

# Central Printing Request



ORLEANS/NIAGARA  
Board of Cooperative Educational Services

Orleans/Niagara BOCES  
4124 Saunders Settlement Rd.  
Sanborn NY 14132

Tom Wright  
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twright@onboces.org

Name: \_\_\_\_\_

District: \_\_\_\_\_

Building: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Date Required:** \_\_\_\_\_

Title of print job: \_\_\_\_\_

Type of print job:  Black & White  Full Color

Originals: # pages \_\_\_\_\_  1 sided  2 sided

Copies: # copies \_\_\_\_\_  1 sided  2 sided

## PAPER TYPE

## PAPER SIZE

- 20# White  
 20# Color \_\_\_\_\_  
 Specialty Paper \_\_\_\_\_  
 65# Cover Stock \_\_\_\_\_  
 Carbonless Paper  2 part  3 part  4 part

- 8 1/2 x 11  
 8 1/2 x 14  
 11 x 17

## FINISHING

- collated  
 stapled *(choose one)*  corner-single  side-double  
 booklet  
 folded \_\_\_\_\_  
 hole punched \_\_\_\_\_  
 cut to: \_\_\_\_\_  
 padded \_\_\_\_\_

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Budget Code**

## Internal Use Only

Received	Shipped