

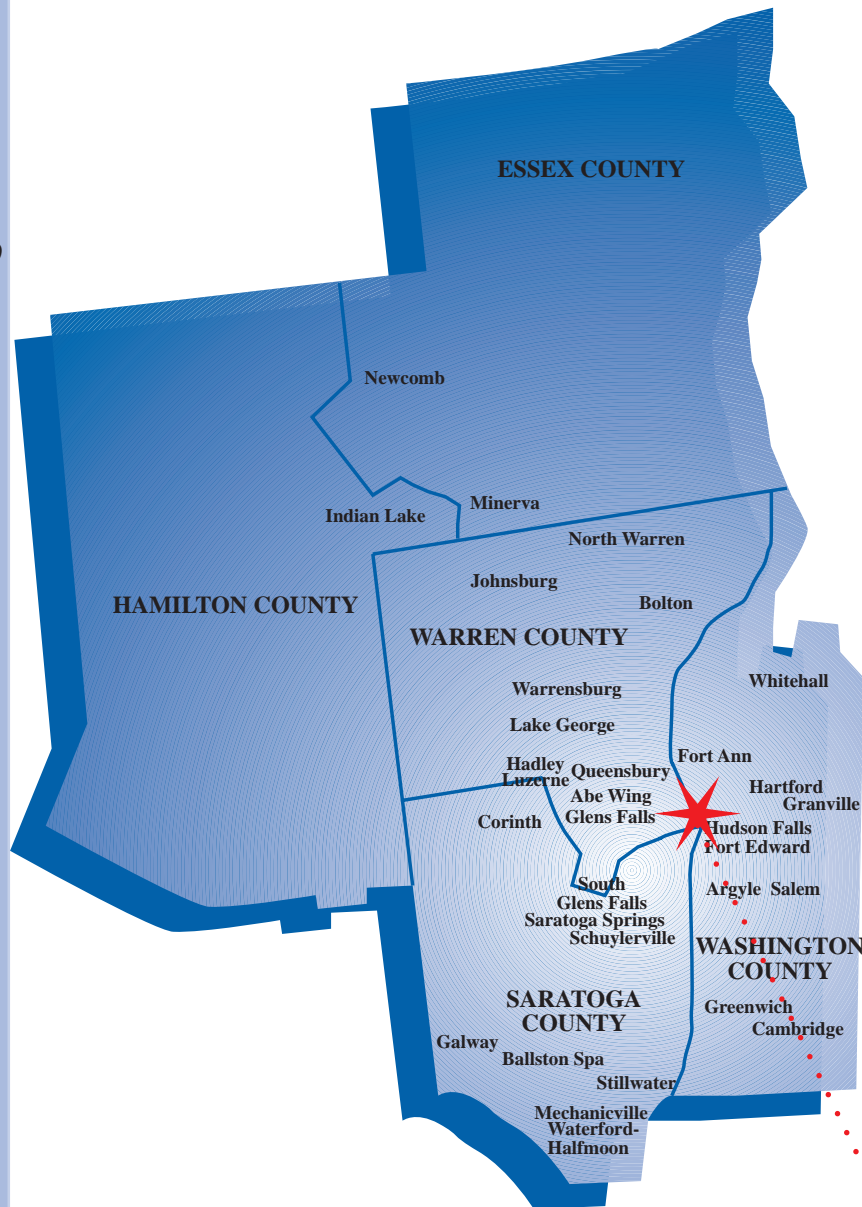
YOUR SOURCE FOR

Attendance Cards
Brochures
Bus Reports
Bus Passes
Calendars
Certificates
Corridor Passes
Course Selection Forms
Detention Notices
Discipline Reports
Drop/Add Forms
Emergency Health Forms
Employment Applications
Enrollment Cards
Envelopes
Graduation Programs
Handbooks *(Student, Parent, Teacher)*
Health Folders
Health Office Cards
Health Records
Interim Progress Reports
Leave Requests
Letterheads
Literary Magazines
Maps
Memo Pads
Newsletters
Parking Stickers
Post Cards
Purchase Orders
Reduced Lunch Applications
Registration Cards
Report Cards
Report Card Envelopes
Requisition Forms
Schedule Change Cards
Student Records
Student Referrals
Student Request Forms
Summer School Information
Telephone Pads
Tickets
Time Cards
Vacancy Announcements

The B.O.C.E.S.

