

Download, fill out, save and e-mail back to print@e1b.org, echrist@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 ☐ ADA compliant required

COPY SERVICES: Choose paper weight & color in offset press area below. All copyrighted materials must have approval attached.

Check ☐ **B&W Copy** ☐ **Color Copy** (check only if job is to run on color copier)
Applicable: ☐ Files on FTP ☐ Files e-mailed ☐ Download files from web <http://www.erieboces.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 (carbonless copies)
☐ **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.