

Download, fill out, save and e-mail back to [print@e1b.org](mailto:print@e1b.org), [echrist@e1b.org](mailto:echrist@e1b.org) or [kgretka@e1b.org](mailto: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 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.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.