



BOCES
Caring. Confident. United.

**BOCES OFFICE
USE ONLY**

Done:
Cost:
Labor:

Received In:

GRAPHICS REQUEST FORM

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.

****COPYRIGHT MATERIAL****

If material has a copyright, we cannot reproduce unless permission has been given by originator.

We must receive proof of permission before proceeding with the order.

Code

Building Administrator Signature _____ Date _____

Name _____

Email _____

Phone # _____

Subject _____ Grade _____

School _____

Date _____ Date Needed By _____

Are you a BOCES Teacher? Yes ☐ No ☐

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
(Items will be laminated only, you are responsible for trimming out)

☐ 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 ☐

(Items will be laminated only, you are responsible for trimming out)

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 315-377-7339 or 315-779-7339
apeebles@boces.com

Zachary 315-377-7336 or 315-779-7336
zpauling@boces.com

BOCES OFFICE USE ONLY

KEY

SS - Single-Sided

DS - Double-Sided

BW - Black & White

CC - Color Copy

Cdsk - Cardstock

Perf - Perforated Paper

Clear Cover

Black Back

Spiral

Staples

Fastback

Labor

Materials