Print Shop

a guide to printing



we are here to serve you



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About This Guide ▶▶▶

This guide to printing was prepared as a service to our customers to provide an outline of printing terms and specifications used at the BOCES Print Shop.

Included in this guide are a complete listing of services offered, and how to make the best use of them.

Whether your printing need is a simple form or a more extensive color piece, we encourage you to read and use this guide and to keep it available for ready reference.

About Us ▶ ▶ ▶ ▶ ▶

The Washington-Saratoga-Warren-Hamilton-Essex Counties BOCES Print Shop provides a full range of printing services including typesetting, layout, printing and bindery for the BOCES and its component school districts. The Print Shop is committed to offering its customers every available service to ensure their work is delivered on time and to their complete satisfaction.

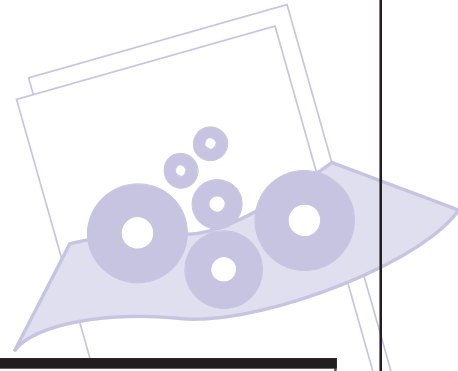
The Print Shop is located at:

The WSWHE BOCES
Southern Adirondack Education Center
Building I
1051 Dix Avenue
Hudson Falls, New York 12839

Phone: 581-3515 or 746-3515
Fax: 581-3529 or 746-3529

The Print Shop Staff

Mike Dolan, Print Shop Supervisor
Chuck Barton
Coleen Durkee
Donna Lacque
Debbie Schmidt
Charlie Vannier



Cover printed on - 100 lb. coated text

Page 2 printed on - Hammermill Laurentine - 70 lb - white

Page 4 printed on - Mohawk Vellum - 70 lb text - cream white

Page 6 printed on - Hammermill Accent Opaque - 60 lb - white

Printing Policy

A request for any service which the Print Shop provides must be done on a Job Ticket Envelope (see page 4) which is available at each school and/or administrative office. The Job Ticket Envelope should contain all the pertinent information for the production of the job and must be approved by the building principal or authorized administrator. Work cannot begin on a job without official authorization. In the case of a BOCES division request for printing, the appropriate budget code must also be included.

A separate job ticket envelope must be completed for each printing request. Completed envelopes may be sent to the Print Shop via the BOCES courier, or through the U.S. mail.

Copyright

It is the responsibility of the client to obtain written permission from the copyright holder before using copyrighted material. The individual submitting materials and the Print Shop could be liable for damages if copyrighted materials are reproduced in violation of the law. The Print Shop is required to delay reproduction of copyrighted work until proper authorization is secured.

Customer Services

The Print Shop provides full printing services for quick, short, medium, or long runs on a range of various papers (e.g. carbonless, card stock, bond paper). Composition services include consultation, planning, and other support services such as type-setting, and layout design. Selection from a broad spectrum of ink colors can add a professional touch to almost any job. Bindery includes collation, folding, stapling, numbering, trimming and padding. Other Print Shop services include lamination, scoring/perforating, punching and spiral binding.

Billing Procedures

The Print Shop is a cooperative venture of BOCES and its component school districts. All billing is handled through the BOCES business office.

Scheduling

One of the most critical concerns customers have is, "When can I expect delivery?"

In general, the BOCES Print Shop quotes jobs on the basis of delivery within five to seven working days from final proof approval.

However, if a job is needed sooner, we have the capability to meet your deadlines. It is imperative that any unusual delivery needs be specified such as a mailing date that cannot be changed or a scheduled special event.

