

**GRAPHICS USE ONLY**

Nassau BOCES  
**Graphic Arts  
& Printing**  
REQUEST FORM

Job No. \_\_\_\_\_

Date Received \_\_\_\_\_ Date Due \_\_\_\_\_

**ONE ITEM PER REQUEST FORM  
ATTACH A CURRENT SAMPLE**

**\* GRAY AREAS MUST BE COMPLETED ▼**

**\* Customer Information ▼**

▲ Name of Person Filling Out Request Form \_\_\_\_\_

▲ Telephone No. & Ext. \_\_\_\_\_

▲ Fax No. \_\_\_\_\_

**\* Billing Information ▼**

\_\_\_\_\_  
( )

▲ Signature of Authorized Administrator \_\_\_\_\_ ▲ COSER No. \_\_\_\_\_

▲ Division/Department, Program or School \_\_\_\_\_

**\* 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): \_\_\_\_\_

**Paper**

White  Color: \_\_\_\_\_

As Per Sample  Letterhead (CERTIFICATE BOND)

Glossy  Card Stock

Other (SPECIFY): \_\_\_\_\_

**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 BOX)

Blank Scratch Pads  Interoffice #10 Envelopes  
4 1/4 x 5 1/2 (100 SHEETS PER PAD) (500 PER BOX)

Photocopy Paper (SPECIFY SIZE): \_\_\_\_\_

**Personalized Items**

Business Cards  Name Pads 4 1/4 x 5 1/2  
(500 MINIMUM) (20 PAD MINIMUM, 100 SHEETS PER PAD)

Name Pads 5 1/2 x 8 1/2  
(20 PAD MINIMUM, 100 SHEETS PER PAD)

**NCR (Carbonless Forms)**

2-Part (WHITE, YELLOW)  5-Part (WHITE, GREEN, YELLOW, PINK, GOLD)

3-Part (WHITE, YELLOW, PINK)  Other (SPECIFY): \_\_\_\_\_

4-Part (WHITE, YELLOW, PINK, GOLD)

**Envelopes**

As Per Sample  #10 Regular  #10 Window

Other (SPECIFY): \_\_\_\_\_

**Manila Envelopes**

As Per Sample  6 1/2 x 9 1/2  9 x 12

10 x 13  12 x 15 1/2

Other (SPECIFY): \_\_\_\_\_

**Special Notes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* Delivery Instructions ▼**

Name ► \_\_\_\_\_

Location ► \_\_\_\_\_

**PLEASE SEND THIS FORM, WITH SAMPLE**

✓ interoffice mail to: GRAPHICS DEPARTMENT  
or email it to: graphics@nasboces.org

If you have any questions, call: 396-2030