



# OCM BOCES Print Shop @ Baker High School

Name: \_\_\_\_\_ School: \_\_\_\_\_

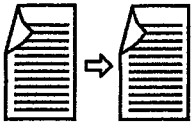
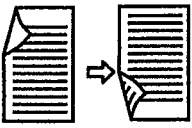
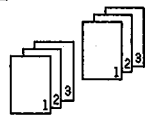
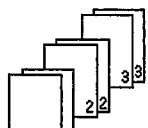



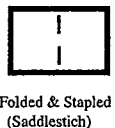
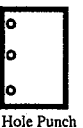

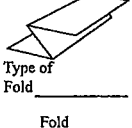
Date: \_\_\_\_\_ Date Due: (No ASAP) \_\_\_\_\_ # of Copies: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Job Description: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Originals Are:  Single Sided  Double Sided  Mixed  Cut /Pasted

**Check One From Each Section in this Box**

<p style="text-align: center;"><b>Sides</b></p>  <p><input type="checkbox"/> Print 1 Side</p>  <p><input type="checkbox"/> Print Back to Back</p>	<p style="text-align: center;"><input type="checkbox"/> <b>Collated</b></p>  <p>Copies come back in sets</p> <p><input type="checkbox"/> <b>Stacked w/ colored separators</b></p>  <p>Copies come back in stacks</p>	<p style="text-align: center;"><b>Binding</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Corner</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>Side</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>Landscape</p> <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>Folded &amp; Stapled (Saddlestich)</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>3 Hole Punch</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>No Binding</p> <input type="checkbox"/> </div> <div style="text-align: center;">  <p>Type of Fold</p> <input type="checkbox"/> </div> </div>
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**Paper Color**  
(White If Blank): \_\_\_\_\_

**Specialty Paper:** \_\_\_\_\_

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**Covers:**

Front <input type="checkbox"/>	Back <input type="checkbox"/>
<input type="checkbox"/> Printed	<input type="checkbox"/> Printed
<input type="checkbox"/> Blank	<input type="checkbox"/> Blank

**Cover Color:** \_\_\_\_\_

**Specialty Paper:** \_\_\_\_\_

**NCR Carbonless**

<input type="checkbox"/> 2-Part White Yellow	<input type="checkbox"/> 3-Part White Yellow Pink
<input type="checkbox"/> 4-Part White Yellow Pink Gold	<input type="checkbox"/> 5-Part White Green Yellow Pink Gold

**Pads**

Number of Pads Needed: \_\_\_\_\_

Number of pages per pad: \_\_\_\_\_

**FOR POSTER PRINTING CALL 431-8540.**

**FOR OFFICE USE ONLY**

Labor Units: \_\_\_\_\_

**REPRODUCTION CHARGES**

Graphic Design/hour: \_\_\_\_\_

There was a Problem with your Job \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Job Number

Date Received

Date Completed

**Printing Charges**

Finished Quantity: \_\_\_\_\_

Number of Originals: \_\_\_\_\_

Total Impressions: \_\_\_\_\_

Total Charges: \_\_\_\_\_