The large volume of work handled by the Print Shop often makes advanced planning necessary. Many jobs require considerable time, not only in pre-press operations, but also in post-printing. These activities should be considered when scheduling a due date for the finished product.

Shipping and Delivery

The shipment and delivery of your job is important to us. Delivery of printed items is usually done via our BOCES courier. Special requests, such as UPS and customer pick-up, are available.

Any special requirements, such as maximum number of pieces per box, or whether samples are to be affixed to the outside of the boxes, must be specified.

The Printing Service is currently a BOCES aidable service.

Sample of Job Ticket Envelope



PRINT SHOP

1051 Dix Avenue
Hudson Falls, NY 12839
Phone (518) 581-3515 or (518) 746-3515
Fax (518) 581-3529 or (518) 746-3529

Comp	Prep	Press
File #	Process	N E

Date Submitted _____ Date Requested _____ ASAP is not a date

School District _____

BOCES _____ BOCES Budget Code _____
(All BOCES Divisions must include their budget code - ONE BUDGET CODE ONLY)

Contact Person _____ Phone _____

Delivery Location _____ Building _____

Estimate Given _____ Have we printed before _____ Are there any changes? _____

Authorized Signature _____ (Responsible for all copyright regulations) Check box if you need more Job Ticket Envelopes sent to you.

Directions: Please fill out information on the front of the envelope and enclose a sample of the items to be printed.

PLEASE USE ONE ENVELOPE PER JOB

Please send the best original possible for reproduction to assure clear copies.

Quantity _____ No. of originals _____ to print 1 side **JOB to be printed** _____
 No. of originals _____ to print 2 sides **Indicate color(s) of ink** _____

Typesetting Required _____ Proof Required _____ Flat Size _____ Finished Size _____

PAPER STOCKS

Paper Color		Carbonless NCR Paper	Envelopes
White	Pink	2 part	# 10 Regulars
Blue	Ivory	3 part	# 10 Windows
Canary	Green	4 part	# 6 3/4
Tan		5 part	Other _____
Other _____		plus card	

BINDING

Collate _____ Fold to _____ Padding # of Pads _____

Staple _____ Number _____ Starting Number _____ Sheets per Pad _____

Spiral Bind _____

Drilling # of Holes _____

LAMINATING
(Maximum 26 inches wide by any length.)

Special Instructions

Note: Least expensive stock, pre-press preparation and printing processes are used unless otherwise indicated.

Thank You

A job ticket envelope must be filled out and sent to the Print Shop to process all work orders.

The Job Ticket Envelope (see page 4) is comprised of five sections.

- ◀ ◀ **The First Section** - To be completed by the customer, includes basic information such as the school district/person submitting the job request, the completion date for the job, and whether it is a repeat order. When a BOCES department requests printing, a budget code is necessary before work can begin on the job. An authorized signature is required for either a school district or BOCES department to release budgeted funds, and to meet copyright regulations.

- ◀ ◀ **The Second Section** - Pertains to the details regarding the job to be printed. The quantity to be printed, a brief description of the job (e.g. newsletter, hall passes, etc.), and whether the item is printed one-sided or back-to-back are detailed here. In the event we are typesetting all or a portion, you should check whether a proof is required prior to printing. The finished size of the printed piece should be noted (8.5 x 11, 5.5 x 8.5). Ink colors are also specified in this area with black ink used if a color is not designated.

- ◀ ◀ **The Third Section** - Stock that the item will be printed on is outlined here. Card stock is heavier weight paper usually used on booklet covers. If you are unsure what to select, please call the Print Shop for assistance.

- ◀ ◀ **The Fourth Section** - The final process to a printed job is the binding. There are a variety of options offered including spiral binding, drilling (3-hole punched), and numbering (purchase orders, requisitions, etc.). If a newsletter or brochure needs a special finished fold (tri-fold), it should be noted. Information for printing message pads, or personal memo pads are specified here. Unless designated, 100 sheets of paper per pad are used. The Print Shop also has the capability of laminating items up to 26" wide.

- ◀ ◀ **The Fifth Section** - Can be used for any special instructions regarding the printing or delivery of the customer's job.



It is important that each print request be accompanied by a separate job ticket envelope, and a sample of the item to be printed.

