

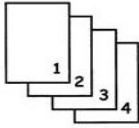
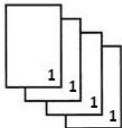
REQUEST FOR COPY SERVICES

Please print clearly

Date Sent: _____

Date Required: _____

Job Description _____

PLEASE CHECK ALL ITEMS THAT APPLY TO JOB REQUEST		8 1/2" x 11" PAPER COLOR: _____ <i>(White if Blank)</i>	
 COLLATED Copies come back in sets	 UNCOLLATED Copies come back in stacks	FINISHING	
PRINT ON: 1 side 2 sides		CARD STOCK (Index): _____ <i>Color</i>	
STAPLE: Yes No		LARGE-SIZED PAPER: 11" x 17" 8 1/2" X 14" (Legal)	
3 Hole Punch: Yes No		NCR CARBONLESS:	
Binding: Tape Spiral		2-Part White Yellow	3-Part White Yellow Pink
		4-Part White Yellow Pink Gold	
# of Originals (each side counts as one): _____		# of Copies : _____	
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- ⇒ **Send to BOCES Copy Service via interoffice mail service.**
- ⇒ **The duplicate copy will be returned to you with your copies.**
- ⇒ **Color jobs must have signed authorization.**
- ⇒ **Please plan for additional processing time when submitting large jobs.**

 SUPERVISOR'S AUTHORIZATION

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	<input type="checkbox"/> COLOR COPIES	<input type="checkbox"/> FOLDING (Trifold)	
\$ _____			