

Download form, fill out, save and e-mail back to kborden@e1b.org or kgretka@e1b.org along with any files needed for the project.

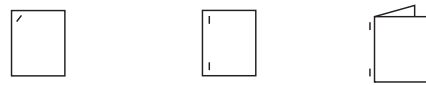


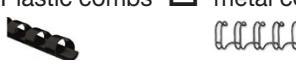
Budget Code _____ **Date Submitted** _____ **Date Due** _____ AM PM
Contact Person _____ **Phone Number** _____ **Fax Number** _____
School/Dept. _____ **District/Division** _____ **E-mail** _____
Address (for shipping) _____

Project Name and Description: (Please check if project needs to be designed or edited) Graphic Design

COPY SERVICES: Choose paper weight & color in offset press area below. All copyrighted materials must have approval attached.
Check Applicable: B&W Copy Color Copy (check only if job is to run on color copier)
 Files on FTP Files e-mailed Download files from web <http://www.erie1b.org>
No. of originals _____ 1-sided 2-sided 8.5 x 11" 11 x 17" 8.5 x 14" other _____
No. of copies _____ 1-sided 2-sided 8.5 x 11" 11 x 17" 8.5 x 14" other _____
Finished size _____ after trim or fold Slip sheets (between sets) Slip sheets (between sections)

OFFSET PRESS: (1 to 4-color jobs, NCR, envelopes, business cards and/or large quantity B&W jobs)
Quantity (pcs) _____ 1-sided 2-sided
Paper size 8.5 x 11" 8.5 x 14" 11 x 17"
 other _____
 Business cards (E1B employees - use e1b business card form)
 NCR ___ part
 Envelopes (check one) Standard Window
 6 x 9" 9 x 12" Invitation (size) _____
PAPER (check one) **state color if not white**
 20# _____
 60# _____
 60# bright hue _____
 Pre-printed _____
 65# cover _____
 70# _____
 Tabs _____
 Slip Sheets _____
 Other _____
INK: State color if not listed and PMS # if known
 Black _____ Blue _____ Red _____
 Green _____ Purple _____ Maroon _____
 CMYK _____ Other _____

PAPER: order by the case or ream
 Reams _____ qty. Cases _____ qty.
 8.5 x 11" 11 x 17" 8.5 x 14"
 Color _____ Other _____

FINISHING / BINDERY:
 Collate Uncollate Trim _____ (size)
 Staple (check one)
 1 corner 2 side 2 center of fold

 Fold (check one style of fold)
 half letter z fold parallel fold

 custom fold (please describe) _____
 Punch (no. of holes _____)  ex: 3-hole
 Spiral bind (spiral size _____)
 Plastic combs metal combs

 Pad (sheets per pad _____)
 Labeling
 Numbering _____ to _____ (ex. 001 to 999)
 Laminate (no. of pcs. _____)
 Posters - use separate Poster Request on MyErie1

PRE-PRINTED STOCK & PAPER:
 Envelopes (check one) Standard Window
 E1B Education Campus return address _____ qty.
 Plain business (no. 10) _____ qty.
 Other (size _____ color _____ qty. _____)
 Pre-printed Pads, Labels & Erie 1 BOCES Folders
 Phone Note Labels
 Scratch Things to Do Folders _____ qty.