Estimates

An estimate is based on two factors:

1. How much time will it take to produce your job, and
 2. What are the cost of the materials used? (*The cost of the materials includes the quality of the paper, plates, negatives or special binding.*)
- ▶ ▶ Will there be typesetting, graphic design and/or pre-press required, or is it a camera ready job?
 - ▶ ▶ Will we need to produce negatives, create a image or a layout?
 - ▶ ▶ Will we need to set up your disk job so that it is compatible and economical to our print press?
 - ▶ ▶ Is there more than one pass through our presses? If so, each pass will add to the time needed to produce your job. Multiple colors may require multiple passes.

Selecting the Proper Quantity

To determine the quantity of your order, consider three things: the number of people receiving a copy; frequency of usage; and the probability of changes needed in the future. Multiply the number of people using the forms, by the number of forms used per day, times the number of days you wish your order to last. For example, 10 bus passes used on a daily average X 10 bus drivers X 180 school days = 18,000 bus passes (minimum) needed for the school year. This will give you a good indication for deciding on the amount to order.

On items used in large quantities and needing no revisions, it is advised that several months supply be ordered at one time. The cost per copy can be substantially less in large quantity order than for smaller orders.

In order to effectively plan ahead, you must closely monitor usage and inventory of your printed materials. Without such inventory control you may find yourself without an important printed item at an inopportune moment.

Paper stocks

The selection and use of paper (the largest single factor in printing) greatly influences the printability, appearance, and overall quality of reproduction. It can enhance or diminish the final results of all other graphic elements and processes used in printing.

All paper has certain properties and characteristics that affect printability and quality. Weight, grain direction, color opacity, surface texture, coatings and strength are some of the factors to be considered when selecting paper. The Print Shop staff can recommend appropriate stock for your specific job needs.

Papers are generally classified and defined in terms of end use, as suggested by grade names. Listed below are some of the standard grades used in printing.

Coated - Coated stocks have a smooth flat surface for printing. There are a number of finishes available from matte to colors. Coated stock is used for a wide array of quality print jobs.

Text - Characterized by a wide range of attractive colors and surface textures. Used for announcements, brochures, and creating special effects. Many are available in colors and weights with matching envelopes.

Offset - Similar to coated and uncoated book papers except for sizing, which is used to resist moisture that is present in offset lithography.

Cover - Many grades of coated, text and book papers are made in matching cover weights. There are also many special cover papers with a variety of surface textures, coatings, and finishes.

Bond - Primarily used for stationery and business forms. There are two types: cotton fiber and sulphite. They have surfaces which accept ink readily from a pen or typewriter, and can be easily erased. Some bonds can be used for laser printer output. Please check with the Print Shop for laser compatibility.

Index Bristol - Characterized by stiffness and receptivity to writing inks. Index is used wherever a stiff, inexpensive paper is required.

Carbonless - Primarily used for business forms that require multi-copy applications. Carbonless comes in two forms: pre-collated sets and multifold sets. Pre-collated sets have standard color sequences from two-part to six-part.

2-part - white, canary

3-part - white, canary, pink

4-part - white, canary, pink, goldenrod

5-part - white, green, canary, pink, goldenrod

6-part - white, blue, green, canary, pink, goldenrod

Envelopes

6 3/4 Regular and Window

#9 Regular and Window

#10 Regular and Window

Report Card Envelopes

Metal Clasp

Many other sizes are available.

The Print Shop no longer accepts supplied stock (envelopes, paper, etc.) from districts. It is more cost-effective when the Print Shop purchases stock directly from our vendors insuring quality, and saving your district money through quantity purchasing.

The Graphic Arts / Pre-press Department

Formats We Accept

- ▶▶ Microsoft Publisher, Microsoft Word, PageMaker 6.5, PageMaker 7.0, Free Hand, Illustrator & Adobe Photo Shop
- ▶▶ Windows PC or Macintosh format
- ▶▶ 3.5 disks, zip disks, CD roms
- ▶▶ Electronic files uploaded to our server
- ▶▶ Paste-up layout, camera-ready copy

The pre-press department provides composition services including support services for planning, typesetting, and layout and design of your publications. We are here to do whatever is necessary to complete your job for the next phase of the printing process.

