### 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:**

**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
- [ ] Perforate
- [ ] 3-Hole Punch
- [ ] Other (SPECIFY):

**Stock Items**

- [ ] BOCES Note Pads
  - 4 1/4 x 5 1/2 (50 Sheets Per Pad)
- [ ] BOCES Note Pads
  - 5 1/2 x 8 1/2 (50 Sheets Per Pad)
- [ ] Blank Scratch Pads
  - 4 1/4 x 5 1/2 (100 Sheets Per Pad)
- [ ] Photocopy Paper (SPECIFY Size):

**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
- [ ] #10 Regular
- [ ] Other (SPECIFY):
- [ ] 6 1/2 x 9 1/2
- [ ] 9 x 12
- [ ] 10 x 13
- [ ] 12 x 15 1/2
- [ ] Other (SPECIFY):

**Special Notes**

**Personalized Items**

- [ ] Business Cards
  - (500 Minimum)
- [ ] Name Pads
  - 4 1/4 x 5 1/2
  - (20 Pad Minimum, 100 Sheets Per Pad)
- [ ] Name Pads
  - 5 1/2 x 8 1/2
  - (20 Pad Minimum, 100 Sheets Per Pad)

**Delivery Instructions**

Name: ____________________________________________________________

Location: ________________________________________________________

If you have any questions, call: 396-2030

Please send this form, with sample:

- [ ] interoffice mail to: GRAPHICS DEPARTMENT
- [ ] or fax it to: 364-3967

Nassau BOCES
Graphic Arts & Printing
REQUEST FORM

ONE ITEM PER REQUEST FORM
ATTACH A CURRENT SAMPLE