND THE BEST POSSIBLE ORIGINAL FOR REPRODUCTION TO ASSURE CLEAR COPIES.

Please only submit this work order once. Multiple submissions (email, courier, fax) could result in duplicate printing.