Copy Submission Guidelines

Camera Ready Copy

The term “camera-ready” means that the mechanical or proof you supply us is complete, with all elements in position and ready to be processed into negatives and plates.

When submitting “camera-ready” copy for reproduction, please send original manuscripts. Do not send in copy on colored paper. A minimum of 5/16 of an inch (.31) margin is required from the top edge of the paper to the printed material, and 1/4 inch margin (.25) on the sides (see page layout, page 11). Typewritten and computer printer element strokes should be clean and dark black (not blue).

Copy Preparation

Copy for typesetting should be submitted doubled spaced on one side of an 8.5 x 11 sheet. Corrections to the typed copy, if minimal, can be made above the typed line in ink. Paragraphs must be indicated, and noted whether they are to be indented or kept flush. Headings must be marked whether they are flush left, flush right, centered, and/or indented. A duplicate set of all copy should be kept for reference.

Preparing Artwork

Graphics (line drawings) should be drawn in black ink or black flow pen (not pencil). When more than one color is to be used in printing, the artwork must be separated or broken down into color components.

Photographs - Original photographs must be submitted properly labeled for identification, and attached to a separate sheet so that we can crop or scale to correct proportion. Do not place tape on the image side of photographs, graphics, or text.

Proofreading

If necessary, a proof layout or blue will be constructed and sent to the client to correct mistakes in format and typographical errors. Although the Print Shop staff will check for errors and omissions, [the final responsibility for proofreading rests with the client.](#)

When the proofs are corrected, the customer signs a proof slip authorizing the printing of the job or indicates a request for a second proof. By signing the proof slip, the customer takes full responsibility for the content of the printed piece. Remember, these additional proofings add cost and time delay to the finished piece. Printing will begin on the approved format upon receipt of the signed proof.

Please contact us if any questions arise. Phone 518/581-3515 or 518/746-3515

Electronic File Submission



Simple tips for preparing desktop publishing files to get the best possible results for your printed job!

- ▶ ▶ A complete copy of the desktop publishing file.
- ▶ ▶ A set of all fonts used in the job.
- ▶ ▶ Include all linked graphic or photo files used in the job.
- ▶ ▶ Scan at the proper resolution for printing, between 250 and 300 dpi.
- ▶ ▶ Include a proof of the most recent version of your job. Please send color separation of each page. This gives us something for comparison and supplies us with a visual reference.



Internet Submission

Internet submission is great for saving time and is especially useful for large files. If you are interested in using this service, please contact us and we can get you connected.

Fonts

All fonts must be included on your disk, even fonts used in any graphic files. Postscript fonts generally output better than TrueType fonts. If TrueType fonts are being used, run a test with us to ensure that the imagesetter's raster image processor can efficiently process TrueType fonts.

Group Elements in a Folder

All elements used in the creation of a document (artwork, scans, screen and printer fonts) should be grouped with that document in a folder. Remember not to rename artwork once it has been imported into your document, as the links will not update.

Color

If you are submitting a job that has two or three colors, make sure they are spot colors and not process colors. Process colors are a combination of cyan, magenta, yellow and black. In too many cases, files are submitted with the wrong type of color settings which cause us to spend time and charge extra to fix the problem.

New Customers

Send a test page - If you are sending electronic files via internet or on disk, submit a simple test page before you get involved with your layout. We will look over the file and help you prevent problems before you get started.

Digital Photos

Scan your images or photos at 266 dpi. Scan them at the size you'll use in your job so you'll import them into your job at 100%. For black and white line art scan a minimum of 600 dpi. Save your images in a CMYK mode for color (not RGB), grayscale mode for grayscale and bitmap mode for line art. Save the images in TIFF or EPS format.

Digital cameras take pictures with a resolution of only 72-96 dpi, sufficient for a computer screen, but inadequate for a print medium. Pictures taken at 72-96 will probably appear somewhat blurry.

