

GRAPHICS USE ONLY

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 ▼**

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▲ 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 fax it to: 364-3967
If you have any questions, call: 396-2030