

PROTOCOL TO SUBMIT A PRINT JOB TO THE BOCES PRINTSHOP:

1. Complete the Print Request Form.
2. Obtain your building principal's signature to authorize the expenditure and provide a copy to Business Office, Julie Bresett.
3. Submit your copy in pdf format by email to: printshop@sllboces.org The Print Request Form must accompany your order.
4. *Or*, submit your materials and the Print Request Form via the BOCES Van Mail (located in both the Elementary and High School Offices).
5. *NOTE: Submission of this signed print request constitutes an authorization for the BOCES to photocopy the attached materials and represents an assurance that the request is consistent with any applicable copyright provisions.*

The BOCES Printshop requests receipt of your Print Job Request a minimum of two weeks ahead. They will make every effort to complete the job sooner, but turn-around time is dependent on work load in the Printshop.