Microsoft Publisher Files

We are able to print any camera-ready copy that was produced in Microsoft Publisher. If you choose to add color, photographs or grayscale graphics of any sort to your publication, we suggest you contact the Print Shop for proper preparation of your file for printing.

Microsoft Publisher is a word processing program that builds simple newsletter publications. For lower production runs that can be done on a laser printer, it is an economical way to go. However, it does not have the graphic, layout and editing power of more powerful programs such as PageMaker or QuarkXPress.

Print Area

This is gripper area. Please allow a minimum of 5/16"
NO COPY SHOULD BE IN THIS AREA

- ▶ ▶ The print area, the space which the printer can apply ink or toner, is usually smaller than the actual size of the paper.
- ▶ ▶ Your page layout should always have (top, bottom, right, left) margins. This sample shows a margin setting of 1/2 inch.

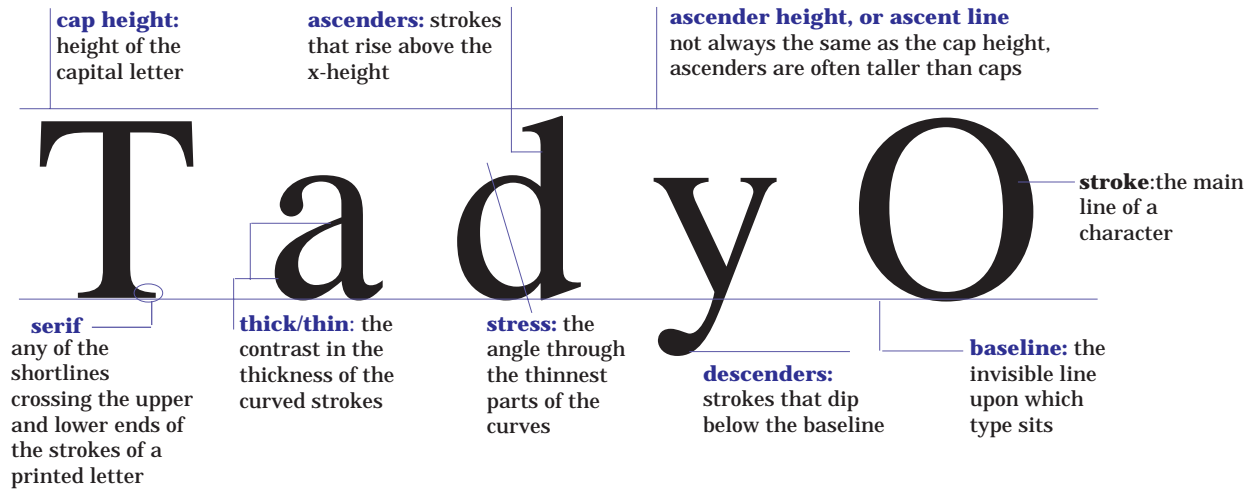
left margin

right margin

bottom margin

Choosing a Typeface

Let's take a look at a few characters up close to explain some typographic terms.



SANS ▶▶

Sans serif faces don't have serifs; cross lines at the end of a stroke. The appearance of the letters is reduced to the essential figures. It's recommended that you use sans serif faces for small (smaller than 8pt) and very large sizes. Therefore, sans serif faces are used for footnotes and headlines. Generally one serif is used for the body text.

Helvetica, 30 point type

The Print Shop

Formata Bold, 30 point type

The Print Shop

SERIF ▶▶

Research has shown that it is easier to read an extended amount of text when it is set in a serif typeface. Perhaps it is the serifs themselves that lead the eye from one character to the next, linking the letter into words.

Garamond, 12 point type

Printing is something which can be seen, perceived with our eyes and reproduced in quantity. Regardless of the great number and variety of printed products they all have one things in common: each has the same visible image produced in quantity.

Formata Regular, 12 point type

Printing is something which can be seen, perceived with our eyes and reproduced in quantity. Regardless of the great number and variety of printed products they all have one things in common: each has the same visible image produced in quantity.

Which of these feels easier to read?

Shown below are some example of type faces.

