

Job No. _____

Date Received _____ Date Due _____

GRAY AREAS MUST BE COMPLETED

_____ (_____) _____

Printing Services Requested

Title of Job ▶ _____

Number of Copies ▶ _____ Completion Date ▶ _____

Number of Pages _____ Size _____

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

Bindery Services

- Fold Collate Staple
- Pad Perforate 3-Hole Punch
- Other (SPECIFY): _____

Stock Items

- BOCES Note Pads Interoffice Memos
4 1/4 x 5 1/2 (50 SHEETS PER PAD) 8 1/2 x 11
- BOCES Note Pads Interoffice Manila Envelopes
5 1/2 x 8 1/2 (50 SHEETS PER PAD) 10 x 13 (250 PER PAD)
- Blank Scratch Pads Interoffice #10 Envelopes
4 1/4 x 5 1/2 (100 SHEETS PER PAD) (500 PER PAD)
- Photocopy Paper (SPECIFY SIZE): _____

Personalized Items

- Business Cards
(500 MINIMUM) _____ (SHEETS PER PAD)
- Name Pads 5 1/2 x 8 1/2
(20 PAD MINIMUM) _____
