

GRAPHICS REQUEST FORM

Jefferson-Lewis-Hamilton-Herkimer-Oneida

BOCES



BOCES
Pursuing Excellence

**BOCES OFFICE
USE ONLY**

Done:
Cost:
Labor:

Received In:

IMPORTANT: All materials must be submitted in an envelope, plastic bag, box, or wrapped in paper. Please put request form inside with materials and address to Graphics Department

****For Common Core materials, please contact our office for separate order forms.****

Code

Building Administrator Signature _____ Date _____

Code

Name _____

School _____

Email _____

Date _____ Date Needed By _____

Phone # _____

Are you a BOCES Teacher? Yes No

Subject _____ Grade _____

If Yes, what program? _____

****Please use separate Graphics Request Form for each order, by process (ex: laminating, book requests, custom artwork requests, etc.)****

GENERAL REQUESTS

- Laminating Only
- Mounting Only
- Mounting & Laminating

- Copies
 - Color B/W
 - Laminated

Specifics _____

BOOK/BOOKLET REQUESTS

- Spiral Binding How Many? _____
- Fastback Binding _____
- Other (specify below) _____

Specifics _____

CUSTOM ARTWORK REQUESTS

- Create Poster How Many? _____
- Size 18"x 24" _____
- 24"x 36" _____
- Other (specify) _____

LAMINATE - Yes No

Specifics _____

PIN/MAGNET REQUESTS

- Pin Back Magnet Back How Many? _____

To ensure accurate production, describe specifications thoroughly: Size, Color, Vocabulary, etc.)

ADDITIONAL INFORMATION/OTHER REQUESTS

Please allow sufficient time for the project requested to be produced and delivered. Time will depend on the difficulty of the project and district load on facilities.

Questions or Comments?

Ashley 377-7339 or 779-7339
apeebles@boces.com

Marcie 377-7336 or 779-7336
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BOCES OFFICE USE ONLY

COPIES

8½ x 11

_____ SS - BW CC Cardstock

_____ Staples

11 x 17

_____ DS - BW CC Cardstock

Laminated - Yes No

BOOKS

8½ x 11

Covers

_____ SS - BW CC Cardstock

_____ DS - BW CC Cardstock

_____ Blank Cardstock

Laminated - Yes No

_____ Clear Cover _____ Black Cover

of Pages Perforated

_____ SS - BW CC Cardstock

_____ DS - BW CC Cardstock

_____ Blank Pages Cardstock

Laminated - Yes No

Binding

_____ Spirals @ _____ mm

_____ Narrow Fastback (11")

_____ Wide Fastback (11")

_____ Staples

_____ Medium Fastback (11")

_____ Short Narrow Fastback (8.5")