



BOCES PRINT SERVICE REQUEST

**Pearl River Docutech Center
(845) 920-7505**

SHOP USE ONLY

SCHOOL/DEPT: _____

DATE SUBMITTED TO COPY CENTER: _____

COMPLETION DATE REQUESTED: _____

DOCUMENT NAME: _____

Date: _____

Job #: _____

Hard Copy: _____

Digital: _____

Operator: _____

Account #: _____

Number of Pages: _____
(in document)

Paper Size:

8.5 x 11

8.5 x 14

11 x 17

Collated Set:

Quantity: _____

Uncollated: _____

1 sided to 1 sided

1 sided to 2 sided

2 sided to 2 sided

2 sided to 1 sided

Paper Color: _____

3 Hole

Binding:

Staple Top Portrait

Dual Portrait

Landscape

Thermal Bound

TRANSPARENCIES
(1 SET)

Spiral Bind

Velo Bind/ Strip

Laminating

Color Print

Signature Booklet

Transparencies:
(max 2 sets more than 2)

COVERS: Front Back

Cover Color: _____

Index Stock or Standard

Folding: _____ Padding Cutting

(Please send folding sample)

Special Instructions: _____

PRINT YOUR NAME/PHONE#: _____

PRINCIPAL SIGNATURE: _____

OR CHAIRPERSON SIGNATURE: _____

OVER

Shop Use Only

ER CL CLADM ISD PR

of Impressions: _____

Additional Labor: _____

ALL INFORMATION NEEDS TO BE WRITTEN OUT CLEARLY

1. SCHOOL/DEPT.
2. DATE YOU SENT TO PRINT CENTER
3. DATE YOU NEED IT BACK (Turn around time depends on size of job, 5 to 7 days)
4. NAME OF DOCUMENT WE ARE PRINTING
5. COUNT THE PAGES – HOW MANY COPIES YOU NEED
6. BINDING: **One or two staples**...Jobs over 125 pages need to be put on 3 hole paper or **THERMAL BINDING** (Black tape on left side o Job) we can bind **25 pages to 120 pages with covers. Book over 120 will be made into a two part book.**
7. Please send original masters and photos. Let us know of any cut and paste within the jobs
8. Master copy needs to be on white 8.5 x 11 white standard paper
9. Books will be cut for scanning
10. Proofs are available
11. If you have received a master copy from us keep it safe, clean and use it for future jobs
12. All work is logged and numbered
13. Separate bundling for uncollated jobs only
14. Copyrights need written permission from publisher
15. Please print your name and telephone number
16. **Summer work:** Work needed for September and October. Year work must be marked by month needed. July 15 is deadline for summer work due in September: other work can follow. We are open all year long. **Last 2 weeks of August the print center is in priority for Administrative work only.**
17. Color of papers and a manual of our services are in the main office