ST.LAWRENCE-LEWIS BOCES PRINT SHOP SERVICES

Educational Services Center
40 W. Main Street, Room 136
Phone: 315-393-3555
Ext. 40302
printshop@sllboces.org

Print Shop Hours:
Monday - Friday: 7:30am - 3:30pm
Summer Hours & School Breaks:
Monday - Friday: 7:30am - 2:30pm

Print Request Form

Requestor Name: _____ Phone: _____ Ext._____

School: _____ Department: _____

Print Request Description: _____

Number of Originals: _____ Number of copies Needed: _____ Date Needed by: _____
(Please give us at least a week - 2 weeks for larger jobs)

Printing/Copying

Ink Color:
☐ Black & White ☐ Full Color

Check below only if you need specific Pantone Colors
☐ 1 Color _____
☐ 2 Color _____, _____

☐ **Single Sided**
☐ **Double Sided** ☐ 1 to 2-sided ☐ 2 to 1-sided ☐ 2 to 2-sided ☐ Booklet
☐ **Collated** ☐ **Uncollated**

Paper Size:
☐ Letter (8.5 x 11)
☐ Legal (8.5 x 14)
☐ Tabloid (11 x 17)

Epson Wide Format Poster Print (white paper ONLY)**:**
☐ 18 x 20 ☐ 20 x 30
☐ 24 x 36 ☐ Other _____
(width limit of 24")

Standard Paper Colors:

☐ White	☐ Solar Yellow	☐ Celestial Blue
☐ Ivory	☐ Ultra Lemon	☐ Pastel Blue
☐ Canary	☐ Orange	☐ Terrestrial Teal
☐ Red	☐ Ultra Orange	☐ Pastel Green
☐ Pink	☐ Violet	☐ Gamma Green
☐ Fuschia	☐ Orchid	☐ Gray

☐ **Cover Stock 80lb :** _____
(Please choose color from the list above.)

Card Stock Colors (Index):
☐ White ☐ Pastel Green
☐ Ivory ☐ Gray
☐ Blue ☐ Buff
☐ Canary ☐ Cherry
☐ Salmon

Finishing

Staples:
☐ **Corner Staple** ☐ Top Left ☐ Top Right ☐ Bottom Left ☐ Bottom Right
☐ **Two Staples** ☐ Left Side ☐ Right Side
☐ **Booklet Staples**

Hole Punched: ☐ 2 Hole ☐ Other _____ ☐ 3 Hole

Folded: ☐ Bifold (1/2) ☐ Other _____ ☐ Trifold (1/3)

☐ **Laminate** (no wider than 26")
☐ **Comb Binding** ☐ Clear Plastic Cover

Specialty Paper: ☐ Gloss Photo quality paper
☐ Strathmore Bond (white Stationery)
☐ Via Felt Cream White
☐ Graphika Parch (certificates; ask about available colors)

NCR: ☐ Letter (8.5 x 11) ☐ 2-Part ☐ 4-Part
☐ Half page (8.5 x 5.5) ☐ 3-Part ☐ 5-Part

Envelopes: ☐ #10 Regular ☐ #10 Window
☐ 6x9 report card ☐ Other _____

Additional Instructions:_____
_____
_____
_____
_____
_____

revised: 8/2023