



PRINT SHOP

3153 Lake Road, Horseheads, NY
Email: printshop@gstboces.org
607-734-4937 ext 1810 FAX 607-734-6341

PLEASE ALLOW 10 WORKING DAYS FOR ORDERS

Attach Clean Masters on White Paper or Send File Electronically To Ensure The Best Quality Reproduction

Requested by _____ Approved _____ School/Building _____

District _____ Date Submitted _____ Date Needed _____ **NO ASAP**
(specify date)

Form Name _____ ☐ Original Attached ☐ Sending Electronically

Quantity to be printed _____ ☐ Sheets ☐ Pieces ☐ Pads (See below) ☐ One Sided ☐ Two Sided ☐ As Is

Phone number or email (please) _____

Include permission for copyrighted material.

Paper Color (White if Blank) _____

☐ Regular ☐ Other _____

Cover Color _____

☐ Regular ☐ Cover Stock ☐ Index

Non-Tear Cover Material ☐

☐ Numbered ☐ Perforated ☐ Creased

☐ 3-Hole Punched

☐ NCR _____ Parts

Print Job ☐ Black & White ☐ In Color ☐ Mixed (Some printed color, some BW)

Order to be shipped to _____ Classroom _____

Special Instructions _____

***PRINT CHARGE CODE #:** _____ (if required)

(PRINT SHOP USE ONLY) JOB # _____

File location: ☐ CCR Folder ☐ Color Copy Folder ☐ Xante Folder ☐ On J Drive

Black Clicks _____ Color Clicks _____ \$ _____

Xante Black Clicks _____ Xante Color Clicks _____ Laminating _____ \$ _____

Staples _____ # of Pads _____ C.board _____ Combs/Coils _____ (size) _____ \$ _____

Paper: 8.5 x 11 _____ Sheets Color _____ Wt. _____ \$ _____

8.5 x 11 _____ Sheets Color _____ Wt. _____ \$ _____

11 x 17 _____ Sheets Color _____ Wt. _____ \$ _____

11 x 17 _____ Sheets Color _____ Wt. _____ \$ _____

Other _____ Sheets Color _____ Wt. _____ \$ _____

Cover/Index: 8.5 x 11 _____ Sheets 11 x 17 _____ Sheets Color/Wt _____ \$ _____

PoliPrint: 8.5 x 11 _____ Sheets 11 x 17 _____ Sheets Color/Wt _____ \$ _____

NCR Paper _____ Part _____ Envelopes- Type & quantity _____ \$ _____

Labels _____ Tabs _____ Rubber Bands _____ \$ _____

Pre-Press Time: _____ Service Charge _____ Bulk Mail _____

Hours: Run _____ Fold _____ Drill _____ Padding _____ \$ _____

Run _____ Cutting _____ Coiling _____ Laminating _____

Run _____ Other _____

Cartons/packages sent: Env _____ Pkg _____ **LH/BC/BB** _____ XP _____ Ctn _____ \$ _____

☐ Multiple Jobs sent in Package

Date Printed: _____ By: _____

Date Completed: _____ By: _____

TOTAL COST \$ _____

Copier / Machine Used _____