Type used for extended amount of text	Ornate type to add visual interest	Type used for headlines, subheads or graphs
Times Berkeley Book Garamond Palatino	Bernhard <i>Lesline</i> CHARLEMAGNE Mariage	Formata Bold Helvetica Regular Trade Gothic Kabel

Use bold and *italic* type to emphasize a phrase or draw attention to type.

Captions

Captions are an important feature of printed material. Every photo or illustrative figure should have an explanatory sentence or two accompanying it. People expect captions, so a photo without one confuses the reader. Often the caption is the only thing people read.

Choosing the proper typeface

The typeface for captions should either be a member of the same font family as your body text, or a font that is very different. Don't choose a font that is different but similar to the body text.

Alignment

The baseline of your caption should be on the same baseline as the text in the nearest column. The bottom of your photograph or illustration should also be aligned with a baseline in the next column.

An even more important alignment is the relationship between the text and the photo or illustration. If your body text is flush left or justified then your captions should be flush left with the edge of the photo. Don't center captions unless everything else on the page is centered. This arrangement must be consistent throughout your publication.

Finishing Services

If you've got a printed project with more than one piece of paper, then you need to determine the binding for the job. Binding simply refers to the technique that holds the pages together. Listed below are descriptions of the types of binding typically used by our print shop.

Three-ring binding uses three punched holes in the paper and a three-ring binder.

Spiral Binding uses a plastic spiral that coils through many small holes on the side of the paper. It is very hard to add pages to spiral binding.

Saddle-stitch binding uses two or more staples inserted right at the fold of the paper. The pages of the document need to be printed on both sides of the paper in the correct position for final binding.

Side-stitch binding combines all the signatures and the cover and stitches them together with staples on the outside of the book cover.

Laminating

Laminating is a service the Print Shop offers to the schools to protect and preserve educational materials that are to be retained permanently in the district.

The Print Shop is not responsible for items damaged in the laminating process. All materials are laminated at the risk of the material's owner.

Helpful Hints:

1. All items should be marked with the teacher's and/or school's name.
2. Do not cut small pieces before laminating. Pieces should not be smaller than one inch.
3. Items wider than 26 inches need to be cut or disassembled by the material's owner.
4. Items on thin paper, tissue paper or similar paper do not laminate well.
4. In most cases, turn around time will be within two weeks. Please plan accordingly.

Printing Terms

Against the grain - Folding or feeding paper at right angles to the grain direction of the paper.

Art - All illustration copy used in preparing a job for printing.

Author's alterations - In composition, changes and additions in the copy after it has been set in type. Often called "AAs."

Backing up - Printing the reverse side of a sheet already printed on one side.

Basis weight - The weight, in pounds, of a ream (500 sheets) of paper cut to a given standard size for that grade.

Back-and-white - Originals or reproductions in single color, as distinguished from multicolor.

Black printer - In color reproduction, the black plate, made to increase contrast of neutral tones and details.

Bleed - An extra amount of printed image which extends beyond the trim edge of the sheet or page.

Body type - A type used for the main part or text of a printed piece, as distinguished from the heading.

Bold-face - A type name given to type that is heavier than the text type with which it is used.

Brochure - A pamphlet bound in booklet form.

Camera-ready - Copy which is ready for photography.

Caps and small caps - Two sizes of capital letters made in one size of type, commonly used in most roman type faces.

Coated paper - Paper having a surface coating which produces a smooth finish.

Collate - In binding, the gathering of sheets or signatures.

Color separation - In photography, the process of separating color originals into the primary printing color components in negative or positive form.

Condensed type - A narrow or slender type face.

Copy - A furnished material (typewritten manuscript, pictures, artwork, etc) to be used in the production of printing.

Copy preparation - In typesetting, checking manuscript copy to insure a minimum of changes after type is set.

Cover paper - A term applied to a variety of papers used for the covers of catalogs, brochures, booklets, and similar pieces.

Crop - To eliminate portions of the copy, usually on a photograph or plate, indicated on the original by "cropmarks."

Dummy - A preliminary layout depicting the position of illustrations and text as they are to appear in the final reproduction. A set of blank pages made up in advance to show the size, shape, form and general style of a piece of printing.

Flush left (or right) - In composition, type set to line up at the left (or right).

