



**GST BOCES Print Shop**  
3153 Lake Road • Horseheads, NY 14845  
607-734-4937 x1810 • FAX 607-734-6341  
Email: printshop@gstboces.org

# PRINTING REQUEST FORM

JOB #

Requesters Name		Authorized Signature
Print Quantity	Date Submitted	Date Needed* (10 business days minimum)
School/Building	District	Program
Phone/Email		
Project Title**		<input type="checkbox"/> Original Attached <input type="checkbox"/> Emailed
Print Charge Code (If required)		Paid with grant funds? <input type="checkbox"/> Yes <input type="checkbox"/> No
Return originals to (Name/Location)		

\*We will make every effort to complete the job sooner, but turn-around time is dependent on workload in the Print Shop.

\*\*All copyrighted material must have approval attached.

## PAPER (White unless specified) /INK (Black unless specified)

Size ☐ 8.5" x 11" ☐ 11" x 17" ☐ 8.5" x 14"

Cover ☐ White ☐ Color \_\_\_\_\_

☐ Non Tear (specify color) \_\_\_\_\_

Paper ☐ White ☐ Color \_\_\_\_\_

☐ Index ☐ Linen ☐ Perforated

Print ☐ 1-sided ☐ 2-sided ☐ As is

☐ Number Pages

Ink ☐ Black Ink ☐ Full Color

☐ Cover Color/Inside Black Ink

## ENVELOPES

☐ Plain ☐ Window Size \_\_\_\_\_

☐ Per sample attached ☐ Other \_\_\_\_\_

## POSTERS/BANNERS (Large Format Printer)

Posters (white paper only) Size \_\_\_\_\_

☐ Matte ☐ Non Tear ☐ High Gloss

Vinyl Banners (white only) Size \_\_\_\_\_

☐ Grommets

## BINDING/FINISHING

*Jobs must be over 50 pages total to be coil or comb bound. Jobs under 50 pages (100 pages front/back) will be printed as a booklet. If coil or comb is needed, specify reason below.*

☐ Booklet (50 pages max - 100 pages front/back)

Coil Bind ☐ Black ☐ Clear

☐ Comb Bind (black comb only)

Staple(s) ☐ 1 ☐ 2 ☐ 3 Hole Punch

Fold ☐ 1/4 ☐ 1/2 ☐ 1/3

☐ Collated (1,2,3 order) ☐ Uncollated (1,1,1 order)

☐ Laminate (no wider than 25")

Pad/sheets per pad ☐ 25 ☐ 50 ☐ 100

☐ Carbonless Forms Parts \_\_\_\_\_ Size \_\_\_\_\_

## DELIVER TO - ADDITIONAL INSTRUCTIONS

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