Flush paragraph - A paragraph with no indentation.

Font - In composition, a complete assortment of letters, numbers, punctuation marks, etc. of a given size and design.

Format - The size, style, type page, margins, printing requirements, etc., of a printed piece.

Generation - Each succeeding stage in reproduction from the original copy.

Gripper edge - The leading edge of paper as it passes through a printing press.

Gutter - The blank space or inner margin, from printing area to binding.

Half-tone - The reproduction of continuous-tone artwork, such as a photograph, through a crossline or contact screen, which converts the image into dots of various sizes.

Hard copy - The permanent visual record of the output of a computer or printer. Also, the material sent to a typesetter in typed form, for conversion into typeset material.

Impressing - In printing, the pressure of type, plate or blanket as it comes in contact with the paper.

Insert - A printed piece prepared for insertion into a publication or another printed piece.

Italic - The style of letters that slant, in distinction from upright, or Roman, letters. Used for emphasis within text.

Justify - In composition, to space out lines uniformly to the correct length.

Lamination - A plastic film bonded by heat and pressure to a printed sheet for protection or appearance.

Layout - The drawing or sketch of a proposed printed piece.

Mechanical - A term for a camera-ready pasteup of artwork. It includes type, photos, line art, etc., all on one piece of artboard.

Negative - In photography, film containing an image in which the values of the original are reversed so that the dark areas appear light and vice versa.

Print quality - In paper, the properties of the paper that affect its appearance and the quality of reproduction.

Opacity - That property of paper which minimizes the "show-through" of printing from the back side or the next sheet.

Ragged left - In typesetting, type that is justified on the right margin and ragged on the left.

Ragged right - In typesetting, type that is justified on the left margin and ragged on the right.

Ream - Five hundred sheets of paper.

Score - To impress or indent a mark with a string or rule in the paper to make folding easier.

Spiral binding - A book bound with wires in spiral form inserted through holes punched along the binding side.

Stripping - The positioning of negatives on a flat prior to platemaking.

Text - The body matter of a page or book, as distinguished from the headings.



Frequently Asked Questions

Do you accept files electronically?

Yes, we are ready to take your Windows PC or Macintosh based files. We accept Microsoft Publisher, Microsoft Word, PageMaker 6.5, PageMaker 7.0, FreeHand, Illustrator and Adobe Photo Shop. **Send a test page** before you get involved with your layout.

How long will it take to complete my project?

Turnarounds will vary depending upon our production schedules at the print shop. However, we are customer driven and will make every effort to meet your deadline requirement. We try to complete your job within 5 to 7 working days.

Who can I call with questions?

Please contact us at 746-3515. We will route your question to the proper person for the help you need.

Can we do color printing?

Yes, we routinely do four color process work. However, to keep your printing more affordable we suggest using spot color for accent.

Can I put more than one job request in a job ticket envelope?

We would prefer only one job per envelope. All incoming jobs are logged in to our computer and processed for the pressroom. A job ticket follows your job from pre-press to completion and is used for notating information to be used in the billing process. Since each finished piece may require different processes, it is important that one job ticket be used for each print request.

Do I need to send a purchase order with my printing request?

No. All the print shop needs is a completed job ticket envelope with an authorized signature to process your order.

How does your billing process work?

On a monthly basis your district's business office is billed by BOCES. This represents all jobs that were printed for your district for the month.

How do I get delivery of my print job?

Delivery of your job is usually done via our BOCES courier. Special request, such as UPS, and customer service pick-up, are available.

save money on your next print project

Here are some factors that you can consider and/or ask about on your next job. Several of these may apply depending on the simplicity/complexity of your job.

Can I substitute color paper for another ink? A color paper might be more economical than another ink.

How many times does my job run through the press? Some of our presses can print more than one ink at a time. But if you require a second run through the press, it might significantly increase the cost.

Can I do more of the work myself in preparing files/job for submission? The more you can do yourself, the less the cost to you. However, please make sure that you do not complicate matters by failing to follow basic guidelines for preparation. This causes us more work (and more expense to you!) by making mistakes that we will have to fix.

